

PAC Executive Meeting Minutes

Date: Thursday, August 18th 2022

Type of meeting: PAC Executive Meeting

Meeting start time: 6:17pm @ Earls Restaurant – Station Square

Attendees: Navdeep Aujla (*Principal*)
Michelle Mark (*Chair*)
Anita Chin (*Vice Chair*)
Cathy Safadi (*Treasurer*)
Selena Lee (*Member at Large*)
Karen Johal (*Fundraising*)
Brenda To (*Secretary*)

Absent: Sandra Wu (CPF)
Jean Su (DPAC)

Minutes

Agenda Item #1: Treasurer Report / Financial Situation **Presenter:** Cathy Safadi

- No major changes – General Account: \$15,700 (Some parents still haven't cashed their refund cheques from the Hot Lunch refund last year). Total of 5 hot lunch refund cheques that still need to be cashed and 2 other cheques. We are also waiting for the FLIPGIVE funds from last year to be added back into the General Account.
- Gaming Account: \$8437.00 – we are still waiting for the Grant funds to be added into the account.
- Ms. Aujla mentioned that for the Sexual Health program with Seleema Noon the cost will be around \$2000.00. Would PAC be able to fund this program because there are no grants applicable for this program.
- Would PAC be able to help fund the Art Start program this year. It is a different program than the AIC fund. It would be \$800 for half day session. The school board will only cover 1 session. It will be a 1 full day workshop that we can possibly host in the gym during the Spring
- Drummer program cost will be \$4477.50. A deposit of \$1750 has already been paid by the school from unused gaming grant funds that were allocated to the school from the PAC last school year. Mrs. Aujla is still confirming the actual allocation, including unused amounts of the gaming grant funds, given to the school last year. This information is needed for the PAC to prepare the gaming report.
- Ms. Aujla will confirm with the teachers re: leftover funds from the fieldtrips last year to see how much money is remaining and will write a cheque to PAC if there are remaining funds so that we could put the amount back into the General Account
- Consumables Funds will be given to 16 divisions – Cathy Safadi asked if we would also supply the Counselor, LFS and ELL teachers with the same amount. Ms. Aujla confirmed that they will require some funds, however the amount will not be the same as the 16 divisions. Last year each classroom teacher received \$150.00 and this year will be the same amount or will check previous non-covid year budgets and see if PAC can allocate that amount if budget permits.
- PAC will budget \$1000.00 for the Gr.7 grad this year, same amount that was approved by the PAC last year.
- Last year the budget for field trips was \$20.00 per child. This year will be the same if budget permits.>
- Mrs. Aujla indicated the Stream of Dream program will be about \$2/child. PAC discussed and suggested possibly seeing if parents could pay the cost if we cannot make room in budget for request.
- Cathy asked Mrs. Aujla if the school would like money for external staff to support teachers for the gymnastic program at the school as understood some teachers may want some extra support. Cathy indicated would send information for a possible program that might be useful.
- Cathy asked Mrs. Aujla if the school needed additional funds to support the school garden, in particular to make watering easier for teachers. Mrs. Aujla recommended looking into the program Sprouting Chefs (owner is Barb) to better support teachers and asked Cathy to follow up with Barb after the meeting.

Agenda Item #2: Principle's Report / Fundraiser Updates **Presenter:** All PAC Members who were present at the meeting participated in group discussion.

Discussion:

- September 6th coffee event: No donations have been made in terms of pastries. Cathy Safadi will connect with a parent from Brantford who may possibly be able to connect with COBS, if not, we will only serve coffee that morning.

