1. **In Attendance**

***Meeting start at 19:04***

Nathan Budarick, Lina Grajales, Kelly Abbott, Chelsea Giesbrecht, Tanya Wu, Trevor Demoskoff, Tanya Wilson

1. **Approval of Minutes – February**

Kelly Abbott, Tanya Wilson

1. **Approval of Agenda**

Kelly Abbott, Nathan Budarick

1. **Principals Report**

- Lots of work to do post Spring break to prepare for the next school year.

- Enrollment projections have been filed with the district and once approved will dictate the staffing numbers for next year.

- The main guess work with the projections is in the K classes.

- Currently at the school we have 315 kids, and are expecting to have 315 kids next year, we are expecting to go from 15 divisions to 16 divisions. This is due to some new kids being added to classes throughout the school year, that have made certain class sizes too big. The 16 divisions will be divided into 10 English and 6 French, pending the district’s approval. This means we will potentially be getting a new full time teacher next year. We will know more by the end of May.

- Terry Fox run on Friday.

- Next week relay for the grade 4s and 5s at Como Lake.

- Track attack coming up soon for Ks through 5s.

- District wide track event for 3s, 4s, and 5s at the end of May.

- The district has indicated, though not confirmed, that they are planning on shutting down three Strong Starts. It is very unlikely that one picked would be the CRE one.

**Q&A**

Where is the 16th class going to go?

A. It is going to go in the indigenous room.

What is the welcome to K date?

A. May 16th.

1. **Treasurer Update**

**CRE PAC TREASURER REPORT**

**School Year 2023/2024**

**Meeting date: April 10, 2024**

**Prepared by: Lina Grajales**

**CLASSROOM FUND (Year-to-date):**

Budget amount of $ 3,000. Paid out $ 871.84 (9 Classrooms).

**FUNDRAISING SUMMARY (Year-to-date):**

|  |  |
| --- | --- |
| Welcome Back Movie Night | $ 674.36 |
| Shopping Night | $ 860.00 |
| Snowflake Ball | $ 826.17 |
| Holiday Movie Night | $ 291.17 |
| Stay Safe (January 29, 2024)\* | $ 810.42 |
| CandyGrams (sold 145) - $362.50 | $ 204.93 |

*\*Would have been 960.42 – did not receive payment for two students*

|  |  |
| --- | --- |
| ***Total*** | ***$ 3, 667.05*** |

|  |  |
| --- | --- |
| Sun-oka Farms (Apples) | $ 298.00 |
| Fallon Conway (Santa pictures) | $ 390.00 |
| Purdy’s | $ 559.45 |
| Growing Smiles | $ 148.38 |

|  |  |
| --- | --- |
| ***Total*** | ***$ 1, 395.83*** |

**Gaming:**

|  |  |
| --- | --- |
| Gaming Event License Profit (#144510) - Parking lot | $ 540.00 |
| Gaming Event License Profit (#146780) - 50/50 Shopping Night | $ 64.00 |
| Gaming Event License Profit (147922) - Parking lot | $ 220.00 |
| Gaming Event License Profit (150043) - Parking lot | $ 208.00 |

|  |  |
| --- | --- |
| ***Total*** | ***$ 1, 032.00*** |

**ACCOUNT BALANCES – April 10, 2024**

**Operating Fund** $27, 144.72

* $ 1, 424.49 in outstanding cheques (Babysitters, TCBY, Little Caesar’s)

**Gaming Fund** $ 8, 586.52 - unchanged

* Will make payment of $ 694.74 for the planters from this account.

**Playground Fund** $13, 079.95

* Mar 31, 2024: interest credited to account $25.50.

