

Sullivan Elementary PAC General Meeting  
Tuesday, March 29, 2016

Called to order @ 6:30pm by Heather Brown

Review and pass February 2016 minutes – 1<sup>st</sup> Heidi C. and 2<sup>nd</sup> Amy L.

Review agenda – add traffic issues and scholastic book fair update. Removed fundraising.

Emergency Preparedness: Heather B.

All class packs expire in May 2016 and need updates. The company “72 Hours” in Langley can provide classroom packs for \$145+ tax and will give us a 20% discount which comes to \$116 + tax. Total for 12 divisions will be \$1392 + tax. Adding extra rooms (gym, portable, library, music) will be \$1900 + tax. Products have a 5 year shelf life and packs include food, water, candles, flashlights, etc. Offers by other companies won't be as low in cost.

Price was discussed as being good and fair. The backpacks (2 per class) are easier to carry than the current duffle bags.

Fundraising option suggested – we can offer individual packs to families at \$19.99 each, while they only will cost us approx. \$15. Or we can sell different sized kits to family as options.

Discussed having families contribute \$5 to classroom kits. If we did individual kits, they would follow the child each year, come home at end of year and family would resend when school starts up again.

Kelly will look into what is permitted as far as asking parents for money. There is no money in the school's budget for emergency kits.

Discussion about whether budget can cover. Heather advised approx. \$17,000 in PAC account and would be nice to pay portion of cost with a fundraiser (suggested by Ingrid). Discuss not purchasing for LST room and only get an individual one for them to lower cost. Discussion about asking Jenn & Colin (local realtors) to contribute, decision not to do that.

Motion called to fund from PAC a total of 16 classroom packages and that we will offer both individual and classroom packages to families a fundraiser – **PASSED by voted majority**

Craft Fair: Heather

Craft fair is going forward again in November. Erin Jack offered to assist. Fair brings in approx. \$3500 as a fundraiser, so don't want to pass on that and not do fair. We will have a sponsor this year Janet Sheard (realtor). There are already 15 vendors confirmed.

Advertising Fees: Marle P.

Question about if we only charge a set amount. Ingrid D. advised in past we pro-rated the fee. Jen Robbins wondering what amount we want to charge. Decision to charge \$40 from now to end of year for advertising. Next year we will write up proposal (top-list, bottom, prime spots, different sizes, etc). Monique also suggested can create a table and rotate spots for advertisements.

#### Birthdays: Marle

Some teachers asking about licorice or wagonwheels packs pre-made for birthdays. Question about who would run the program, we would need a volunteer. Discussion about whether it would be an option or try to mandate it so no outside food would be allowed on birthdays. Question about if this should be brought to a staff meeting for teacher opinions. Kelly advised this is not really a teacher concern, more of a parent issue. Discussed that as busy parents it is a good option plus limits food for allergies, but again someone has to run it. Nothing decided for this year. Would be an option to discuss for next year.

#### Hot Lunch Renewal – Heather

Online system is up for renewal, early bird cost is \$350. Discussion about whether we want to continue with program. Heidi Cheng (hot lunch coordinator) loves the program, saves time from having to deal with and count money. We have been doing lunch 2 x per month and doesn't want to switch and have to figure out a new program.

We don't use it to the full potential and don't have all families registered. A reminder will be put out on Facebook by Jen R. Also will ask class parents to email out reminder to register.

Discussion about whether we can order hot lunch for all year (Harjeet). Heidi advised that we cannot do the full year, it is a possibility in future if full year of meals are planned out for the year. Instead, maybe in January a reminder can be sent out.

Question from Monique about whether games day will be on there... yes it will.

Side Note – Freezies are in Costco and should stock up for events.

Heidi – there is another company/system but Marle advised we would have to outsource their food and might not be able to put other things in (DVD/yearbook etc).

Motion to renew – **PASSED by Voted Majority**

#### Babysitting course – Marle

Date tentatively set for the 1<sup>st</sup> pro-d day in the new school year, September 26, 2016.

Kelly had found a school district program that was \$60 per student. Marle found company "On the Go 1<sup>st</sup> aid" that was \$13 per student.

Program is called Red Cross People Saver program and is elementary school geared, ages 10-12 and is 4 hours.

They also have a babysitting program that is \$35 per student ages 11-15 and is 8 hours.

Question if this is going to be needed for lunch monitors – it would be good for them, but is not necessary

The babysitting course is more for infant and toddler and the people saver is more general safety.

The program would be offered as an after-school program that parents would pay for (not PAC paid).

Opinion is that the people saver would be the better option.

Spring Fling Dance – Jen R.

Kelly supports us using the gym which would be free to us

Date set for April 29<sup>th</sup>, dance would be from 5:30 – 7:30, there would be an entry fee.

This is not being done as a fundraiser, more of a social and fun event for the kids.

Food would be offered in concession

DJ has volunteered time

Question about what budget is needed – nothing needed, will use décor from previous events (Hawaiian items upstairs) and see if spirit committee wants to make some decorations (Mrs.

Hough in charge of committee, Jen to discuss with her).

Movie night was set for April 28<sup>th</sup> but has been moved to April 21<sup>st</sup> instead, so that is not a concern.

Motion to have dance – **PASSED by voted majority**

Food Safe – Marle

Both Marle Prasad and Heidi Cheng have received their food safe now.

Marle has hers for the fruit & veggie program

Heidi has hers for hot lunch.

Question if someone can use theirs for Spring Fling event as it will be needed.

Request to have Heidi copy her certificate to post in the PAC kitchen in case we get visited from food inspection.

Spirit Night – Harjeet

Date is set for June 10, 2016 and will be held at Sullivan Hall.

Harjeet advised that Kirsty has come on board to assist in coordinating event and will be taking on the concession responsibility. Discussion is happening on if we are doing BBQ or bringing in outside vendor of some kind.

Notice to all members that volunteers will be needed to help with event.

Bricks for kids has been booked. There will be a silent auction as previous years. Cotton Candy Boys are booked (as they are popular and give back a percentage to the school for fundraising). Fraser Valley events was who we have used in the past. They have great activities, but are limited and we have to use our own volunteers to run events.

Jenn & Colin (local realtors) have offered to “sponsor” the event, will be helping with cost of activities.

A new company “Party Works” has given us info on their items and Harjeet is in discussion with them over activities. They have more items, larger scale items and they will provide their own staff to run the larger items. We will probably still need parent volunteers to run the smaller activities.

Concession will try to be a bigger fundraising event this year.

We may not have sponsorship next year, so don’t want to go too big scale as we want to avoid disappointment if we can’t afford same items.

Suggestion was offered about bringing event back to the school. Issue was brought up that it gets more spread out at the school and there is a choppy feel with portables blocking fields.

Also, box cars are easier to get to the Hall.

Question about if the event is going to be opened to the community or stay a school event.  
Answered that the event is a school event only.

Motion to keep at the hall this year – **PASSED by voted majority**

Principal update – Kelly

Al Pitchler is available for next spring to do a production. Would be between Feb – spring break time. Cost last time was approx. \$6000 so question brought up about if we can afford that. Last time cost was offset by ticket sales, and DVD sales. We need to check how much was covered and what final cost to PAC was. Per Kelly, we are booked as of right now.

Motion to go forward with production – **PASSED by voted majority**

Organization for next year. The preliminary head count is 312 (currently we are 287). We can fit that into 12 divisions, but some divisions would be maxed out in September. With projections, it looks like we might have 13 divisions next year. Request put forward to Kelly to please divide grade 7's evenly or not at all.

Staff meeting was today. Teachers have discussed trying no planners next year. If parents still want one they can purchase, but it is not going to be mandatory.

Discussion about school supply list. Kelly has asked teachers to be more mindful about what they require on the lists as parents have concerns about unused items.

Question about if we can donate unused items back to school. Kelly will look into options for schools in need and be more proactive to inquire by end of school year instead of part way through when items are less needed.

Budget Review – Shareen

Not much new on this month. Popcorn/twizzlers day is at \$1536 profit. Last movie night was not a big event for some reason.

Pancake Breakfast

Next date is set for May 13<sup>th</sup>. Monique has offered to head it up.

Clothing Drive – Heather

Date has been changed, it is now from May 9 – 17. Dates will be around the weekend of Jenn & Colin's garage sale. They will advertise and the hope is that we will get more items from unsold garage sales.

Traffic Issues – Stacey B.

Lights are now delayed 3 seconds to allow pedestrians to cross. Some parents do not like the new delay as parallel cars not there to protect people walking.

Crossing guard is not very useful as hardly goes out into walkway. She is supposed to go out 1/look into options for schools in need and be more proactive to inquire by end of school year instead of part way through when items are less needed.

## Fresh Grade

Questions asked about parent feedback on Fresh Grade program.

Kelly advised she has not really had any feedback. Some parents saying they are receiving very little information on their child's progress. Kelly has advised parents to address issues with their specific teachers.

## Scholastic – Stacey B.

The fair was a big success, we sold over \$4000 of items (goal was \$3000). We still have \$600 remaining to be spent. All funds expire after 2 years so do need to spend so we don't lose the credits.

Some teachers are requesting catalogue orders, some are larger items. Stacey will go through requested items and order things that are available.

Suggestion made to order some things and make a basket to auction on spirit night. Stacey will look into that too.

Motion to approve Stacey ordering catalogue items (art drying rack is one) and items for basket  
– **PASSED by voted majority**

Meeting adjourned at 8:10pm

1<sup>st</sup> – Shelley S.

2<sup>nd</sup> – Margaret E.