- September 6th coffee event: PAC will meet in the gymnasium after student's have gone to classrooms. Everyone will help set up a table with coffee
- September 16th BBQ event: PAC confirmed that the start time will be 3:30pm – 5:30pm
- PAC has purchased a BBQ from a former Brantford parent, John Carinha for \$300.00. The BBQ will be stored in the outdoor container or under the stage in the gymnasium. Anita Chin will coordinate bringing the BBQ to the school and will arrange an appropriate time when the custodian is at the school to allow access.
- Anita Chin spoke to TUMBLECITY and they have donated a prize for the silent auction and have agreed to do a performance for the school at the Sept 16th BBQ event. We are currently waiting for them to send us the insurance papers to fill out. The performance will be outdoors on a large concrete area (parking lot) or if it rains, we will need to have them perform inside
- PAC discussed that if we have rain on the day of the BBQ we could use pop-up tents and set up the gym for people to eat indoors. The BBQ will take place rain or shine.
- Ms. Aujla will follow about a Firetruck on-site for the BBQ event. The Liaison Police Officer for school will not be available.
- Anita Chin spoke with Mikayla, the representative at Burnaby Rec Centre and she will let Anita know in 2 weeks if they are able to help provide any games for the BBQ event.
- Currently, for the silent auction there are about \$5000.00 worth of prize donations. PAC agreed to have silent auction run for two weeks and that there will not be a "in-person" auction. The bidding will open on Thursday Sept 8th – 23rd
- PAC discussed that the PAC Newsletters moving forward could go out on Monday's or Thursday's. Either the beginning of the week or the end of the week so that parents are more keen to read them. The first PAC newsletter will go out Thursday Sept 8th.
- PAC discussed for the BBQ event, perhaps encouraging parents to pre-order meals (to help with our planning) with the incentive of free chips or drink with their pre-order of a hot dog or hamburger. Or if they pre-order their names will be entered into a raffle.
- Ms. Aujla mentioned that we would require quite a few parents to help volunteer for the BBQ event.
- Volunteers needed:
 - Setting up tables and tents - Michelle Mark to be lead with 4 volunteers
 - Preorder and Cash Sales – Jen Lee will do cash sales but we will need at least 5 more volunteers to help with distributing pre-order and helping with cash sales. Cathy will lead these volunteers.
 - Popcorn – Muniz Virani and maybe 1 other volunteer
 - Food Runners/Assemblers – Karen Rai-Johal to be lead with 4 volunteers
 - Silent Auction – Selena Lee and Anita Chin to be lead with 1 or 2 other volunteers
 - Tumble City – Brenda To will assist with TumbleCity once they arrive and set them up
 - Food Shopping – Jen Lee has offered to pick up food and Cathy is coordinating with her based on the MunchaLunch orders and extra PAC wants to buy for potential cash sales. We will need coolers on site and/or storage in school fridge.
- Food for the BBQ will be: Burgers, Hotdogs, Chips, Apple Juice, Basic condiment pouches. There will be will be Vegetarian Burgers/Hot dogs as well. PAC also suggested cheeseburgers as an option.
- Ms. Aujla confirmed that she thinks we could host a Pancake Breakfast this year
- PAC discussed having a Volunteer Sign-Up sheet available for parents at the Sept 6th coffee event
- PAC discussed the list of Volunteers that will be needed for the year:
 - Hot Lunch program volunteers – to assist with distributing the food and drivers to pick up the food
 - Save On Foods Veggie volunteers – to wash the fruits and vegetables
 - Sept 16th BBQ volunteers
 - Pancake Breakfast volunteers
 - Fun Fair volunteers
 - Sports Day volunteers
 - Earth Day in April for community clean-up
- Hot Lunch was discussed to start on September 26th and parents will have 2 weeks to order. The cut off date will be on September 21st
- Mrs. Aujla indicated that by moving to advance ordering for a term for hot lunch some parents might not be able to afford the upfront payment. PAC noted this concern and will trial the change this fall.

- PAC discussed keeping Hot Lunch on Monday/Wednesday for now because of vendor availability. For any Pro-D days that land on Monday, we will roll over to Friday if White Spot can accommodate. Anita Chin will follow-up and confirm if this is manageable with White Spot and if any increase in pricing from White Spot for this year will occur.
- Anita is going to follow up with HiFive Chicken to see if they are a potential vendor option as we might want to use them on a Friday (that is a rollover hot lunch date from a Monday date that is a PD/stat holiday) or replace a White Spot/Fresh Slice date with them once in a while to give a new vendor a try.
- PAC discussed having a parent volunteer helping to divide the food, intermediate volunteer students to run the food down to the classrooms.
- PAC discussed possibly having recycle bins set up at certain places in the school and Suky from Fresh Slice would come and collect the bags
- PAC confirmed that instead of hosting a Multicultural Night, this year we will host a Fun Fair on May 26th
- Ms. Aujla mentioned that Division 5 – 8 will have a bike program this year
- Ms. Aujla mentioned that we will skip the Young Actors program this year because we hosted that program last year and it will be a good break this year. Cathy made note that this program is one that has both French and English language options so is a good option to pursue in future, if not this year.
- Ms. Thompson is expected back this year
- This year there will be two GR.6/7 English classes
- This year there will be two GR.4/5 English classes
- Mr. Cole will start with a gradual entry due to a concussion.
- Moving forward PAC meetings will be held in person inside the school library. The Executive meeting will start first with the General Meeting to follow on the same day.
- Next PAC meeting is set for September 21st – Executive Meeting at 6:15pm, General at 7pm
- PAC in person inside library Executive and General meetings on the same days

Meeting adjourned: 8:46pm

There was no General Meeting for the month of August

Next PAC Meeting: September 21st, 2022 @ 6:15pm in person @ Brantford.
