1. **In Attendance**: Nicole Spindor, Amita Sign, Sandra Demosloff, Heidi Ng, Melissa Gross, Zara Scott, Nathan Bodarick, Mariana Machado, Tanya Wilson, Chelsea Giesbrecht, Cheryl Gyourov, Lina Grajales, Kelly Abbott, Angela Magleo, David Mushens

(Introductions of everyone at the meeting)

1. **Approval of Minutes for April**: Tanya, Cheryl
2. **Approval of Agenda**: Heidi, Cheryl
3. **Principals Report:**
* In the midst of staffing/budget stuff.
* So far next year’s organizing is not going as expected, this January started very busy and now has leveled out with people moving to this area and wanting to enroll their kids at our school, now just one call every week or so but still may be an influx of people.
* So far registering less than this year-probably around 300.
* Likely will still go with 1 increased English division (9 this year often in upper level).
* Possibility of losing a French division-hovering around a bubble of 6 divisions-may go to 5 due to increased class sizes as grades go along. Only 15 divisions this year and he will find out on Thursday how next year will look. May or may not be splits-will have to see how it plays out. Hopefully the district will just let us have small classes but most likely not.
* No teacher layoffs in the district this year-yay! But may lose a French teacher if we lose a division. Uncertain right now. Will have good idea by mid-May.
* French speeches this Friday
* May 12th grade 5's going to Camp.
* Thursday May 18th welcome to K in the morning and current K's come after lunch.
* Parent kindergarten night is on June 1st 6:30-7:30pm more information to come.
* District track meet at SFU coming up at the end of the month-May 25th-\*\* parent drivers needed.
* Kindergarten playground: met with district and take down should be next week and then instillation soon after. Funding has all been approved and taken care of.
1. **Treasurer Update**

Treasurer Report May 2, 2023, School Year 2022/2023 - Cheryl Gyourov Treasurer

**PAC DONATIONS**-

Pay PAC Donations for 2023/2024 Year now and get a discounted rate – Starting May 8th.

**Account Balances**

Operating $21,784.80

Gaming $12,507.52

Playground $47,043.11

Grade 5 $3,366.58

**Expenses - April**

$4,516.42– Paying out Hot Lunch orders, Strong Start Fridge (supplements their snacks), Fill-a-Fridge Program (for children that don't have or can't afford lunch)

**Income - April**

$3,281.72 – Munch-a-Lunch, Purdy's Xmas Order Cheque, Popcorn Day (223 participants)

• Approval of Budget for 2023/2024 School Year. Motion set forward by Angela M. Seconded by Kelly S.- Unanimous approval.

****

1. **Grade 5 Update**

• Next Grade 5 Meeting – May 9th at 6:30pm in the library & on Zoom

• Growing Smiles (flowers, veggies, herbs etc.)– Order pick up May 10th 2:30-3pm & 6:30-7pm at the school.

• Camp Jubilee for the grade 5's– May 12th – Need to be at the school at 7:15am – will be back around 4:30pm

1. **Chairpersons Report**

• Positions for Next Year: see the additional page

* **Mother’s Day Shopping Night** – May 4th from 5-8pm in the Gym. 23 Vendors, 25 tables-Grade 5's have a table as well selling pizza!
* Hot Lunches/Treat Days for this month:
	+ Boston Pizza – Thursday, May 4th
	+ Fruit & Veg / TCBY Frozen Yogurt – Wednesday, May 10th & May 31st (every 3 weeks)
	+ Hot Dog Lunch – Thursday, May 11th
	+ Treat Day – Wednesday, May 17th
	+ Little Caesar’s – Thursday, May 25th
* Upcoming Fundraisers / Events
	+ **Neufeld’s Farm Fundraiser** – **May 15th deadline**. Pickup May 25th at 6pm
		- <https://app.neufeldfarms.ca/fundraising/2023-coquitlam-river-elementary/ref/em>
	+ Spring Carnaval/dance-not happening this year but hopefully next, maybe even a glow party.
	+ **Movie Night – June 23rd ($5 per family**), still picking the movie-TBA.
* 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 seethrough 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!!
	+ Provincial Spirits – We don't have this fundraiser going at the moment
1. **Playground Update:** see previous notes.
2. **DPAC**: they have a presentation about keeping kids safe on the internet, stay tuned for details on the CRE Parents Facebook page. DPAC is also accepting nominations for next year up until May 10th. The election is May 24th. Will post more information on the FB parent page.
3. **New Business**
* Any other New Business:
* Sports Day: will do pre ordered pizza lunch, will have juice/pop/chips, also will have cooling station with popsicles for the kids!
* Facebook page: CRE parents-for incoming K students add yourself to the page to stay updated. Just put incoming K's in the who is your teacher question.

