

APRIL 2020 MINUTES

Shortreed Elementary PAC

Date | time 4/23/2020 10:07 AM | *Meeting called to order by* Jodi Stiglic

In Attendance

Jodi Stiglic, Cashmere Roder, Amy Synesael, Laura Wheway, Shaunee Pedersen, Shananda Anderson, Paige Miller, Allison Neal, Kailey Menzies, Chris Wejr, Mark Touzeau

Additions to Agenda

- Scholarship for this year's grads

Cashmere motioned to add this to the agenda, Shananda seconded. All in favour.

Deletions to Agenda

- None.

Approval of February Minutes

- Laura motioned to approve the February minutes, Cashmere seconded. All in favour.

Principal's Report

- These last few weeks have been a crazy journey. Things are changing so quickly, with the ministry, the district, and families needs. Many families are struggling with many things along with the online learning component, and we want parents to know that we are here to support you in whatever ways we can.
- How else can we hear from families regarding their needs? Please reach out if you need anything at all, and be honest about what you need. We want to help you!
- Regarding online learning, if it's not working, you do not have to do it. Mental and emotional well-being and relationships with your children are more important than the activities given by your child's teacher. Teachers will catch students up when classes are in session again.

Vice Principal's Report

- My Blueprint has been implemented for online learning, and it has been a big learning curve for families and staff. We are trying to use it as simply as possible. Our goal is to give kids and families an opportunity to share their work with us. Please continue to give classroom teachers feedback as to how things are going.

Advisory Committee/President Reports

President: Jodi Stiglic

Fundraising: Cashmere Roder/Shananda Anderson

Vice President: Shaunee Pedersen

DPAC: Jodi Stiglic

Secretary: Amy Synesael

Members At Large: OPEN

Treasurer: Laura Wheway

President Report

- These are hard times. Many of us are struggling with the day to day, as well as our own personal struggles. Despite the uncertainty and frustrations, this is a reminder that PAC Execs signed a Code of Conduct that we uphold until our term is over. If you are a PAC Executive member and have any concerns or frustrations, please get in touch with another Executive member or contact DPAC.

Treasurer Report

- Chequing \$35,909.08 (\$35303.56 once outstanding cheques come out)
- Gaming \$10,631.37 (\$9691 going into next year once cheques have cleared)

Fundraising Report

- Purdy's \$415.67
- Blueberries \$200
- Neufeld's coming up in May, and the possibility of hanging baskets from Clearview Nursery.

DPAC Report

- Still meeting, but online via Zoom.
- Registration for summer sessions has been postponed.
- Motion passed to use money put aside for BCCPAC AGM and put it towards Covid19 relief fund

Old Business

- None.

New Business

- PAC had budgeted \$5000 to purchase two books for each student at our BOGO book fair at the end of this year. As we do not need this, we would like to use it to help Shortreed families in need. Shaunee motioned to reallocate the \$5000 towards helping families and small businesses in need, Laura seconded. All in favour.
 - One idea put forward was to have a Wild Education online assembly, paid for by PAC.
- Unfortunately, because events greater than 50 people are not permitted, our Fun Fair will have to be cancelled. We only have given a deposit to BC Events for the games which is non-refundable but they hold it for future events. Will double check that we can use it towards next year's Fun Fair.
- Jodi and Laura presented the proposed budget for 2020/2021 school year. Some highlights:
 - Chequing:
 - Increasing one or two divisions next year so this increases certain line items (i.e. teacher money, self-reg money, etc.)
 - Office supplies now includes cards/flowers for staff retiring at the end of the year.
 - Welcome Back BBQ decreased due to the Co-op gift cards we received
 - BOGO Fair decreased because we receive credit from Scholastic every book fair, so we can use this towards student books for the summer
 - New line for Concession (all food items i.e. hot lunch, movie night) so we can show what has been purchased. As this is an "in and out" item (i.e. whatever we buy, we sell) the \$15,000 isn't reflected in the total budget.

