

# École Rochester Elementary PAC Meeting Minutes

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Wednesday, September 14, 2022

Library

Attendance:

Charmaine, Terra, Manisha, Churniau, Melwin, Renee, Kellsey, Xiaosin, Sabrina, Bill, Genevieve, Vilma, Dan, Megan, Siska, Olga, Vladimir, Will, Matthew, Frances, Norie

Executive: Lucia, Grace, Brenna, Vanessa, Erica

## **Call to order at 6:35**

### **Agenda:**

- Call to order
- Adoption of agenda
- Adoption of previous minutes
- Chair's welcome
- Principal's message
- Budget
  - a. Fundraising
  - b. Events
  - c. highlights
- Grade 5 leaving committee election
- Staff appreciation organizer/coordinator
- PAC meeting schedule
- Door prize
- New business

PAC members briefly introduced themselves

### **Adoption of agenda**

- Motion to adopt the agenda. Moved: Erica, Second: Brenna, passed.

### **Adoption of previous minutes**

- Grace explained that there was some discussion as to whether a meeting was held in June, as there was an email, but the secretary was unable to attend, and there are no minutes readily available.

### **Chair's welcome**

- Lucia indicated it was good to see such a big turnout. Her intention this year was to ensure streamlined meetings. Babysitting will be available for every meeting.

- She indicated that there is a facebook page for the RPAC, and that volunteers from the PAC are still needed, key opportunities are a staff appreciation coordinator, volunteers for hot lunches.
- She thanked those who have already volunteered, highlighting the newsletter editor, Charmaine.

### Principal's message

- Cheryl indicated that she would like to hear from parents by email or in person if there is something they would like to have her cover. Goal this year is to be accessible to meet parent. She recognized the PAC members present indicating they were there to make the school better on their own time and a Healthy PAC means a healthy school.
- School maintained 18 divisions (10 Eng, 8 Fr)
- Upcoming events: Terry Fox Run, statutory holiday Monday, Professional day Friday – visioning with Kat Thorsen including parents and students.
- Volunteer opportunities for parents: traffic signs in the alley by the school, PAC communication liaison for weekly emails, new family contact, Breakfast club
- Breakfast club will be starting again. **Contact Shannon Dryer to volunteer.**
  - **Breakfast Club plan**
  - *Will run from 8:30-8:55*
  - **Monday, Tuesday, Wednesday:**
  - Will run in the lobby of the gym. Need two parent volunteers each day. We can also use grade 5 students to gain leadership skills. Menu would be granola bars, fruit, yogurt, cheese strings, muffins.
  - **Thursday:**
  - Full breakfast set up in the gym. Tables and chairs put out. Coffee served. Sometimes cooked meals (pancakes, pizza bagels) based on number of volunteers. Purpose to foster community. To be run by Shannon & Marina. Need two parent volunteers as well. Grade 5 students for set up and take down of tables and chairs.
- Thanks to RPAC which has long history of helping with budget.
- Cheryl has large expenses, too. Main revenue is readathon which funds technology and library. Her plan is to slowly beautify school grounds as well, creating more interactive environments for families, teachers, kids. Recent improvements include music wall, reading nook, interactive paint on the blacktop surrounding the school. Next project is seating for the gravel field.
- Started putting information on signs outside indicating what is happening. Reaching school population another way than announcements.

### Budget

- Brenna presented the proposed budget indicating planned expenses and projected fundraisers/revenue
  - Fundraising – overview of planned fundraisers (produce boxes, purdy's, growing smiles, martial arts, Neufeld Farms, coupon book), actual fundraising depends on parent participation and purchasing levels.
  - Events – Saleema Noon, Will's Jams, pancake breakfast, hot dog day, carnival
  - Highlights – produce boxes last year donated 30 boxes to families with needs in the Rochester community. T-shirts for kindergarten class.

- Current balances approximately \$17,000 in the regular account, \$6,000 in gaming not including this year's grant.
- Corrected budget to indicate that the T-shirts were for 2023 kindergarten class.
- Question about the carnival: why the large cost. Answer: initial research with other schools offering similar events indicated this was a good amount to plan on. There will be a committee that will work on the details. An email will go out to the parent community to gather interest in helping. The committee could decide whether to charge for items or make them free to the community, and that will determine the final budget. Gaming funds can be used for elements that are free to the Rochester community. The amount is a baseline as items must be purchased/rented before any income on the game/booth could happen. It is a budget item, if the carnival costs less with more parental involvement, then that's an ideal outcome.
- Question about what would happen if the budget did not pass. Answer: Amended budget would be presented at the next meeting. Neufeld has already started but no other forward motion on proposed budget elements until the budget passed.
- Comment that a PAC member previously attended Rochester and had very good memories of the carnival and was a little disappointed it hadn't been offered recently.
- Suggestions for revenue by having local businesses sponsor booths.
- Suggestion to include the grade 5s as some leadership experience.
- Question about field trips not being in the budget. Answer: PAC executive consulted with Cheryl for staff requests for PAC funds. The staff requested money for their classrooms and Saleema Noon. PAC has honored these requests. As the year progresses if teachers request more funds, PAC would consider the donation request and put this to a vote at another PAC meeting.
- Question about Movie nights and Halloween Howl, which have been offered in the past. These could be included in the miscellaneous fundraising line. If parents are interested to run a fundraiser PAC executive is more than happy to work with volunteers. Will offered to launch a Halloween howl committee. Lucia will check with Cheryl to ensure there are no conflicts with school wide initiatives such as "We Scare Hunger" and if the gym is available for Friday Oct.28<sup>th</sup>

Motion to approve the Budget. Moved: Brenna, second: Vanessa. 18 for, 1 opposed, passed.

#### **Grade 5 leaving committee election**

- Erica and Manisha offered to run the committee together. No other person indicated interest when the community was asked. Erica and Manisha acclaimed as committee coordinators.
- Dana (last year grade 5 treasurer) contacted Lucia prior to the meeting as she couldn't attend that night, that she offered to help the new grade 5 committee if they needed it.

**Staff appreciation organizer/coordinator** - tabled

#### **PAC meeting schedule**

- 3<sup>rd</sup> Wednesday of the month, provisional schedule depending on DPAC meeting schedule. No meeting in December

#### **Door prize**

- Megan Lockhart won the door prize.

**New business** – tabled

**Meeting adjourned** at 7:55 PM

Next meeting will be on October 19, 2022.