1. **In Attendance**: Chelsea, Cheryl, David, Tanya, Nathan, Amita and Lina
2. **Approval of Minutes – March** by Tanya and Angela
3. **Approval of Agenda** by Cheryl and Tanya
4. **Principals Report – David**
   * The process of building the classes has started – It doesn’t seem that the school will be as full as David thought they would be for next year.
   * He has been trying to place kids in other schools has he did not have space this year and he is still figuring out if they will be coming back here next year.
   * We are currently at 14 divisions. Next year he is planning for 15/16 divisions, 9/10 in English (increasing by 1 or 2) and French is becoming more difficult to try to keep the divisions. The reason being that the school starts with 20 kids enrolled in kindergarten, but the class size grows as the grades increase and the school rarely has late immersion entry applicants. David is planning to submit 6 divisions in French.
   * David will find out in May; how many divisions approved for and then will be looking into staffing for the next year.
   * The teachers are changing the opening structure for next year. The plan is to go away from the opening conversations and instead, trying to have an open house with the goal setting conversations in October.
   * **Terry Fox Run Wednesday April 12th** – it was moved to April as September was busy, April signifies the start of Terry’s journey also. Please bring in twoonies for Terry, our goal is to raise $600 – Volunteers will be needed to line the running course through River Springs to ensure kids following the right way. (Email to come from David)
   * **April 17th – Crepe Truck – $6** purchase on school cash online – this does not replace lunch or snack.
   * **April 20th Como Lake Relay** – Grade 4-5 **at Como Lake** – parent drivers will be needed.
   * **Student lead conferences – April 20th Early dismissal**
   * **May 25th Track and Field –** Grade 3-5 **at SFU –** will be needing parent drivers.
   * **June – Grade 5’s to go to Kway for a half day.**
   * **Sport’s Day – June 16th**
   * Playground contract was signed and on May 13-14th is planning to start installation of the new play structure and ground covering. Removal of the old structure is hopefully going to be the Thursday or Friday before. David will look into how long the process will take. Once finished we will have to do a grand opening with a ribbon cutting and invite the school trustee – this is for the grant that we have been awarded.
   * David has reminded the teachers of the classroom funds available to them from the PAC as well as the wish list funds.
   * 2 girls will be coming to host a basketball program after school for grade 4-5 girls with a jamboree at Riverside – more info to be sent out about this.
5. **Treasurer Update**
   * Proposed Budget for 2023/2024 School Year

Item Budget   
Babysitting $600.00  
Christmas Hampers $500.00  
Classroom Funds $3,000.00  
BCCPAC Membership DPAC Representative $75.00  
Social Committee $250.00  
Munch a Lunch $280.00  
Snowflake Ball $1,250.00  
Field Trip Funds $1,500.00  
Miscellaneous Admin Expenses $500.00  
Pac Movie Night $1,000.00  
Grad Funds $500.00  
Fill-A-Fridge $500.00  
Teacher wish list $2,500.00  
PAC Supported Lunches $3,200.00  
Strong Start $500.00  
TOTALS: $16,155.00

* + - * Cut out Sept Movie night and Haunted Halloween, cut in half the social fund, Fill-a-Fridge cut in half, PAC supported lunches have increased as before they were not included in the budget, Strong start support as well as we order milk for strong start.
      * We have kept a PAC movie night planned but possibly it would be in October.

Current Funds:

* + - $22, 940.75 General Fund
    - $12, 507.52 Gaming Fund – approx. $1000 will be carried over that cannot be used for the playground
    - $46,965.91 Playground –these funds will be sent to David to pay for the playground that has been purchased.