- Gaming:
 - Because teachers aren't doing year end field trips or requiring busses, we have extra money in our gaming account. We can keep this extra money for 2-3 years.
 - Two potential ideas for spending this money: new school jerseys (in child sizes!) and a Gaga pit. Grade 5s possibly go in on this as part of their Legacy Gift? Could also take the difference out of the chequing account.
- Nominations are now open for PAC Executive positions. These will be posted 14 days prior to our May Annual General Meeting, at which we will vote in a new Executive team. If you are interested in nominating yourself or someone else for any of these Executive positions, please email shortreedpac@gmail.com or speak with one of the current Executive. You must be at the meeting (or attending our Zoom meeting) to be voted in to the Executive.
- PAC would like to add an extra \$500 scholarship for a grade twelve student who attended Shortreed (we currently provide one). Laura motioned, Shananda seconded. All in favour.

Next PAC Meeting: Annual General Meeting, May 26 (time TBA)

Meeting Adjourned: 11:40

Shortreed PAC 2020/21 Proposed Budget			
Chequing			
	Current Budget	Proposed Changes	TOTAL BUDGET
Munchalunch	336.00		336.00
Books for Teachers (scholastic)*ELL	1,700.00	100.00	1,800.00
Library Books	500.00		500.00
Ice Cream Party	500.00		500.00
Office Supplies(incl bins and flowers)	400.00		400.00
Baskets	50.00	-50.00	0.00
Welcome back	800.00	-300.00	500.00
Eco Tigers ?	350.00		350.00
Movie License	350.00		350.00
Halloween Bash	300.00		300.00
Sports Day (freezies)	40.00		40.00
BOGO Fair	5,000.00	-1,000.00	4,000.00
Teacher Class Money	3,200.00	200.00	3,400.00
Popcorn Supplies	1,000.00	-1,000.00	0.00
Self Regulation *New Only	600.00		600.00
Fun Fair	5,000.00		5,000.00
Food Safe x 1	80.00		80.00
Field Trips (incl. orpheum)	3,500.00	200.00	3,700.00
Music/ELL (increase for recorders)	600.00	-200.00	400.00
Gaming Licence	30.00		30.00
Concession (HL, Movie, popcorn etc)		15,000.00	15,000.00
Total (without concession)	24,336.00	12,950.00	22,286.00
		Total with consession:	35,150.00

Shortreed PAC 2020/21 proposed Budget			
Gaming			
	Current Budget	Proposed Changes	TOTAL BUDGET
Bus Fund	4,200.00	200.00	4,400.00
Concerts Events	1,630.00		1,630.00
Scholarship	500.00		500.00
Gym/Outdoor Equip	500.00		500.00
18/19 art starts	1,800.00	-1,800.00	0.00
Changs	2,000.00		2,000.00
Curling	483.00	-483.00	0.00
Phys Ed Supplies/improvement		7,000.00	6,500.00
TOTAL	11,113.00	4,917.00	15,530.00

8.2.2. **President:**

- 8.2.2.1. shall convene and preside at all membership, special, and executive meetings
- 8.2.2.2. shall ensure that an agenda is prepared and distributed within seven (7) days prior to the Monthly PAC meeting
- 8.2.2.3. shall allow input from membership and may dispense with all formal voting procedures on *internal* PAC matters.
- 8.2.2.4. shall appoint committees where authorized to do so by the Executive or Membership
- 8.2.2.5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 8.2.2.6. shall be a signing officer
- 8.2.2.7. shall submit at the Annual General Meeting an Annual Report including a Financial Statement
- 8.2.2.8. shall be the official spokesperson for the organization
- 8.2.2.9. may, in consultation with the Executive, or upon recommendation of the general membership appoint a representative to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive
- 8.2.2.10. shall ensure the meeting minutes are prepared and distributed within seven (7) days after the Monthly PAC meeting.

