

Minutes

Sullivan Elementary PAC

Date | time Wednesday April 19 2023 | 6:30 pm

Meeting type: General Meeting

Held: in Multipurpose Room

EXECUTIVE	POSITION	ATTENDANCE
Amy L	President	present
Stacey B	Vice President	present
Sindy S	Treasurer	present
	Secretary	
Greg M	DPAC Representative	regrets
Harjeet G	Director at Large	regrets
Breanne S	Director at Large/Popcorn & treats	regrets
Jenny W	Director at Large/Fundraising	regrets
Garima K	Director at Large	regrets

OTHERS IN ATTENDANCE: Cai, Elaine, Ms Der

CALL TO ORDER: 6:38

1. Adoption of Previous Minutes from February 15, 2023 Stacey 1st & Sindy 2nd, Sindy will make a note to add Saleema Noon to the budget every other year to carry it forward to run it every 2nd year as staff have requested.
2. Principal Update - Ms Der
 - a. Enrollment update for next year
 - i. Additional division for next year at the Gr. 3/4 level
 - ii. Hiring a new K/1 teacher and Gr. 3/4 teacher next week- continuing positions
 1. Ms. Ogilvy is a term teacher, new Gr. 3/4 class
 - iii. SBTC program is moving to a new site next year due to our growth
 - b. Bulk ordering of school supplies for next year
 - i. Staff unhappy with quality and cost of School Start supplies
 - ii. School will offer parents of all grades the option of paying the school for supplies next year and the school orders- can get better quality items for cheaper
 - iii. More info to come
 - iv. Can still purchase supplies on own as well
 - c. PAC budget for next year
 - i. Staff will discuss what school wide events they hope to do next year
 - ii. Ex. School wide sports activity, symphony next year
 - iii. PAC had budgeted \$4400 this year for A Rocha and workshops, plus \$15/student for field trips so all of that could be worked together for different purposes if fundraising is there next year too. Outside field trips getting difficult with lack of parent drivers so could potentially use field trip money in house programs too if not for curriculum.

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- d. Past month review
 - i. A Rocha- good feedback from teachers and thanks to PAC
 - ii. Ms. Villette, one of our IST, has resigned her position to do a counselling program. Currently don't have a replacement for her so Ms. Ahluwalia is helping to manage her caseload as well
 - 1. ACTION: PAC may want to consider a gift for year-end assembly - discuss at May meeting
 - e. Upcoming events
 - i. Talent show
 - 1. Live auditions April 25, 26
 - 2. May 1- assembly performance
 - ii. Art show and parent appreciation on May 17 th during student leds
 - iii. Gr. 7 camp- June 7-9. Online payment is now open.
3. Treasurer's Report - Sindy S
- a. Main bank account bal: \$15,012.29 as at Apr 14
 - b. Gaming Account bal: \$9413.99 as at Apr 14
 - c. Profits/Hot Lunch:
 - i. A+W Jan 20 - \$643.49
 - ii. Opa Feb 3 - \$322.94
 - iii. Freshii + Tawara Feb 17 - \$296.46
 - iv. Subway Mar 3 - \$425.60
 - v. Mucho Burrito Mar 31- \$174.76
 - vi. Freshii Dec 16 - \$269.78 (chq cleared Apr 2023)
 - vii. Pizza Hut Apr 14 - \$711.02
 - d. O/S Cheques as at Apr 14
 - i. CK#838 Harjeet Gill \$16.99
 - ii. CK#839 Harjeet Gill \$11.58
 - iii. CK#848 Pizza Hut \$724.98
 - e. Read-a-thon - \$701.25

We will need to cut the reimbursement cheques from Gaming account to Main account before June. To date there are the following reimbursements:

- a. CHQ#780 - Sullivan Elementary \$4920.00 - Fieldtrips 328 students @ \$15/each
- b. CHQ#786 - Elaine Rorison - \$10.00 - Craft fair gaming license
- c. CHQ#789 - Elaine Rorison - \$168 - Craft fair ticket printing
- d. CHQ#796 - Paul Williams - \$200 Halloween Dance DJ
- e. CHQ#797 - Amy Lucrezi - \$ 33.14 - supplies for leadership club
- f. CHQ#807 - Meaghan Taylor - \$215.87 - Halloween Dance supplies
- g. CHQ#809 - Jenny Wainman - \$79.68 - Halloween Dance
- h. CHQ#817 - Meaghan Taylor - \$31.19 - Deck the Halls
- i. CHQ#843 - Sullivan Elementary School - \$840 - YE Gr. 7 celebrations
- j. CHQ#846 - Meaghan Taylor - \$78.40 - Spirit Night rentals

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Gaming grant will also be used to pay for A Rocha \$1800.00 - Once invoice is received.

