

PAC Executive Meeting Minutes

November 9, 2022.

Call to Order-6:06pm

Minutes recorded by Selena (member at large) as Brenda (secretary) absent

Agenda

1.) Principal's Report (10 minutes)

A.) Halloween

- a major highlight
- everyone loved the pumpkin patch
- nice to have one pumpkin for each child
- teacher suggestion- pumpkin patch could be a fundraiser? Each child pays a dollar moving forward?
- Halloween assembly went well

B.) Athletics

- volleyball and cross country wrapping up
- students are excited, teams look good
- basketball then track and field coming up

C.) Hot Lunch

- going well and running smoothly
- parent and student volunteers are enthusiastic

D.) Young People's Concert

- Nov 22nd
- we are leaving at 9am
- buses coming to Sperling Ave
- kids need to get here early to do attendance
- be back close to recess

- Grades 4-7 at the Terry Fox theater at Burnaby South

- cultural presentation

E.) Remembrance Day assembly

- lots of interest from parents

- need to limit to 30 people

- have additional guests coming

F.) Pancake Breakfast

- talking to teachers about a Christmas concert

- will record and share with community

- each class will do a presentation

G.) Grade 7 Fundraising

- timeline?

- lot of ideas and need to make sure there are no conflicts with other school fundraisers

H.) Personnel

- no update on Ilona or Sylvia

- staffing is finally completed

- Ms. Armeni is doing ELL, working with indigenous students, some coverage for head teacher and NIS time

2.) Approval of last month's minutes (2 minutes)

- approved

3.) Bylaws Update (5 minutes)

- Issue is that we are not always strictly following our bylaws, in some cases because they are not as applicable to our current needs (they were last updated in 2016). Recommend a review and update of the bylaws be completed this school year.

- Specific bylaws that we are not adhering to are listed below:

Section 7 Finances

7.9: Expenditures between \$50-300 must be voted on and approved at an executive PAC meeting.

-The \$50 limit is fairly low for many expenditures and we cannot realistically always wait for a monthly executive meeting to make the purchase. Recommend we increase the lower end of this range and also include the option to approve via email (which is kept as a record).

7.17: All invoices to be paid by cheque only

We sometimes use e-transfer (sometimes vendors request e-transfer)

Section 5: Election of Executive Officers

5.9: All Exec members must have criminal record checks submitted to the PAC chairperson.

This has not been done this year.

Other minor notes:

Do we need 2 DPAC reps as noted in bylaws? Probably could use 2 members at large

4.) Treasurer's Report (10 minutes)

-Bank reconciliation balances as of Nov 8:

-\$21,072 for general account

-\$12,568 for gaming account

-Biggest profit is hot lunch at about \$3,500 (after credit card fees) for the fall term

-Silent auction profit is \$1,885 (after credit card fees)

- Clip-on reflector profit is \$256 (after credit card fees)

-major expenditures are paying for the drummer this fall

-deposit for the Artist in Classroom this spring was \$1088 (remainder is paid for by a grant of \$3500)

-minor expenses for pumpkin carving given to Grade 7 for carving contest prize (\$70)

5.) Hot Lunch Update (10 minutes)

- New options are from Jan-March
 - White spot and Fresh Slice will continue
 - margins and numbers are good
 - High Five is going well
- Others? Subway, sushi, pasta and Booster Juice
- Booster Juice will not be pre-sorted (depending on parents)
 - pasta requires a pick up (no printer and need us to print labels)
 - Subway will do everything
 - Quesada portions are likely relatively small for older students and lower margins
 - Fridays are a good day for an extra hot lunch
 - sushi can get expensive
 - we are wanting to offer something healthier but also have to meet target prices and packaging requirements
 - Subway soggy with condiments?
 - we can do this on a trial basis
 - try out Fridays with new vendors
 - pizza gives us good revenue
 - profit margins are lower with new vendors and popularity unknown until we try them out and get feedback
 - for movie night weeks we can swap out the pizza that week since it will be served in the evening of movie night
 - test out the new vendors and see how it goes (for term 2 we do all of them and do a survey to check popularity)
 - Navdeep-Subway has been a hit with previous schools
 - Freshii as an option? (location at Station Square)
 - Jean will inquire about pricing for Freshii as has a contact

6.) DPAC Update (5 minutes)

-this month Nov 21st there will be DPAC 101 training of new members and how to pass along information to PAC

-will review bylaw updates

7.) Website update

-Angela is helping with the website design and will select a new theme for website

-using google calendar on website, currently linked to a gmail account that Guillermo opened one for website

8.) Pancake breakfast (5 minutes)

-360 kids

-staff and others? 25

-restrictions for numbers?

-usually goes until 10:30am

-2 classes at a time

-Grade 7's make the pancakes and parents serve

-parents usually come for their child's class

-2-3 parents mixing batter in the kitchen

-2-3 parents to help supervise

-lots of enthusiastic Grade 7 cooks to get up early and cook at 7:00am

-110 people in total

-students get a photo taken with Santa then parents clean up and set the table for the next divisions

-16 divisions in total

-2 sets of tables in the gym

-also need to account time for feeding the adults

-Muniz will sort out volunteers from Executive

-make sure that Grade 7's eat since they are up early cooking for others

- Navdeep does not prefer having 3 intermediate classes at the same time along with parents
- may need to adjust depending on what is happening in the school community health-wise
- kids get a candy cane after seeing Santa
- do we need someone to dress up as Santa and who has a suit? (Muniz is willing)
- there is a fireplace and a tree in the storage area
- need volunteers
- Muniz will figure out cost and organize volunteers. PAC has allocated \$500 based on feedback that this amount is sufficient.

9.) Questions (8 minutes)

- Is there a grant that you can apply for Young People's Concert?
- Cathy will read through grant criteria and see if it can be applied after the fact
- will forward answers to Navdeep

Meeting Adjourned at 7:00pm

Amendments (added after meeting adjourned)

1. French Book subscriptions

For every 10 subscriptions from parents, school receives 1 free book subscription.

Brantford-school will receive one free book subscription (8books).

Action: school to choose 1 subscription. We also have the Literature Grant, which we can choose 3 more subscriptions. (4 total)

2. Art Performance Grant

More information will be sent to the CPF reps next week.

Quick summary: CPF will cover half of the cost, up to \$500.

The invoice must also have CPF as the payer. The school can choose any performance as long as its in French.

3. French Film Festival

More information to come.

Quick summary: tentative date: Feb 10, 2023. Watch French movie in the morning at a movie theatre.