

# MINUTES

## Shannon Lake Elementary PAC

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*Date | time* September 12 2018 | 6:31pm *Meeting called to order by* Sarena Smith

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### In Attendance

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Sarena Smith, Kaleena VandernBorn, Kori Nightingale, Heather Reuble, Jennifer Fraser, Janelle Rhode, Rebecca, Christina Ennis, Martina Shalley, Verena Roberts, Tanya Paholla, Nikki Koriski, Melissa Ganzgugld, Andrea Pal, Mr. MacLeod, Mrs. Fraser

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### Approval of Minutes

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The Minutes from last meeting were adopted by Sarena and Seconded by Rebecca

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### The Executive Committee

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The executive committee and guests were introduced with round table introductions.

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### Principals Report

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Principal Barrie MacLeod presented his report.

- We are now at 370 students in 17 divisions with the new configuration this year of K-5
  - Educational space has now been improved and less crowded
  - General feeling of school is kinder and gentler
  - Grades 4 & 5 social and emotional growth focus
  - SLE is #1 out of 5 schools showing growth and learning
  - At SLE we...
    - We learn best in a trusting environment where we are engaged and interested
    - Can show our learning in a variety of ways and have a balance of different learning opportunities
    - Ask questions, make mistakes and take risks to further our learning
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### Treasurers Report

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- Balances were discussed for our PAC checking account, playground account, gaming account.
  - Natures Fare receipts we got a check for over \$300.00 just for submitting receipts!
  - Sarena put forth a motion to move \$5000.00 from checking to savings Rebecca seconded motion and unanimous yes.
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### CoPAC Report

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- No members were able to attend the meeting this week
- Only 1 meeting per month and it's a great experience
- Encourage any parent to attend, lots of great information available as to what is happening district wide

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## Events and Upcoming Fundraising Activities

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### Welcome back party

- Discussions in detail on weather or not to have a 2-hr. event with a bouncy castle and popcorn/cotton candy/refreshments only vs a larger event with chilli/hot dogs etc.
- Concerns noted were number of volunteers needed to run event as well as one individual to oversee entire event
- Martina stepped up and will run this larger event with the chilli and hot dogs etc.
- Motion put forward to spend up to \$1000.00 for a bouncy castle/fun apparatus and was seconded by Kaleena and unanimously approved
- 6-10 volunteers will be needed
  - Posters
  - Concession
  - Set up and take down
- Event is on Thursday September 20<sup>th</sup> time will be confirmed, preliminary set for 3:30-7:30

### Apple Fundraiser

- Tanya will help run this event
- Windmill orchards in Summerland was used in the past
- Details were discussed

### Halloween Dance

- Dates discussed either October 25<sup>th</sup>, 26<sup>th</sup> or Monday the 29<sup>th</sup>
- It was agreed that Friday the 26<sup>th</sup> would be ideal for everyone
- Both Mr. MacLeod and Mrs. Fraser will be away and request that focus is on a “family” event
  - No children without parents/supervision – a chaperone event only!
- Discussion on volunteers needed for set up/take down/concession
- Final confirmation of date will be dependent on booking of DJ and availability
- Will be confirmed in the next few days

### Photo Fundraiser

- Jennifer will be in charge of this event
- Dates so far are October 6, 7, 8 and possibly the following weekend if bookings get filled up
- Preliminary time is 11am to 2pm
- Location is Gellatly Nut Farm
- \$60/family for 10 or so photos with \$20/session going back to PAC
- If there are more than immediate family members in session Jennifer has requested a double booking to accommodate the time to coordinate additional people

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## Hot Lunch

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- Will be one day/week to begin
- Discussion on one hot dog day per month and 3 pizza days vs all pizza days
- Thursday is the hot lunch day
- Challenge is lack of committed volunteers on a regular basis
- If there are more volunteers then an additional hot dog day may be added

- This is a huge fundraiser for the PAC and it would be ideal to have 2 days per week
- Panago brought sample pizza slices to the meeting that were good quality and portion size was great
- Discussion on cutting slice in two vs one large piece and Janelle will confirm if this is possible as the large piece may be difficult for K's to handle
- Nikki and Tanya both stepped up as additional committed weekly volunteers
- Vegan/Vegetarian options are avail and many other choices with Panago vs Murray's

#### Popcorn Machine

- Discussion of purchasing a new machine bcs old machine died because it was not able to handle the capacity of popcorn required
- Challenges are space on school site to store machine
- Solution offered to have it stored and used/production to take place in Kaleena's professional commercial kitchen
- Additional volunteers are required during production and many members offered to help
- Sarena put forth a motion to spend up to \$500.00 on a new commercial popcorn machine seconded by Kori and unanimous yes

#### Volunteers

- Discussion on the need for consistent volunteers and reaching out to Kindergarten parents for involvement
  - Focus that smaller/younger children are welcome and encouraged to help out on hot lunch may generate more volunteers
  - Noted that it's understandable for life/events to hinder planned help so any help is greatly appreciated with no guilt attached if you can't help when planned
  - Amount of time to volunteer per hot lunch can be 20 minutes to 40 minutes only
- The more volunteers that can commit the easier it will be to offer additional hot lunch days

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### Parent Communications

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#### Parent Ambassador per class

- Discussion on the need/benefit of having a classroom Parent Guardian (PG) as a single point of contact per division.
  - Parents may be more inclined to reach out to a single parent rather than putting forth concerns/ideas/questions to PAC as a whole
- Each classroom PG would report to Christina directly only
- Christina would be the only one sending out mass information emails to school, while the classroom PG
- We will require all email information from parents

#### Newsletter

- Discussion on having one is a good idea and useful information
- Note of SLE website also has new link with upcoming event reminders

#### Donation Letter

- Discussion of benefit of sending out a donation letter to parents and if/when a good time to do so if it's agreed on
- To be tabled again later in the year

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## Playground Status

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- We are #1 on the list to be replaced next
- Peachland however got theirs approved first, not sure why
- Harald Shaw is the decision maker contact for us, we need to email/write to him to push on issue
- Our current playground is 1994 vintage and it's assessed at end of life
- We may not hear if we are next on the playground replacement until February March next year
- Idea to proceed with planning and designing/quotes for moving forward on playground in preparation of acceptance of playground funding; if not then all ground work will be done and then PAC can proceed with moving forward with its funds if we don't get it approved for gov't funding
- Kori to spearhead playground planning committee and get design/planning in motion

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## Other

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### Gift from PAC to teachers

- Discussion of amount that would be needed now and perhaps a top up in the new year would be needed by the teachers of around \$100.00 ea.
- Mr. Macleod mentioned a number of items that could be purchased
  - Outdoor seat and table combo were viewed and great response from all
  - Other sporting equipment tbd
- Typically, \$350.00/teacher (17 divisions) is provided by PAC
- Sarena put forth a motion to approve \$350.00/each teacher, Melissa seconded and it was unanimously approved by all.

### Winner for hot lunch draw

- Nikki Koriski was the winner of \$25.00 for hot lunch!

### