

Sullivan Elementary PAC Meeting

HELD: Library – September 10, 2018

MEMBER	POSITION	ATTENDANCE
Elaine Silvaggio	President	Present
Breanne Sutton	Vice President	Present
Sindy Saran	Treasurer	Present
Trina Pacey	Secretary	Absent
Amy Lucrezi	Secretary	Present

OTHERS IN ATTENDANCE: Jenny, Claudia, Dale, Colleen, Greg, Sarb, Carly, Shelley, Dana, Heather, Ingrid, Stacey, Manj, Harjeet

CALL TO ORDER: 7 pm

ADOPTION OF PREVIOUS MINUTES: From June 18, 2018, Stacey 1<sup>st</sup>, Sindy 2<sup>nd</sup>

AGENDA:

1. REPORTS

1.1. Principal's Report

- Moving into classes next week, delayed because we are full and applied for an extra division, district said to start full. 291 students enrolled.
- A grade 7 and a 6/7 was the only possibility. Mr Mullen and Ms Baker are going to work hard to combine the 7s as much as possibly. The division breakdown is as follows:
  - Mullen 7
  - Baker 6/7
  - Walters/Muna 5/6
  - Paccagan 5/6
  - Kane/Schroeder 4/5
  - Cojucariu 4/5
  - Wilder/Boudreau 3/4
  - Taylor 3/4
  - Succamore 2/3
  - Leech 1/2
  - Sarchet 1/2
  - Head K/1
  - Clements K
- Switched the BBQ to a meet the teacher with coffee and cookies in the gym as the response from parents was quite low.
  - Terry fox run next Friday. Parents required for helping on the route with grades 2-7. Kindergarten and grade 1s will run on the gravel field. Coin collection will start with dimes on Monday
  - Orange shirt day is the week after Terry Fox run. Teachers will talk about the residential schools and have some aids like books in the classroom.
  - Tues Sept 25<sup>th</sup> is individual photo day.

- Turkey Trot Oct 5<sup>th</sup> Novi Bose will donate a turkey with a box of items to make a full Thanksgiving dinner. Dana wondered if we would be interested in turning it into a raffle. Timing is quite tight with the turnaround for gaming permits to allow much time for promotion and ticket sales. Discussion that the ticket sales could be considered a donation.

- Cross country starting next week for grades 3-7. Mr. Mullen will send notices. Meets will be Tuesdays at Cres park and it runs for five weeks. Other grades are welcome to attend the practice but not able to attend the meet.

- Lunch/recess time has been reversed this year. Eat first then go to recess instead. Mainly for diabetic students.

- For liquorice and popcorn, kids will come down at noon after lunch instead.

- The speaker and mic would not work this morning for the assembly. Dana priced out a new one and found one for \$2300.

Expansion - Dana put in a call and the response was someone will come see her this week to fill her in. Costs have increased 40% from what they were allocated at the beginning of the project.

## 1.2. Treasurer's Report

- Gaming Grant approval - Last year we didn't hear until Oct. so not surprised nothing has been heard yet. Last year we received \$5540

- How can we reconcile payments? Last year there was \$280 in outstanding balance. We need to limit the number of people that have access to the Hot Lunch site to make someone accountable. Tough to say how these payments got missed as some were people that typically use paypal. If we have hotlunch, we need to make sure it has been paid for prior to ordering.

- Sindy would like receipts attached to expense forms to reimburse people. She is recording what she physically collects instead of what is expected. Payments will be cut on the 10<sup>th</sup> and 20<sup>th</sup> and the forms are in the treasury box in the office.

### - BUDGET

#### o Create 2018/19 school year budget

- Usually \$200 per teacher so they can get new classroom supplies
- \$15 per child for fieldtrips and \$20 for grade sevens last year, will depend on number of kids. This year would be \$780 for grade sevens based on those numbers.
- Symphony will not happen this year, Andy booked 3 Artstarts for this year. We will keep the teacher wishlist at \$3000 and Dana will take that amount to the teachers. Amounts for staff appreciation and staff lunches can stay the same.
- Three brand new teachers with limited resources and will need more. Usually they receive an extra \$50
- Class supplies leaving at \$4000
- Vote: to approve funding request for new speaker, \$2300 all in off the district catalogue. All in favour. Approved

## 2. POSITIONS TO FILL

- Treasurer (mat leave coverage) – Ingrid will fill in for 2 months to help Sindy

- Hot Lunch Coordinator – hot lunch made \$3800 last year, so big fundraising. Need someone by the 28<sup>th</sup> of September or it can get passed to grade 7s. It will get pushed on facebook, and newsletter.