**Grade 5 Account** $ 3, 348.37 – unchanged

**2024-2024 PROPOSED BUDGET INFORMATION:**





**Notes:**

* This was just an overview of the budget before the approval in the next meeting. The idea was to go over it to have no big surprises at the meeting. None of the proposals have been finalised, and will be voted on in the next meeting.
* With regards to the parking lot raffles, overall we have doubled what we were able to bring in last year with having it split up this year. We will most likely do this again next year.
* The gaming fund will require a self audit assessment to be carried out by our treasurer.
* DPAC will be sending out information about the gaming grant renewal for the gaming fund.
* We need to nail down what we are going to be doing for the next phase of the K side playground. At the moment, we do not have a goal amount, or a design that we are going for. Originally the cost for the desired playground was considerably larger than what we ended up getting, but the plan was to add on after it.
* Currently the classroom fund is not being utilized throughout the year, but there is usually a mad rush in June from the teachers to get in on it. Next we should have the cutoff for applications in May.
* After reviewing what the social committee is doing we should up the amount set aside to $300 from $250.
* Snowflake ball, we are thinking of expanding this next year to include a DJ, or, if we can find them relatively cheaply again, adding back the real trees that were missing from this year.
* Field Trip fund. Teachers need to use it, and go through David with the correct forms. David will remind the teachers again at the next staff meeting.
* Fill-A-Fridge fund is being cut from the PAC, but is still being maintained at the school through different means (someone associated with the school is handling it). Related to this, there is some government funding that is provided for this. Currently there are around twenty three families utilizing this.
* Teacher’s wish list to be worked on to have a better focus. May/June target with a meeting with the teachers.
* PAC supported lunches, we may need to add more to this, though it is hard to tell. We are going to contact our vendors for hot lunches and see if they are willing to donate some food towards it. We also don’t know if the number of families will remain constant throughout the year, or which hot lunches will be available next year. We will most likely keep the same amount keep aside for it, and then vote on an increase if needed.

1. **Chairpersons Report**
   * Hot Lunches/Treat Days for this month:
     + Little Ceasar’s – Thursday, April 11th (tomorrow)
     + Fruit & Veg – Wednesday, April 17th (cucumbers)
     + Treat Day– Thursday, April 18th
     + Hot Dog Lunch- Wednesday, May 1st (apples)
     + For all dates, see PAC News
     + Signup Link for Hot Lunches - <https://signup.com/go/URsauhY>
     + Hot Lunch Ordering will be up on MunchALunch early next week.
   * PAC Positions
     + We are looking for a new Volunteer Coordinator. Please let us know if you’d like to take this on!
     + We are looking for people to help on the PAC. See attached pages.
     + If you can help in any capacity, please let us know!
   * Upcoming Fundraisers / Events
     + April 26th event cancelled.
     + Mother’s Day shopping night happening on May 3rd from 5:30 to 8pm. Email [crepacexecutives@gmail.com](mailto:crepacexecutives@gmail.com) for an application. $30 for adult tables, $10 for kid tables.
     + Staff appreciation week happening in May, will most likely be the second or third week of May, depending on when we can organise coffee for the teachers.
   * Ongoing Fundraisers:
     + **Cobbs @ Oxford crossing** – you can donate your points to the PAC.
     + **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!! ***Also note that glass is not to be put into bags.***
2. **DPAC**

* The Board of Education appreciates and recognizes your many and valuable contributions to our school communities. With that in mind, we wish to invite you to participate in the 2024/25 Budget Process. The School District's 2024/25 Proposed Budget and Multi-Year Fiscal Plan can be found [here](https://www.sd43.bc.ca/budget/Documents/2024-25%20Budget%20and%20Multi%20Year%20Fiscal%20Plan.pdf). There will be **a public Board meeting** on **Tuesday, April 9, 2024, at 7:000pm** at the Education Learning Centre (1080 Winslow Avenue) to introduce the proposed budget.
* The DPAC gaming grant you can apply for opened 1st April - June 30th - let PAC Treasurer know.
* Dave Sands happy to discuss STEAM advancements- Tech in schools.
  + Watched a Minecraft Education video.
    - There will be Student Ambassadors.
    - Will provide prizes for participants.
  + STEAM mobile kits – 2025 goal (Science Tech Engineering Arts and Math)
    - STEAM is interaction with the world around them – PRACTICAL SKILLS and the way the processes connect.
    - STEAM Continuum – Core K-12
    - STEAM Challenge Days
    - **KITS: Earthquake, Rocket, Wind can be signed out and delivered to school with a STEAM instructor. Book a kit and run 7 classes in a day.**
    - No waitlist currently as this is a new initiative.
    - Universal Design for Learning – suitable for every age K-G5 and ability
    - Booked by teachers – via **Paralogical Website**
    - And a reminder that there are other cool resources on there too such as

– **TWIG, WORLD BOOK ONLINE, and more…**

* SHANNAN DAVIES – WESTCOAST FAMILY CENTRES – TRICITIES
  + Grassroots Parenting Programming
  + Healthy Baby Program
  + Post-Partum Support Group
  + Parent Connect Groups
  + Young Parents Program (0-6) parents under 25
  + (Outreach/ friendship building and resources to build community and avoid depression and isolation/ housing/ childcare/ food bank/ child development)
    - Word-of-mouth (perhaps a staff email so they can direct families to West Coast Families Centres)
    - They will send us posters or resources.
    - **Reminder of additional support Perhaps a note on FB, Insta or Newsletter**
* BYLAW – Removal of Health and Safety Co-ordinator
  + Traffic concerns
  + Air Quality concerns
  + Fencing concerns
  + Bullying
  + Rolling down health and safety protocols from Bi-Annual meetings with where they get info, to DPAC to PAC – DISTRICT
  + **GM - APRIL 24TH IS MEETING IN PERSON WHERE PEOPLE WILL BE VOTING** 
    - Winslow Centre near Blue Mountain Park, Coquitlam – look out for the sandwich boards.
* MAY 29TH ELECTIONS – Packages are getting sent out soon.