**PAC DONATIONS**

* + - **May 1 – June 15th** we will be opening up munchalunch PAC donations for **NEXT** year at a **discount**. **$30 per child and $45 per family** – You will also be put on the list for the OCTOBER Movie Night admission with your PAC donation paid.
    - Next year please let us know what fundraisers you would like to have the PAC run via email at [crepacexecutives@gmail.com](mailto:crepacexecutives@gmail.com)
    - Currently we are planning for: Christmas Purdy’s, Growing Smiles – Poinsettias and more, Apple fundraiser, Parking Spot Raffle, Christmas Market and Mother’s Day Market, Snowflake Ball

**Cheryl will NOT be continuing as PAC Treasurer as she is moving away.**

1. **Grade 5 Update**
   * Next Grade 5 Meeting – May 9th at 6:30pm in the library & on Zoom
   * Growing Smiles – order your veggies, flowers, strawberries, and other plants for your garden soon before they sell out. <https://coquitlamriver.growingsmilesfundraising.com/?fbclid=IwAR3oxrCpN63zSWdTtx024-dq_GnIUELv4HpUpYekS5uuFlhbnJMmAd5ZLDI>
   * Orders due April 21st by 3pm.
2. **Chairpersons Report**
   * Positions for Next Year
     + **See additional page.**
     + There are many PAC positions available as we have 3 people that hold a lot of them leaving and Chelsea will not be available for some of the positions she was filling in for.
     + Please have a look and email [crepacexecutives@gmail.com](mailto:crepacexecutives@gmail.com) if you can volunteer for some positions. Some of the positions can be done during the evening, others require daytime. If we can have all positions filled, then people will not have to be volunteering for 3-5 positions as we have had to do this year.
   * Hot Lunches/Treat Days for this month:
     + Fruit & Veg / TCBY Frozen Yogurt – Wednesday, April 5th & April 26th
     + Hot Dog Lunch – Thursday, April 6th
     + Boston Pizza – Thursday, April 13th
     + Little Caesar’s – Thursday, April 20th
   * Signup.com
     + Please sign up for Volunteering for Hot Lunches
     + Hot Dog Day - [https://signup.com/go/WLiFhFY](https://l.facebook.com/l.php?u=https%3A%2F%2Fsignup.com%2Fgo%2FWLiFhFY%3Ffbclid%3DIwAR0rguRqQLjHf_394M4gciD21VQg_Fi8mbTflO9zWUOBL1tj9P8nPmoUHzA&h=AT2IMNo9AUgXumNHImhckmh4meotm6IoVarSodkV2-tMvJGes6P10YfjXOMtqpj8HsiwUfvlUwPu8nnGkjZqdcJ6Maq4kHAV05K7BxIkN0DWsOxtOcYknX8hm_g6MbPsChebkwELzqIZaG7uUSmTNbk&__tn__=-UK-R&c%5B0%5D=AT1wWVIG7wschEsEPACr5Kbiobha0K-4uGtIgkpZov6OtmfOBXHD3K1aeo5SPj5gNR3uApycOxXojN3u8I4S3UgN4LrV2UAyeF-ViujjDwl8bABBO0iRLWx68zMzVAT__9rXlPCt_r84oBJjgpqtsceLqBtGdYmh)
     + Fruit & Veg - [https://signup.com/go/Qcvgfxb](https://l.facebook.com/l.php?u=https%3A%2F%2Fsignup.com%2Fgo%2FQcvgfxb%3Ffbclid%3DIwAR2cg9oYqZED-4ejIt-2RqMZIzy0_btFfdkVlwtMXI-FehQgs51e2wlTp1g&h=AT3GhQZjArQBhJIcBIzw1Gdp0jPRuIqjFN3EwkppQEYDhurWzz8jaI0NKESOS4n5iwFIdIo89HWiOuNmMtsel5oUB9PPgld7x_fjnkZfvnVIB5KgG9YrYYzZL-_G0G9sknIZXZzBD1AmQGimxEXBjZY&__tn__=-UK-R&c%5B0%5D=AT1wWVIG7wschEsEPACr5Kbiobha0K-4uGtIgkpZov6OtmfOBXHD3K1aeo5SPj5gNR3uApycOxXojN3u8I4S3UgN4LrV2UAyeF-ViujjDwl8bABBO0iRLWx68zMzVAT__9rXlPCt_r84oBJjgpqtsceLqBtGdYmh)
     + Boston Pizza - [https://signup.com/go/rGzBTtJ](https://signup.com/go/rGzBTtJ?fbclid=IwAR2eEM7q3VTGABDMfTjt_pcMFsATzXuwQzqF6kSFW2YPbAY3pAVXtxB08y8)
     + Little Caesars - [https://signup.com/go/dOMcmYD](https://signup.com/go/dOMcmYD?fbclid=IwAR2KRXGdZQxQe315nRDSuV4Vp18706TD0AFWjZKCe2doSi2bxG3cWth8YcY)
   * Upcoming Fundraisers / Events
     + **Safer Spaces Internet Safety** –This is a presentation for grade 4-5’s to teach them internet safety and will be held at the school on April 17th.
       - **Parent’s session April 13 6:30-7:45pm on zoom.**
       - Zoom link – <https://us02web.zoom.us/j/89304311870?pwd=cVMwb3haSDhwQWdQM3ZvYW5xeWwrZz09>
       - Meeting ID: 893 0431 1870
       - Passcode: 958319
     + **Photo Fundraiser** – **April 29th** <https://streetstudio.ca/coquitlamriver>
       - 30 spots available sign up on link
       - $64.99 +GST – 10-minute time slot and 1 digital image
       - Options for additional images to be purchased with packages. – see flyer that will be emailed out.
     + **Mother’s Day Shopping Night** – **Thursday, May 4th**5-8pm in the gym
       - note change of date
       - vendor set up will be 3:30 – 5pm
       - volunteers will be needed to help set up tables and signs.
     + **Neufeld’s Farm Fundraiser**
       - It’s almost BBQ season, stock up for summer. Ordering will open April 28th.
       - May 15th is the order deadline. Pickup May 25th at 6pm.
     + **For Sport’s Day** – **June 16th** 
       - We are planning to do a pre order for the concession stand to have a better idea of how much to purchase.
       - There will be extra available but as it will be the end of the school year we would like to not over purchase. There will be an option for pop/treat/pizza
     + **Movie Night – June 23rd ($5 per family)**
       - Cheryl and Chelsea will set up on munch and will have the option again similar to sports day to pre order.
       - We will also have to close munchalunch prior to the movie night as munchalunch will be closing for the end of the year on June 16th.
       - **Orders to purchase tickets for the movie night will have to be in before June 16th.**
   * Ongoing Fundraisers:
     + **Cobbs @ Oxford crossing** – you can donate your points to the school.
     + **Mabel’s Labels –** go to mabelslabels.ca and click “support a fundraiser” search for our school (CRE PAC) and get shopping. There is a wide variety of labels you can create**.**
     + **Return it Depot** - walk up with your bottle returns in a clear or see-through blue plastic bag and put in the school’s phone number (604) 942-0241 into the express return machine – print out your labels and place them on the bags to leave in the express return area for your deposit to go to the fundraising efforts. Don’t forget to scan the bag!!
3. **Playground Update –** Removal will be done possibly on May 11 (David to confirm), Installation to be started May 13, David will also confirm how long this process will take.
4. **DPAC –** Heidi was not at the meeting, and we did not have anything to report.
5. **New Business** 
   * Cheryl suggested we give an end of year gift for Madame Joy for all the hard work and support for the school and PAC events/set ups. After a discussion the PAC decided we will purchase an amazon gift card for her.
   * During the spring concert we gave flowers to Ms. Messam and Ms. Acorn but did not fully thank Madame Joy for all the work behind the scenes, setting up the parking, letting us in on the weekend to set up for the snowflake ball and helping us last minute with the bake sale set up, as well as so much more.
6. **Next Meeting –** Our **AGM will be held on Tuesday, May 2nd at 7pm in the library**.
   * We will be requiring people to step up for positions as 3 people will be leaving this year that have held multiple positions.
   * We have a large variety of positions available with varying commitment levels for time of day needed.
   * **Please look at our PAC Positions and come out to the meeting to see if you can help out.**
7. **Adjournment at 8:39pm**

**PAC Positions**

* + We still have many positions to fill, please have a look and see if there is something you would be interested in as we have some PAC executives that will be leaving the school next year and we would love to get you started before they leave.
  + please contact the PAC if you would like to volunteer.
  + many positions are just a few hours a month and can be done from home!

|  |  |  |
| --- | --- | --- |
| **Position** | **2022/2023 Member** | **2023/2024 Member** |
| Chair | Chelsea | Chelsea |
| Co-Chair | Tanya | Tanya |
| Treasurer | Cheryl | Lina possibly ? |
| Secretary | Angela M/ Zara | Nathan |
| DPAC Rep | Heidi |  |
| Munch-A-Lunch Team | Cheryl/Chelsea |  |
| Treat Day/Popcorn Team x2 | Zara / Tanya | Tanya |
| Fruit & Veg Team x2 | Tanya | Tanya |
| TCBY Team x2 | Chelsea/Tanya | Tanya |
| Boston Pizza Team x2 | Chelsea/Tanya |  |
| Little Caesars Team x2 | Beish | Beish |
| Hot Dog Day Team x2 | Angela Cliffe/Jenny | Angela Cliffe/Jenny |
| Babysitter Coordinator | Zara |  |
| Shopping Night Team x2 | Chelsea/Angela M | Chelsea |
| Volunteer Coordinator | Chelsea |  |
| Early Dismissal Coordinator |  |  |
| Social Media Coordinator | Chelsea/Chery/Angela M |  |
| Teacher Appreciation Coordinator | Angela M |  |
| Hot Lunch Correspondent | Manpreet | Lina possibly ? |
| Grocery Coordinator | Cheryl |  |
| PAC Donation Coordinator | Cheryl |  |

**Chair –** Attend and plan the PAC meetings monthly and give a report, oversee the plans and events that PAC has created and organized. Plan the hot lunch days and events with the principal. Support the PAC and brainstorm ways to fundraise together.

**Co-Chair –** Support the PAC Chair with planning and overseeing events, fundraisers and more, Attend the PAC meetings monthly.

**Treasurer -** Manage and maintain spreadsheets for the annual budget, classroom funds & PAC expenses. The treasurer is also responsible for the following banking duties: depositing cheques and cash and writing cheques for PAC expenses. You will also need to attend monthly PAC meetings and prepare a Treasurers report for the meeting and apply for annual gaming grants.

**Secretary –** In charge of taking notes at the PAC meetings and emailing them to Principal to upload to the school website, email school community, and upload on the school FB page. Having 2 people on this role makes it easier in case one cannot make it to the meeting(s).

**DPAC Rep** - The DPAC rep is responsible for attending the monthly DPAC meetings (last Wednesday of each month) and reporting back to the PAC. DPAC is the District Parent Advisory Council. There is plenty of great information provided at these meetings in relation SD43.

**Munch-A-Lunch Team (2) –** These coordinators are responsible for setting up students/classes/teachers/divisions in Munch at the beginning of the year, setting up Hot Lunches/Fundraisers/etc., and pulling the appropriate reports for Hot Lunches and events. These coordinators are also responsible for helping parents with Munch questions. This can initially be a time consuming position, but throughout the year, it becomes less labour intensive.

**Treat / Popcorn Team (2) –** Help plan what treat/popcorn will be offered on the assigned treat/popcorn days and create a flyer to be sent home to the families the week prior. Then on the scheduled day, collect the money from the classrooms and put together the right amount of treats and hand back to classroom.

**Fruit & Veg Coordinator –** Wash, prepare and distribute the fruit/veg snack and milk to the school after delivered 1-2 times per month. This task can take 1-2 hours.