**11. Next Meeting** – Tuesday, June 6th at 7pm in the library.

**12. Adjournment -** 8:21 pm

**PAC Positions**

· We still have many positions to fill even this year but 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 W |
| Treasurer | Cheryl | Lina G |
| Secretary | Angela M/ Zara | Nathan B |
| DPAC Rep | Heidi | Nathan B |
| Munch-A-Lunch Team | Cheryl/Chelsea | Chelsea / Lina G |
| Treat Day/Popcorn Team x2 | Zara / Tanya | Tanya W / Kelly A |
| Fruit & Veg Team x2 | Tanya | Tanya W / Kelly A |
| TCBY Team x2 | Chelsea/Tanya | Tanya W |
| 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 | Nicole S |
| Teacher Appreciation Coordinator | Angela M | Kelly A |
| Hot Lunch Correspondent | Manpreet | Nicole S |
| Grocery Coordinator | Cheryl | Carrie B |
| PAC Donation Coordinator | Cheryl | Nicole S |

**Detailed description of PAC Roles**

**Chair** – The Chairperson heads the monthly PAC meetings and coordinates with all the other PAC members on ongoing issues, events, and ideas.

**Co-Chair** – The Co-Chair supports the PAC Chairperson and helps wherever possible.

**Treasurer** – Manages and maintains 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 treasurer’s 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 meetings.

**DPAC Rep** - Responsible for attending the monthly DPAC meetings (last Wednesday of each month) and reporting back to the PAC and posting it on the CRE Parents Facebook page. 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) – These coordinators create flyers before the Treat or Popcorn Day and deliver to the teacher’s boxes to distribute. They purchase treats and popcorn supplies. On the day, they collect money from each class and deliver the appropriate number of treats to each classroom. This is a great job for a parent who has mornings free or even a weekday morning free.

**Fruit & Veg Coordinator** (2) – This coordinator is responsible for washing and delivering the produce from the Fruit & Veg program. This job is usually every 3 weeks and is about an hour.

**TCBY Frozen Yogurt Coordinator** – This coordinator is responsible for delivering the frozen yogurt to classes at the end of the day once a month.

**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 chips are on hand and that milk has been ordered. If chips 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 chips are on hand and that milk has been ordered. If chips 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 hosts 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, make sure that tables are ordered by the principal. The leaders will be able to recruit volunteers to help at the events with the silent auction and set up/take down.

**Volunteer Coordinator** – This coordinator is responsible for setting up volunteer jobs on signup.com, recruiting volunteers, and ensuring the roles are full. Initially this role may take a bit of time, but once the roles are in signup.com, this would only require the coordinator to check weekly to make sure spots are all filled.

**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 this but have in the past.

**Social Media Coordinator** – This is a great position for someone who works during the day but would like to help. This person is responsible for emailing the principal every week with what needs to be sent out in the weekly email. This person will also update our Facebook page when needed.

**Staff Appreciation Coordinator** – This is a weeklong event for our amazing staff at CRE! These coordinators are responsible for deciding what wants to be done for the week. In the past we have done snacks for the week, and one day there is a big lunch (best to do it early in the week if a potluck is decided). All these items are donated or purchased by parents of the school. The coordinators would collect all the food/items from parents at the start of each day, wash all the dishes after and clean up the staff room after each day/lunch. They would need to coordinate with the volunteer coordinator to ensure enough volunteers are prepared to help.

**Hot Lunch Correspondent** – This person is responsible for checking the Hot Lunch email and responding to emails. This person would correspond with the Munch coordinators to help parents/caregivers solve issues.

**Grocery Coordinator** - This person is responsible for picking up supplies for events, 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.

**Event Coordinator** – These coordinators are responsible for organizing events such as the Welcome Back Movie Night, the Snowflake Ball, Dances and Carnivals. Having multiple people for this role is the best course of action and will make this job easier.

**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.