1. **Grade 5 Update**
   * Growing Smiles Fundraiser – coquitlamriver.growingsmilesfundraising.com
     + Order deadline: Thursday, April 18th at 3pm (paper forms with cash or cheque payment made to CRE PAC), and Sunday, April 21st at 3pm (Online ordering only.)
     + Pickup: Wednesday, May 8th from 2:30-3pm and 6:30-7pm at the front foyer.
   * Excel Martial Arts Movie Night/Parent’s Night Out – Saturday, April 20th from 6-9pm. Cost is $25 per child (ages 5+), and it is open to all CRE Families.
     + Register here: <https://cp.mystydio.io/e/?=excelpoco/3256/56540//1711131176>
   * Dates for Grade 5s:
     + Kway Visit – Thursday, April 11th (tomorrow)
     + Grade 5 Parent Forms Returned – Friday, April 12th
     + Grade 5 Parent’s Night at Kway – Thursday, May 23rd from 6:30-7:30pm
     + Grade 6 for half a day – Thursday, June 6th
     + Otter Co-op Water Park – Thursday, June 13th
     + Bowling (Div 1 & 2), Monday, June 17th
     + Grade 5 Waterfight – Thursday, June 20th (at the school)
     + Grade 5 Leaving Ceremony - Tuesday, June 25th.
   * Join the FB page - <https://www.facebook.com/events/1021993915654878>
2. **New Business** 
   * Lost & Found – make sure to check the lost & found for any missing items. There are lots of items already there.
   * Fun Day – June 14th. Do we want Hot Lunch for that day? Currently scheduled for Wednesday, June 14th, but could change to the Friday. The plan is to do this similar to last year, with the concession.
   * Strong Start, as previously mentioned, three strong starts are potentially going to be closing, to show your support of them visit the change.org website: https://www.change.org/p/preserve-strong-start-program-in-sd43-coquitlam-school-district
3. **Next Meeting –** Wednesday, May 1st at 7pm in the library.
4. **Adjournment** 20:39

**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!

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| --- | --- | --- |
| **Position** | **2023/2024 Member** | **2024/2025 Member** |
| Chair | Chelsea |  |
| Co-Chair | Tanya Wilson |  |
| Treasurer | Lina |  |
| Secretary | Nathan |  |
| DPAC Rep | Nathan / Kelly |  |
| Munch-A-Lunch Team (Hot Lunch Cor.) | Chelsea / Lina |  |
| Treat Day/Popcorn Team x2 | Kelly / Tanya Wilson |  |
| Fruit & Veg Team x2 | Tanya Wilson / Kelly |  |
| TCBY Team x2 | Tanya / Chelsea |  |
| Other Hot Lunch Team x2 | Chelsea |  |
| Little Caesars Team x2 | Angela L |  |
| Hot Dog Day Team x2 | Angela C-W/Jenny |  |
| Babysitter Coordinator | Chelsea |  |
| Shopping Night Team x2 | Chelsea / Tanya Wu |  |
| Volunteer Coordinator | Chelsea / Tanya Wu |  |
| Early Dismissal Coordinator | N/A |  |
| Social Media Coordinator | Chelsea / Tara / Tanya |  |
| Staff Appreciation Coordinator x2 | Kelly / Tara |  |
| Hot Lunch Correspondent | Lina / Chelsea |  |
| Grocery Coordinator | Nicole |  |
| PAC Donation Coordinator | Carrie B |  |
| Event Coordinator x4 | Nicole |  |

**Chair –** The Chair person’s role is one that is mandatory to run the PAC. The Chair heads the monthly PAC Meetings and coordinates with all the other PAC members on ongoing issues, events and ideas.

**Co-Chair –** The Co-Chair role is to be a back up to the Chair and help wherever possible.

**Treasurer –** The Treasurer role is mandatory to run the PAC. 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) –** 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 –** 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. This job is good for 1-2 people.

**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 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 is at a desk working daily. 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. 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.

**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 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.