Still waiting on the invoice from the District for Saleema Noon for \$1625

After reconciling the accounts should be approximately:

Main account: \$23,388

Gaming: \$1,037.71

Money at the District level

PAC fundraising- \$1658.28

Charitable Donations - \$8714.47

Ms Der to investigate why there is so much money at The District and restrictions on using funds.

Maybe we look at buying new jerseys once our logo is revamped or other sports equipment like knee pads.

- 4 . Purchase of chairs - we have had to rent chairs for grade 7 ceremonies and borrow for craft fair. We could really use another set. Cost is \$20 each plus \$171 for the cart. 50 chairs = \$1,117 including GST
Vote to spend \$1,117 for another cart and 50 chairs: 5 in favour.
ACTION: Ms Der to purchase chairs and we will cut a cheque once we have the receipt.
5. Upcoming events & fundraisers
 - a. Teacher Appreciation Day - May 4
 - i. \$388 left in budget plus \$260 for social refreshments. Jenny priced out Fresh Street & Save-on for sandwich & veggies trays. Save-On is slightly cheaper and easier to order and pick up there. Amy will provide a variety of trays from save-on for 50 staff for under the budget.
 - b. Spirit Night - May 26
 - i. committee meeting notes attached
 - ii. ACTION: Rachel to cancel user groups from gym
 - iii. prize ideas for plinko include chap stick, pencils , key chains, ice cream coupons for bigger prize.
 - iv. Meg & Elaine to do gaming license tomorrow.
 - v. ribbon cutting for playground during the event. Can invite MLA, school trustees, etc. Rachel will plan.
 - c. Recap Spirit Wear
 - i. used SEW Cool, they created an online store for us.
 - ii. had 17 orders.
 - iii. they will give us a cost for shipping but will likely pickup as we didn't do much markup to now cover shipping. Amy or Sindy to pickup at Newton Store.

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- iv. should have them in 2 weeks
- d. Recap Growing Smiles
 - i. orders closed today, delivery May 3rd
 - ii. over \$1300 in sales, enough for free delivery
 - iii. Profit should be around \$300
 - iv. We will have 2 planters and 2 hanging plants available for sale at \$35 each
 - v. pickup outside the gym

6.. Constitution & Bylaw Updates - Amy

Was last revised in 2019 and a few updates are needed. Suggested revisions include:

- a. correct spelling mistakes throughout
- b. Section 11: Change term of office from September 1 through August 31 to August 1 through July 31
- c. Section 12: Add Communications Coordinator as a Executive position that may be filled
- d. Add Section 13.7: Communications Coordinator
 - 1. Know the Constitution & Bylaws
 - 2. Adminsitor PAC Facebook & Instagram pages
 - 3. Prepare messages for school SWAY/newsletter
 - 4. Assist with incoming and outgoing correspondence with PAC
- ii. Add to Section 15.3 Committes: Standing and Ad Hoc Committees shall be formed when necessary and could include but not be limited to, Hot Lunch, Craft Fair, Yearbook, Grade 7s, Popcorn.
- iii. Add Section 15.A Grade 7 Committee
 - 1. If formed will function as a committee under general PAC and must follow the same guidelines under this Constitution & Bylaws
 - 2. Voting for a parent rep to take place at the initial meeting of the Committee with school administrators
 - 3. All fundraising proposals to be brought forward at a general PAC meeting for approval to coincide with other PAC fundraisers.
 - 4. Role of the Committee chair is to bring forward ideas from the majority of the Grade 7 group and act as a liaison between PAC, School Administrators and the Grade 7 group.
- e. Section 16: change financial year to match term of office August 1 - July 31
- f. Add to Fundraising, Section 17 and renumber the subsequent sections
- g. Add to Fundraising 3. All requests for support from donors to be approved by the President prior to soliciting.

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ACTION: Amy to edit, send to Ms Der and publish potential changes 14 days before next meeting

7. Yearbook

- i. presales happened through school-cash online and they will push it out again now.
- ii. keep sending pictures for fieldtrips. They have room to add more events
- iii. Ms Campbell suggested a spot on teams for teachers to dump photos to then zip and send to yearbook committee. ACTION: Ms Der to organize
- iv. Stacey to send Ms Johnstone the request for cover art to send out
- v. Darby is booked for team and class photos

8. Open Forum

Welcome to Kindergarten - would be nice to have a table and an email signup sheet to get contact information. We can put out coffee & cookies at a table. Cindy will be there with her child. Amy will try to come but extra people would be helpful.

Other ideas to engage more parents in our community:

- maybe a tea time to help bring people in and connect
- plan some cultural events to help bring in people
- more spirit days but kids come with some supplies and do it at the start of the day to not leave kids out.

adjourn at 8:10 PM

NEXT MEETING: General Meeting at 6:30 followed by AGM at 7:30 on May 30th or 31st.