Parkland Elementary PAC |Minutes

## October 15, 2020 | 7 p.m. | Meeting location Zoom

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| |  |  | | --- | --- | | Chairs | Haley Hodgson/Kristin Dueck | | Vice-Chairs | Tawnya Pagnottaro/Lucia Catalano | | Treasurer | Miwa Aoki | | Secretary | Jennifer Bordignon | |  |  | | Attendees  Miwa Aoki, Jennifer Bordignon, Haley Hodgson, Chris Hunter (Principal), Kristin Dueck, Nicole Stevens, Tawnya Pagnottaro, Lucia Catalano, Christa Wilms, Laurie Leeder, Ferencz Boros, Gabe Mendes, Lisa Caruso, Sayaka Iwanaka, Lisa Schmidt  Absent: Naomi Andrusiw (but provided update) |

# Agenda topics

1. **Welcome**: Kristin Dueck/Haley Hodgson
   1. Introductions
   2. Quorom- met
   3. Review previous meeting minutes- passed by Nicole Stevens, seconded by Tawnya Pagnottaro
   4. Chair Report

-thank you to Hayley for creating the newsletter- it looks great; newsletter will now be sent out monthly

-Miwa announced Gaming Grant of $5,060 has now been received; and she was able to reimburse some funds into PAC account

1. **Principal’s Report**: Chris Hunter

-health and safety protocols remain at the forefront; our return continues to go well as students and staff are adapting great

-Student Services have completed assessments and can now begin work with students as needed; students will be pulled out of class and worked with in groups

-Photo Day and Terry Fox Run were done in learning groups

-raised approximately $700 from the Terry Fox Run, so Mr. Hunter will provide students with a virtual tour of the roof on October 30, 2020

-reminder of virtual Parent Teacher Conferences next Wednesday, October 21, 2020 and Thursday, October 22, 2020 with early dismissal both days at 1:45 pm

-will not be able to do our annual Halloween Costume Parade; info will follow shortly as still unsure of what this year’s celebration will look like

-there were a few issues with email correspondence earlier this school year- a reminder to please use our updated Parkland website as it contains information such as calendar, PAC, announcements etc.

1. **Committee Reports**:
   1. DPAC- Naomi Andrusiw (absent but update provided via email)

-last info night was PAC 101; next meeting will be Wednesday, October 28, 2020 via Zoom

-Naomi has the log in info and can forward the link to anyone interested

1. **Finances: Miwa Aoki**
   1. Bills of Allowance/Current Financial Position

-$2,200 of expenses were reimbursed

-general balance: $5,339, gaming balance $2,100, and gaming grant $5,060 (needs to be spent in 3 years)

-Miwa presented a detailed balance sheet

-would like to determine our goals for the next few years as this will determine our budget

-Mr. Hunter indicated Artists in Schools would not be run this year, but will hopefully be able to run Hip Hop in some way in the New Year (possibly virtually)

-other goals: Teacher Supplies (will be given out in the Spring)

Sports equipment (what exactly is needed)

Saleema Noon (Hayley has kept in touch with them and nothing is set up yet on their end)

Emergency supplies (approximately $800- can use gaming grant funds)

Playground (what updates are required)

“Feel Good” event, something to boost moral for students

Mental health support/counsellor to speak to PAC or possibility of offering to parents

via Zoom? (Chris will contact Rachel French- she spoke through district previously)

Christmas event in lieu of Santa Breakfast

Any other ideas please email to Kristin or Hayley

1. **New Business**

5.1 PAC Constitution- any changes?

-page 14 XIX Finances 1: change of fiscal year from July 1-June 30 to September 1-August 31 (to align with gaming grant dates)- all in favour

-page 14 XIX Finances 6: adding e-transfer as option for payments- all in favour

-page 14 XIX Finances 7: changing amount of petty cash from $300 to $100- all in favour

-Jennifer will be make above changes to PAC Constitution and have PAC members sign and date document; hard copy will be kept in PAC Room and will upload to PAC Google Drive account

5.2 Fall Fundraisers: snack bags, Neufeld Farms, Meridian Meats

-**Neufeld**: Munch a Lunch (MAL) is now live to take Neufeld orders (Lisa has done test order, and Nicole will do additional test order), open to parents on November 6, 2020

-fee per transaction (30 cents plus 2.9% of the transaction); MAL may charge additional fees if we proceed with Hot Lunch later this year

-perhaps fees to0 high? Nicole offered to tally forms and count money but decided will proceed with MAL this time

-other fundraisers can be collected through School Cash Online

-**Snack Bags** (Laurie): decided that 2 small bags will sell for $10 ($2 profit) and 1 large bag for $8; in addition, there are now licensed designs (like Harry Potter, Disney) available in 3 packs (2 small and 1 large) we will sell for $20 ($2 profit)

-will put on Cash Online and give parents the link to see the patterns in detail and provide wash/care instructions

-allow for approximately 1 month from order date to arrival date as deliveries and such are slower during COVID

-will run Monday, November 9, 2020 to Wednesday, November 18, 2020, then can hopefully distribute by Christmas break

-discussion of **other fundraising ideas** for next year: *Global Coffee Fundraising* ($5/bag) and can create own name and logo *“Flip Give”* Hayley/Nicole to set it up: can purchase numerous things through it and PAC will receive small percentage back

5.3 Funds for teacher supplies

-will look at distributing these funds next year/Spring

-Mr. Hunter will provide number of teachers and Student Services to Miwa

5.4 Emergency supplies: Jennifer

-continue to collect tools and supplies needed for school’s emergency kit, only a few items remain

-Mr. Hunter has indicated will be approximately $812 (including tax to replenish food packs)

-gaming grant can be used to purchase this

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| Action items |  | Person responsible | Deadline |
| Constitution |  | Jennifer | Nov meeting |
| “Flip Give”- set up account  Emergency supplies  Fundraising goals |  | Hayley  Jennifer  all | Nov meeting  Nov meeting  Nov meeting |