- Spirit Night Coordinator(s). The hall is booked for June 21<sup>st</sup>.

- Communications – Breanne will pin the shape of the week to the Facebook page and communicate with Dana to send out items via email to parents.
- Directors at Large – Jenny, Claudia, Colleen, Sarb, Heather, Ginny, Manj, Harjeet, Greg, & Stacey would all like to be directors and attempt to attend meetings on a regular basis
- DPAC Representative to attend the district meetings and report back, still required, will go out in the newsletter and on facebook as well
- Halloween dance coordinator – can go out in the newsletter and facebook.

### 3. BANKING

- 3.1. Change bank institution - Sindy has had trouble with CIBC and wants to switch. Nobody has an issue if she wants to switch.
- 3.2. Change signatories, needs to be changed to Sindy, Elaine & Breanne. Need to take off Ingrid, Marle & Heather. Sindy will check into what needs to be done

### 4. HOT LUNCH

- 4.1. Coordinator needed
- 4.2. Open Sysco account
  - Discuss transparency re: Elaine's husband. Brad had helped us in the past and we did a soup sale to fundraise, but there were concerns he was making money off the school. Discussion that we all use the contacts we have to try to get deals and make things easier.
  - Supplies would be delivered and it is a one stop shop
  - There is a minimum \$500 order and that is up to the person ordering to negotiate if they need something lower.
  - Wondered if we had to order larger quantities where the supplies could go. Last time there was enough room to stack boxes in the corner of the kitchen
  - This needs to be discussed more if we get a hot lunch coordinator
- 4.3. Simplify to once monthly hot dog lunches. Maybe this could be more doable but still need a coordinator to take this on. If not then grade 7s could be interested.
- 4.4. Foodsafe certification
  - Need to have 2-3 people with active certification
  - PAC will pay the fees but you need to be available to volunteer for the events. Elaine will do one, Jenn should do another with popcorn and one other person if they sign up for hotlunch coordinator would make sense.

### 5. CRAFT FAIR (November 4)

- 5.1. General update – Amy, Stacey & Elaine have taken it on this year. They are waiting for 4 more cheques to come back and we are fully booked.
- 5.2. Gaming license – Elaine has applied for the license and we hope to have raffle tickets printed before Thanksgiving.
- 5.3. Food permit – concession will be offered but more limited this year. Drinks, coffee, tea, muffin, scone. Something a person could have in one hand. Have to make sure we let the vendors know so they can pack a lunch.
- 5.4. Grade 7 involvement – there is a table set aside for them to sell popcorn and maybe another thing

### 6. TENTATIVE FUTURE DATES

Meet the Teacher BBQ	Sept. 13
Terry Fox Run	Sept. 21

Turkey Trot	Oct. 5
Pancake Breakfast coordinator)	Oct. 12 (tentative, will send out in the email for a
Book Fair	Nov 28-30

7. FUNDRAISING IDEAS (brainstorm ideas, discuss and choose at October meeting)

- Purdy's Chocolates, Sindy will ask Jenn Bay to see if she will assist her to take it on again this year.
- Sarah Amaral is a local mom and photographer who will do PAC fundraisers. She charges \$50 for a 10 min session and family receives all originals and 5 edited photos. The PAC can add whatever upcharge they like to this. Agreement to charge \$75. Amy will check if can she do one night and one weekend day in October

8. FUTURE MEETINGS

- Second Monday of each month (bumped to 3<sup>rd</sup> for holidays) or choose alternating day/time

October 15	January 14	April 15
November 19	February 11	May 13
December 10	March 11	June 10 (AGM)

Some discussion of what works best and if we should alternate days and times but decision to keep the dates as is.

Due to the late hour the Selema Moon and website sponsorship fees will be postponed to the next meeting.

ADJOURNMENT: 9 pm Colleen 1<sup>st</sup>, Jenny 2nd

NEXT MEETING: October 15<sup>th</sup> 7 pm