

**PAC General Meeting Minutes**  
**Tuesday, March 14, 2023**

Meeting called to begin at 6:03pm

In attendance: Danielle Lamb, Taylor Conlin, Laura Murphy, Louise Caillaud, Russ Bischoff, Justine D'Amico, Josh Goode, Heather Medynski, Erin Talbot, Caitlin Harper

1. Land acknowledgement – Danielle
2. Adoption of the agenda – Taylor motions, Laura seconds
3. Adoption of Minutes from February – Laura motions, Taylor seconds
4. Principal/Vice-Principal Reports (Russ)
  - PGE Budget and school organization:
    - Registration has begun. Running with the same number of classrooms as this school year (2022-2023).
    - Kindergarten numbers/registrations are a little low from last year (2022).
  - ELF night is coming up on May 4<sup>th</sup> for kids ages 3-5. Meeting time is 4:30pm-6pm.
    - Can PAC information be distributed or have a PAC representative for this? Asked by Justine.
    - Can a parent attend a PAC meeting if their child is newly registered for PGE next year? – YES
    - Laura will set up a PAC table and attend the ELF meeting on May 4, 2023.
  - Track and Field will be starting in April after Spring Break
    - Monday, May 16, 2023 - track meet with Oyama Traditional School.
    - June 8, 2023 - track meet at the Apple Bowl.
  - Chefs in the Classroom starting soon. 8 lessons over 8 weeks. Food nutrition and garden knowledge will be explored.
  - Grade 3 swim program starts again after not having for the program for 3 years. To begin in April 2023.
  - Report cards going home on Thursday, March 16, 2023.
  - Indigenous Art at PGE
    - David Wilson Sookinakin is a local Indigenous artist that will be coming to PGE. The hope is that David will create an eagle image so that we can use it for shirts, the yearbook, a mural, etc. Potential to happen in September 2023. Cost is \$5000. PAC will need to help raise funds for this. PGE has some money but not enough.
      - Russ to determine how much money PGE received this year and how much was spent on field trips.
      - Danielle to contact the gaming funds committee to see if we can use our gaming funds from this year.
  - Vacancies for 2023/2024 and Bylaws (committee needed)
  - President – vacant
  - Treasurer at Large – vacant. Better suited for one person with more co-signers
  - Member at Large – vacant
  - COPAC – vacant
  - Hot Lunch Coordinator and Volunteer Coordinator – vacant x 2
    - Justine asked if the Hot Lunch Volunteer Coordinator could have their child get free lunch. Looking at incentives to get people to join/volunteer.
      - We would need an overhaul of the financials to see if incentives would be allowed.
    - Could we reduce the frequency of the hot lunch program if we don't get volunteers?

- We found that the threatening emails worked at getting volunteers to sign up so we should be able to keep our regular hot lunch program.
  - For the parent coffee on Thursday, March 16, 2023, maybe have some PAC promotion material that goes out with the coffees?
    - This event is run by the Leadership kids, so we don't want to add more to their plate. Jennifer Roe to follow-up regarding this.
    - This is a good reminder that PAC should have some sort of representation at all events at PGE.
- Bylaw Review – Danielle and Taylor to set a date and go through together.
- Justine would like to have the parents from the pre-schools be targeted for joining PAC.

## 5. Fundraisers

- True Earth (Taylor)
  - Can the school do bulk purchases and get discounts? Taylor to find out.
  - Need to promote more on the website and in the WAAG.
- Growing Smiles Spring (Danielle)
  - We may not make that much money from it, and we need to decide if we want to do this fundraiser. Other schools are already doing this fundraiser so competition will be high. Danielle doesn't think we should do it and suggested doing another 50/50 instead with the Spring Carnival.
- Mabel's Labels
  - We need to promote this fundraiser more. PGE currently receives a 20% kickback on every order. Heather and Danielle will figure out where that kickback is going.
  - Taylor and Erin to promote this fundraiser more in social media, the PGE website, and in the WAAG.
- Scholastic
  - Danielle to inquire about a school code and where that money is going.
- Save On account
  - This fundraiser has been going on for years, but we don't promote it. We need to promote this more.
  - Heather to look into this.
- Heather to look into Funscrip as well.
- Art Cards are our biggest fundraiser. We make around \$1300 annually from this fundraiser.
- Raffle Box is a good fundraiser. PGE made around \$1700 on the first 50/50 in the fall. PAC will have another 50/50 draw around the Spring Carnival.
- Laura suggested creating a Fundraising "cheat-sheet" by month. List of all the jobs and what is needed to complete them.