**TCBY Frozen Yogurt Coordinator –** Hand out the TCBY Frozen Yogurt to the classrooms at the end of the day 1-2 times per month as scheduled for the teachers to distribute to the people who have ordered. The orders currently come all together bagged for each classroom.

**Boston Pizza Coordinator** **(2) -** The organizers are required to provide Boston Pizza with the order details by emailing the reports and labels from Munch-a-Lunch, ensuring the required number of treats are on hand and that milk has been ordered. If treats need to be purchased or ordered that would be done by the organizers as well. On pizza day the organizers would receive, sort, and distribute orders to the classes. This position would take no more than 2 hours a month.

**Little Caesars Coordinator** **(2) -** The organizers are required to provide Little Caesars with the order details by emailing the reports and labels from Munch-a-Lunch, ensuring the required number of treats are on hand and that milk has been ordered. If treats need to be purchased or ordered that would be done by the organizers as well. On pizza day the organizers would receive, sort, and distribute orders to the classes. This position would take no more than 2 hours a month.

**Hot Dog Day Coordinator (2)** - This position requires the organizer to be available 1 day per month to purchase hot dogs and buns, cook, package, and distribute orders to classes. This typically will take from 9:30am – 12:30pm.

**Babysitting Coordinator** - Each month the PAC pays 2 babysitters to care for any children who accompany their parents to the PAC meeting. In the past, the sitters have been middle school siblings of CRE students. This position would require the organizer to recruit and schedule sitters for PAC meetings and secure payment from the treasurer. This job is great for a working parent as it does not require much time. Attending the meetings would be beneficial.

**Shopping Night Team (2)** - CRE would like to host a fall & spring shopping night. The Shopping Night in November runs in conjunction with the Scholastic Book Fair and raises hundreds of dollars in books for the school. There should be two leaders who will work to recruit vendors and run the events. The leaders will be able to recruit volunteers to help at the events with the silent auction and set up/take down.

**Volunteer Coordinator –** Organzie volunteers for events and hot lunches to help. This currently has been done through signup.com and requesting volunteers on the CRE Parents Facebook page or emailing David to email out to the parents requesting the need for volunteers. This can be done in the evening easily for someone who works during the day.

**Early Dismissal Coordinator -** This is if we want to offer activities on the early dismissal days in the gym such as martial arts, movies, or other ideas. Currently we do not provide but have in the past.

**Social Media Coordinator –** Communitcates the fundraising or events that are happening on the CRE Parents Facebook page and preparing an email to David to send out weekly of all of the PAC updates for the school to be aware of the plans happening. This can be done in the evening for someone who works during the week.

**Teacher Appreciation Coordinator –** One week per year we appreciate our CRE staff by planning a week long of goodies and snacks with a potluck lunch provided one of the days. This person would organize what is needed and create a form to send home for people to volunteer to bring an item in or create the event on signup.com. This person would have to be at the school (or organize for volunteers to be at the school) to receive the items and prepare, serve and clean up the lunch and goodies throughout the week. This year it as held in March, the week before spring break.

**Hot Lunch Correspondent –** This person can would be ready to answer questions on the hot lunch email and support the parents if they have problems with ordering the hot lunches.

**Grocery Coordinator** - This person is responsible for picking up supplies for hot lunches and treat days as well as ordering milk (this will require one to two shops at Costco and ordering milk online twice per month).

**PAC Donation Coordinator** - This person is responsible for sending out a reminder for PAC donations in November. The coordinator will be given a list of families who have donated. They will need to cross reference a school list and address a preprinted letter to families who have yet to donate. Letters are then organized by division for distribution. This is a great job for a working parent.

**Subway Team (if we were do this again)**- The organizers are required to provide Subway with the order details by emailing the reports and labels from Munch-a-Lunch, ensuring the required number of treats are on hand and that milk has been ordered. If treats need to be purchased or ordered that would be done by the organizers as well. On subway day the organizers would receive, sort, and distribute orders to the classes. This position would take no more than 2 hours a month.