8.2.3. **Vice President:**

- 8.2.3.1. shall assume the responsibilities of the President in the President's absence
- 8.2.3.2. shall accept extra duties as required
- 8.2.3.3. may be a signing officer

8.2.4. **Secretary:**

- 8.2.4.1. shall, in collaboration with the President, prepare and distribute an agenda within seven (7) days prior to the Monthly PAC meeting.
- 8.2.4.2. shall record the minutes of membership, special and executive meetings
- 8.2.4.3. along with the President, shall issue and receive correspondence on behalf of the organization
- 8.2.4.4. shall prepare and distribute minutes within seven (7) days after the Monthly PAC meeting.
- 8.2.4.5. Shall keep an updated copy of the Constitution and Bylaws.
- 8.2.4.6. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping
- 8.2.4.7. may be a signing officer

- 8.2.4.8. shall safely keep all records of the PAC except financial records as under *Section 8.2.4.3*, for the duration that the Treasurer requires the use of such records

8.2.5. **Treasurer:**

- 8.2.5.1. shall be responsible for and report on the accounts of the organization
- 8.2.5.2. shall be one of the signing officers of the Executive as per *Section 10.3*
- 8.2.5.3. shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards
- 8.2.5.4. will prepare and present printed copies of the financial report for each Monthly PAC Meeting
- 8.2.5.5. shall, with the assistance of the Executive and PAC members, draft a budget and tentative plan of expenditures as per *Section 10* to be presented at the Annual General Meeting
- 8.2.5.6. shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- 8.2.5.7. shall prepare year-end Financial Statement and provide such to the president for submission to the membership as per *Section 8.2.2.8* at the Annual General Meeting.
- 8.2.5.8. filling year-end reporting as required – ie Gaming Grant

8.2.6. **Representative to Langley District Parent Advisory Council (DPAC):**

- 8.2.6.1. shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate
- 8.2.6.2. shall report District information to the Executive and shall report to Monthly PAC Meetings of the PAC as required
- 8.2.6.3. shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues
- 8.2.6.4. Term of office may be extended by a majority vote by the executive.

8.2.7. **Fundraising Coordinator:**

- 8.2.7.1. shall provide 5-10 fundraising opportunities based on the PAC's budget needs. The number of fundraisers may vary due to the school calendar, student needs and time available.
- 8.2.7.2. shall choose fundraising ideas and projects based on the agreement of executive and voting members. Support of PAC

membership for fundraising campaigns can help with volunteer hours and sales numbers.

8.2.7.3. shall be responsible for all fundraising campaigns, unless a designate is chosen by the said coordinator for a “one-time” fundraising campaign.

8.2.7.4. All fundraising campaigns shall have:

- Approval of executive and voting members.
- Wherever possible, comparable suppliers’/companies’ information giving quantity, quality, available support services, contact information and pricing should be provided.
- A campaign starting date (keeping in mind time to give notice in school and PAC newsletters, notice for agendas during school announcements, handout info to students, collect orders and funds, fill orders, coordinate delivery time, distribute product to customers).
- Volunteers to help distribute campaign information stating product for sale, length of sale time, date due back at school, project(s) proceeds are benefiting, “thank you” to the school community (include e-mail and/or telephone contact info with said information)
- A designated person to collect orders.
- Orders placed with a supplier and delivery date confirmation. Reconfirmation of order closer to delivery date. Payment sent as necessary.
- Organization of orders on delivery date, ready for pick up, delivery or to go home with student. Volunteers, if necessary, to help organize delivery.
- Ensure that any concerns are addressed as soon as possible
- Completion of file with any and all information included in the Fundraising binder or with the secretary for inclusion in the PAC filing cabinet.

8.2.7.5. shall be 1 of 3 signing authorities of PAC account wherever possible.

8.2.7.6. shall report on fundraising totals to date at the Monthly General Meetings.

8.2.8. **Members-At-Large (Directors) (1-3 positions):**

8.2.8.1. shall serve in a capacity to be determined by the Council at the time of election and at other times as the Council requires.

8.3. Additional Members

Titles and duties of additional executive officers (Member at Large), and non-executive officers (Committee members or representatives,