

**South Poplar Traditional Elementary
PAC Executive Meeting
November 8th 2023**

Attendees: Adam H, Jared M, Angela M, Reena A, Kim H, Erika G, Rani P
Principal - Shannon Manky, Guest - Tanya C

PAC binder

- Almost done! Tanya went through the binder & what is currently in it, and gathered some info to finish it up. Everyone can borrow it for a week to read through.
- PAC Chat – Tanya to forward the information - There are 6 different chats, including field trip info, confidentiality, safety and security, duty to report, gathering volunteers etc.
- Everyone signed the codes of conduct and they will be kept in the binder
- What is in the binder...
 - Events by the month (to help plan and prep...ie World Teacher Day every Oct 5th, when gaming applications/summary are due, carnival prep etc.)
 - Indigenous Acknowledgements
 - First PAC mtg info
 - PAC overview
 - Attendance sheets for meetings
 - Gaming info
 - Reimbursement forms
 - Constitution & signed codes of conduct
 - PAC elections/nominations (start succession planning early)
 - Book Fair info
 - Student Voice (and what that might look like at our elementary school), including ideas for students presenting at PAC mtgs. An added benefit is that parents will come too!
 - Setting up your year with your administrator (mtg dates, any new staff, enrollment numbers, school calendar dates, reminders about the fall etc.)

Notes:

-Plans for carnival, start prep in Jan

-Prior to your Nov meeting try and map out the whole year and figure out where the money goes

-Grade 5s will typically have a farewell, have that in mind when allocating money (tradition)

ACTION: Rani: to forward Tanya the contact information for Candace and Brooke for Fruit and Veggie program

Events for the Year

- Volunteers for the Book Fair are needed. Set up on Nov 20 is and open on 21-23rd. Mrs. Kim Smith has usually done this. Only has 1 volunteer so far.
Suggestion: Rani send an email to Lynita to have the parent reps send it out to their classes to request volunteers or put the word out online.
- **Carnival plans** – Kim Hooper and Jenny are leading the committee again for 2024
- **Fundraising events - Erika**
 - Poinsettias to come
 - Panago Pizza
 - Krispy Kreme doughnuts
 - Mabel's Labels

- Jan – maybe doing the card thing where kids create art that can be printed on cards or mugs
- Lots of no uni for toonie coming up. Nov jersey day, Dec grinch green day or Who day, Jan normal clothes day, Mar pajama day, Apr wacky hair day, May beach day
- **Question by Rani:** Can we add the No Uni for a Toonie on hot lunch order platform for parents to pay online? Yes, that is a possibility...would eliminate the counting and trips to the bank too.
- **Hot lunch - Rani**
 - Going smoothly, has an email set up for just hot lunch questions
- **Christmas concert:**
 - Will be by donation, so no tickets/ordering ahead required
- **Staff appreciation lunches**
 - There will be 2 staff appreciation lunches per year, 1 at Christmas and 1 at year end
- **Year book**
 - **Question by Tanya:** Is there a plan for someone to take over for next year? Angela will ask, and let the team know.
 - **ACTION:** Mrs. Manky will connect with Kerry Choi to set guidelines and requirements for yearbook.
- **Other events for the year**
 - People wanting to move forward for plans
 - Parents have been approaching Kim Hooper for an event in December
 - Movie night, Mrs. Manky has the license for movies
 - We have had a lot of great suggestions. Tanya will help put together an email to families, letting them know that if they have any ideas send it to the PAC and we can look at in the spring
 - Fruit and Veggie/Milk program going well!!! Rani, Candace and Brooke are running it.

Meetings

- Do we still want to have hybrid zoom/in person meetings? Kim Hooper has reached out to DPAC multiple times but has not heard back yet.
 - Maybe keep it on the radar of purchasing a zoom license. We can use other options also to host meetings e.g. Microsoft teams

Financial changes

- New treasurer's report – how does everyone feel about it? Love it!! Reena has done an amazing job!! It's concise (only 2 pages) and easy to read/understand.
- New reimbursement forms are in the PAC drawer - please fill them out completely, and attach all of your receipts
- Cheques are getting signed quickly and everyone loves it!!
- **Money handling procedures:** Always 2 people counting, cash first gets counted at school (never leaves the event without getting counted first), and if it's cash - has to be 2 people taking it to the bank together. You have to have the bank account number to deposit it.
- Reena has revamped the procedures, updated the info, reviewed the gaming guidelines, set a timetable for application and reporting, as well as put together a binder for all the receipts/tracking expenditures. Great job Reena!!!

Conduct at meetings

- Meetings have stretched a little bit - keep to the agenda and keep things moving
- Angela, as the secretary, if you ever need to call a question, to keep the meeting on track, please do so
- If you get people that show up that are a little confrontational, that are not following the agenda, the secretary will call the question, this is the agenda for the meeting, if you want something added we can add to next meeting or this is not something that is under our jurisdiction and we can redirect you
- You may need to redirect parents that come to the meetings. Focus/keep in mind that you are there for the greater good and if they have concerns about individual students, you can set up a time to talk to them privately, or help them connect with a staff member (teacher/admin/LSS etc.)
- Always keep it positive (and ask to speak privately if they have a concern.
- Never talk about an individual in a negative light

PAC Logo

- Does anyone know where the blue and green PAC logo came from? Why it was created? Nobody knows, it's on some things and not on others.
- How does the team feel about it? Is it creating cohesiveness with the community, or causing confusion? It would be better to all be under the school logo (each school usually has two already - a district logo and an athletic logo) to create a sense of continuity. It's easier to know it's from the school community if it's just one logo.

Plans for next year

- We will set plans for next year's events in the Spring
- And we will set up a meeting with the admin in late August/very early Sept, to follow the plans set in the PAC binder

Allocation ideas

- **Soccer nets** – Mrs. Yelman will look into it
- Nov 21 meeting, we can come up with a plan for the agenda to vote on something
- Decision to support other staff (ELL, LSS, Music, PE etc.) in addition to classroom teachers? Vote in Oct gave \$250 to each division. (School budget will support those other areas.)
- Grade 5 farewell. Last year was \$10 per student

ACTION: Mrs. Manky to provide Tanya with # of students there are in grade 5

- The agenda will have a list of things to vote on
 - Mrs. Manky: Mrs. Iverson met with someone to do a painted chalk piece for the cemented area
 - Suggestion: have cricket included as a sport?
 - PAC has covered the cost of some things in the past e.g. bhangra, judo etc.
- ACTION:** Mrs. Manky: Jerseys – Can we get a cost estimate before the next meeting? Mrs. Manky/Kim H will get it.