**PAC Meeting Minutes - March 5th 2020**

1. **Call to Order – Theresa called to order**
2. **Welcome and Introductions - lots of new faces**
3. **Attendance –** see sign in sheet – No April PAC Meeting due to Spring Fair Meetings
4. **Adoption of Previous Minutes** – Kevin second by Yenny
5. **Principal- Administrator report –**

Corona Virus concerns – School district has added additional cleaning to wipe down surfaces during the day (ie. handles, high traffic areas)

Question – do all classes have sinks, can we get all kids to wash hands before entering – Kathy to follow up

Whenever updates from Health Authority come through, Kathy sends to parents

Question – can we put hand sanitizers in the classrooms. They have been ordered but are on backorder

Question – Can students bring hand sanitizer? Kathy to add something to newsletter re: unscented hand sanitizers

Swimming lessons have been booked for March 31st start. Limited to Grade 2/3 this year because grades 4/5 have track attack at the same time, and it was decided that they would not be part of swimming. Will not affect the Get Wet program, as the program has changed to have more basic swimming and not as robust as before.

iPad cart for next year – Staff voted to not have a computer lab next September and will have 90 iPads for use. Have not determined what computer lab will become yet.

DARE – Grade 5’s participate every year – Drug Awareness – Graduation ceremony is Wednesday before Spring Break

**6.0 OLD BUSINESS**

* Front TV Update – Jr will ask if there are old cell phones for purchase. – No update
* Direct Cheque Drive during Spring Fair – $20+ donation request should be located at the door at the Spring Fair with an incentive to receive a FREE 5 punch pass. Rhonda and Theresa will create a donation box. – Theresa will need someone to be stationed at the table to provide punch cards. Theresa to add
* PAC website – Poonam and Niraj to continue?
* Movie night: Aladdin was successful. We made about $500 net
  + Term 3 - May 14th – Date works – Frozen 2
  + Aladdin was very full and hectic – need to remind kids and parents not drop off
  + Brian to bring bubble tea in for May 14 movie night – pizza and snacks as well
  + Sandy to let Theresa know if need more volunteers
* Saleema Noon has been booked for May 19, 2020 6:30-8pm - Parents/Family evening and May 20/21, 2020 - Presentation for students during the day. Cost is $1522.50 (PAC PAID) for 2 days plus parent evening.
* Fresh Slice Grant: Fresh Slice may give money to schools that fill out the application. Up to $2500. Tara will fill it out and follow up with the application process. – School district hopes to find out about Playground funding update before spring break. District is giving $20,000 towards new playground. Thomas Kidd $90,000 was not the cost for entire playground. Tara to put in estimate in the grant application.

**7.0 NEW BUSINESS:**

Jason – UBC Botanic Garden tree walk fundraiser – trial with one class field trip and would charge lower admission and we can charge higher as fundraiser. Do we do it as a field trip or sell tickets to families to go on their own? Jason to confirm with owner. Kathy will ask staff if they would like to use it as a field trip. Look at next year, trial with Ms. Kim. Jason to organize with Ms. Kim. For this year PAC will not be paying for transportation.

Ms. Poonawala Baby gift: $30 to Winners or H&M. – Registered on Amazon – get an amazon gift card – Motion to pass – Kevin, second MIke

Richmond District Grant: Yen to update - $2500 Grant that can be applied by PAC – we can use the grant towards Bouncy Castles etc. for Spring Fair. Company that whiteside uses is bouncy obstacle course etc. Yen to complete grant and submit

Swimming bus budget – yes, PAC to pay for swimming bus budget.

Positions to be filled:

1. Secretary for 2020/2021, position is available -

Duties: To attend all PAC meetings and take notes through the meeting. – Could be a shared position

1. Snack Coordinator

Duties: Choose 2 or 3 days in a year. Afterschool for 15 minutes. Required to do all purchasing. Count money. Recruit 2-3 volunteers to assist

1. Spring Fair Co-Chair

Duties: Work alongside Theresa this year to take over next year.

1. Raffle Ticket Coordinator

Duties:

* Main helpers: Cindy and Vivian
* Photocopy dates:
* Assembly team: Need to find volunteers to assemble books and man the raffle table – assembly on April 2nd at 9:30am . If not enough volunteers Kathy can put in newsletter
* Tickets are being distributed on April 8th before long weekend
* There will be a cap on when you can return unsold booklets to allow waitlisted kids to be able to sell
* Purchase of golden basket: Big basket $200 – last year had speakers, beach towels, skateboard, gift cards, headphones etc.- all purchased items – Needs to be done before distribution of tickets – Yen to buy – put items such as headphones, speakers, boardgames, skateboard/scooter, helmet, “certificate” for helmet, lego, nerf gun - motion to pass $200 Patty and second by kevin

1. Popcorn Coordinator: Jo-Anne will fill this role for one more year - $3/bag now
2. District PAC Rep to attend meetings – Can share with another parent – Eva and Kevin split role.
3. Lunch Coordinators for next year – Dorothy to ask Chloe if can take on lunch coordinator next year

**Fundraising items**

1. Popcorn Fundraiser: Feb 12 and May 13: led by Joanne (Term 1 - $325 net profit)
2. Hot Lunch: Dorothy update – 2x per month. (Term 1 - $3070.58 net profit)
   1. Coordinator for Pizza Lunch on day – Need to confirm with Chloe if she can do
   2. Dorothy introduced a New Lunch Program: Lunch Lady – Low risk, no volunteers required and doesn’t have to be full school, can get confusing with having Munch a lunch as well. Fundraising portion is very small. If there is interest in people taking on Lunch Coordinatorg then no Lunch Lady
   3. Bubble Tea Option (TeaGo) for Movie Night and Spring Break: Brian will spearhead - $2 cost and we can charge $3-$4
3. Raffle Fundraiser: update by Patty
   1. Assemble Raffle Tickets after spring break before April Long weekend. Hand out booklets on April 8th.

1. Spring Fair: May 8th

* 1. Notices
  2. Punch cards, for the day of the fair, cake walk and for the cheque drive donation – Poonam and Niraj will do punch cards
  3. Booking bouncy castles and other vendors
  4. BBQ food/ Bubble tea – Mike has provided food list, Kathy has rented out City BBQ for the date – Mike is manning hot dog station, Corrina to find numbers from 2019 and theresa will send to Mike – BBQ arriving at 4 and will be picked up at s8:30
  5. Popcorn Machine
  6. Music? Mr. Warbenuk and his student band from McNeil? Needs to know timing, type of music, power capabilities, etc Kathy can connect with him (6pm – 7pm) 530 – 8pm (raffle draw)
  7. Highschool volunteers?
  8. Setting up of the online volunteer system – Sandy – volunteer.org
  9. Need to have plan for possibility of having to cancel due to COVID19

Spring Fair Meeting Date – Wednesday April 8th 6:30pm and Wednesday April 22nd 6:30pm – Location TBD

**8.0 Treasurer's Report**

General operating budget – $17,001.54

Gaming - $8108.49

Total – $25,213.63

PAC Donation to DARE will be presented at DARE Graduation

**9.0 Questions and Answers**

Meeting Adjourned*. THANK YOU for joining us!*