## 6. Gaming Funds update 2022/2023

- We did finally get our 2022/2023 gaming funds. It needs to be spent by the end of this school year.
- Amount received is \$7860.
- Unfortunately, the money received cannot be spent on the music teacher.
- The gaming funds can be used towards any PAC activities.
- Money goes towards the fish/aquarium and be used towards field trips.

## 7. Gaming Funds 2023/2024 applications open April 1, 2023

- Treasurer will be applying on April 1, 2023.
- Money will mostly go towards field trips, the Harvest Social (\$3000), and the school aquarium.
- PAC needs to rethink how we will spend these funds in the future.

- We can carry-over funds to the next year, but it's encouraged to spend the money in the current school year.
8. PAC Budget
- PAC needs to figure out what to spend our money on – what are our most pressing needs and best events.
  - Kindergarten shirts – can we spend our gaming funds on this?
    - Danielle to investigate this for budget meeting/PAC meeting in April.
9. All Elementary School Dance (update)
- Tried to set up this dance for the Spring but the timing wasn't working for all the schools (PGE, Oyama Traditional, and Davidson Road Elementary)
  - Looking at having a family dance in the Fall instead, when it's less busy.
  - With the number of kids attending, it would be too much to be held at PGE. Need to find another location for the dance to be held at.
  - Laura is in the process of starting a committee to work on this dance.
    - Would this dance just be for one grade? TBD
  - Committee will hopefully meet by the end of this school year to discuss.
10. Spring Carnival Planning (tentative date May 25)
- The Spring Carnival / Family Fun Night will be held for the first time since Covid. As usual, finding volunteers will be the biggest challenge for planning this event.
    - Erin to reach out regarding getting high school volunteers. If we don't get the high school volunteers, then we might have to push the event start time back.
  - Danielle to book the chairs. Inflatables have been booked already.
  - It was decided that this event is just for PGE but other family members from other schools may attend as well.
  - Wrist bands are going to be \$10 or possibly by donation.
    - PAC to work with Emma and Rose to make sure every child that wants to attend can.
  - Pre-sell wrist bands to limit amount of people attending and to monitor for fire safety.
  - To encourage a more environmentally friendly event, we will not be giving out prizes at every event. Instead, everyone gets a prize at the end of the night once their wrist band is cut off OR be entered into a draw to receive a much larger gift. TBD
  - Doing a cupcake walk instead of a cake walk. Need to make sure there is a good assortment of cupcakes – gluten free, nut free, dairy free.
  - Caitlin to message contact from RINK regarding games for Family Fun Night
  - PAC will set a budget and then determine how to spend the money.
    - Heather motioned to approve a budget of \$3000. Laura seconded the motion.
  - Set up a committee and book the next planning meeting.
    - Laura to action this – meeting set for April 3 at 6pm in the PGE library.
11. Written Reports to be shared if applicable:
- Co-PAC (Penny)
  - Treasurer (Heather)
  - Fun Lunch (Emily)
  - Fruit and veggie program (Sasha)
  - Yearbook (Caitlin)
    - We need more artwork to be turned in for the yearbook cover. The deadline is April 1<sup>st</sup>. but we need to have the class photos delivered first.
  - Vice-President (Taylor)

- President (Danielle)
  - Appreciation tea happening on May 1, 2023. Will discuss again at April PAC meeting.
- 12. Action items from reports
  - Yearbook artwork – post in Class Dojo to promote.
  - New photography company – Taylor to set up a meeting with PAC members and photography company. Send all details to admin as well.
- 13. Motion to adjourn by Erin. Seconded by Heather

Next PAC Meeting: Tuesday, April 11, 2023, in the PGE Library