

PAC Meeting Minutes

May 10, 2016 – 6:40 to 8:10 p.m.

Present

Chair: Erin Schneider	Fundraising & Booster Juice/Subway: Barbara Anderson
Treasurer: Linda Doove	Social/Pizza Coordinator: Crestina Amado
Secretary: Meagan Huculak	Grade 5 Leaving Committee: Felicia Reamsbottom
School Planning Council: Natalie Branco	Aspenwood Principal: Sean Della Vedova
Parents/Guests: 2	Aspenwood Vice-Principal: Jason Giles

Regrets

Social Media: Angela Salehi	School Planning Council: Wendy Werier
Booster Juice/Subway: Taruna Singh	Milk Program Coordinator: Diane MacSporran
Fruit and Veg Program: Dawn Johnson	Milk Program Coordinator: Claire Turner
Health & Safety: Jen Cox	Parent Education: Christy Caza

Call to Order

E. Schneider called the meeting to order at 6:40 p.m. welcome, sign in and introductions
B. Anderson motioned to accept the March 8th minutes. Motion was seconded by L. Doove

School Report

S. Della Vedova and J. Giles provided an update on what is happening at the school:

- Transitioning to Kevin Akins as our new Principal in September. Plan to continue with recognition assemblies and communication/emails. Ribbons for next year have been ordered and the aim is to keep the assemblies along with the slide shows going next year. Will strongly encourage keeping super blocks.
- Class will be complete before the transition. Cards have been prepared for each child with information about them as a learner and a person. These are used in class building and are created by their current classroom teacher. The desire is to create mixed groups. (Note was made that student are not streamed based on skill level but rather mixed to create balanced classes.)
 - Splits: The Board dictates the number of divisions. We need to leave room at each grade for new student who may join throughout the year; the Board would not approve a completely full K-1 scenario (for example) so splits may be required at various grade levels.
 - 1st week of school: as there are always shifts based on student population changes over the summer it is impossible to have classes confirmed for the 1st week of school.
- Welcome to Kindergarten day this year each class will move up 1 grade to “test drive” the grade they will be joining next year. Grade 5s will do “Environmental work” helping to clean our school property.
- Code of Conduct review is underway. Looking to tightening up the length, use common language in improve understanding and use of the code by students, add items around technology and make punctuality more of a priority (positive reinforcement with a “Early Bird Award” perhaps?)
- Emergency Release: This went really well. Kids were good, parents were good, no rushing!
- Parent Appreciation Day – June 9th. Staff will have coffee and snacks for parents at drop off. The hope is that this will be accessible to more parents than a midday event.
- Grade 4’s walk to Old Orchard on the day of the gr 5 field trip is likely, but still in planning stages.
- May the 4th was lots of fun for students and teachers.

Social Media

A. Salehi was unable to attend, E. Schneider gave an update on her behalf

- Posts are scheduled and will be going out regarding the Carnival, and Staff Appreciation.

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- Last 5@5 with Ms. Bird going out in June.

Fundraising Update

B. Anderson provided an update on fundraising activities.

- More volunteers are needed for the Carnival – at least 35 more in order to run this event.
 - Jason will contact the High school for more student volunteers but we also need more parents.
- Still looking for a Milk Coordinator for September.
- Now looking for a Coordinator for the Subway/Booster Juice program – this will mostly involve organizing delivery/volunteers for alternate Mondays.
- We have received a \$1000 donation toward the carnival from RBC, and Morning Star Homes has indicated a possible donation as well.
- Freezie sale May 6th raised approx \$280 for the PAC

If you are interested in volunteering, please email our [volunteer coordinator](#).

Treasurer Report

L. Doove provided an update:

- Budget for the 2016/2017 operating year was reviewed. Was amended to include a line item for the Playground. Tennis Program line was changed to Physical Activity.
- E. Schneider motioned to accept the budget as amended, M. Huculak seconded 6 votes in favour: Approved.

Grade 5 Leaving

- 1 more freezie sale will be held to ensure a buffer in the budget in case lunch costs more than expected.
- Funds are in from hoodie and cookie sales and the budget is on track.
- Grade 5 leaving ceremony will be on June 24th – morning. Video for this event is in the works.

Staff Appreciation Lunch Friday May 20

C. Amado provided an update:

- Facebook note went out reminding about the date change. Planner strip will go out Thursday.

Carnival Committee:

E. Schneider provided an update:

- Planner strips will go out Monday reminding students and parents that presales for tickets will end May 20th
- We need a few outdoor extension cords, if you have one to loan please let us know

Last Meeting:

E. Schneider provided an update:

- Last PAC Meeting of the year will be June 14th
 - Goodbye to Mr. DV and welcome to Mr. Akins
 - Election for executive positions and set dates for 16/17 meetings and events.
 - Discuss fundraising opportunities for the upcoming year.

Adjournment

The PAC meeting was adjourned at 8:10 p.m.

Next PAC meeting is Tuesday, June 14th @ 6:30pm Free babysitting is provided.

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General Account - Income Statement

ASPENWOOD ELEMENTARY PAC

Budget for 2016/2017 - General Account	Budget 2016/2017	Comments
Possible Carry Forward of Funds	64,775.00	Bank Balances, Playground donations, Potential Carnival funds
Emergency Preparedness Kits	1,300.00	\$20 x 65 kindergarten students
Fundraising - Net	4,000.00	
Grade 5 Fundraiser - Net	1,200.00	
Subway/Booster - Net	5,500.00	based on current year sales
Milk Program - Net	2,000.00	
Pizza Program - Net	8,000.00	based on current year sales
Sports Day/Carnival	3,000.00	Rotation every 2nd year; this year Sports Day
Total Income	\$89,775.00	
Operating Expenses		
Art Programs	2,000.00	Art Start/guest speakers
BCCPAC membership fee	75.00	\$75 annual membership fee
Munch-a-Lunch Admin Fee	350.00	Annual fee for use of Munch-a-lunch (payable around April)
Classroom Support	4,500.00	\$150/division; Music, ESL, Counselling, Speech Path, Resource and Gifted - \$150 each
Computers & Technology	0.00	2014-2015 laptops were purchased - 18 ipads pchsd in 2016; aim to do every 2nd year (\$10,000)
Contingency Fund	2,000.00	To cover any unexpected expenses
Grade 5 Expenses	1,940.00	\$20.00 per grade 5 student (97)
Parent Education - Net	1,000.00	
Photocopying	150.00	To be billed twice per year
Classroom Enhancement	1,260.00	magnify glasses, art drying racks, board games, novel sets
Compassion Expenses	450.00	at discretion of Administrators
Transportation Charges	5,300.00	Cost for bus rental 1/2 bus per division
Social Committee/Babysitting	700.00	\$30/meeting babysit /teacher appreciation
Physical Activity Program (ie: Tennis)	1,052.00	\$2.00 x 526 students
Sports Day	3,000.00	Hot Dog Vendor, ribbons, donuts & miscellaneous
Carnival	\$0.00	(prior exp total \$2,800)
Playground Expansion	\$68,000.00	
Paypal Charges	\$2,300.00	
Total Expenses	\$94,077.00	
Adjustments		
	(\$5,300.00)	Bus transportation to be paid from Gaming account
Surplus/(Deficit) for the year	\$998.00	
Closing Balance	\$998.00	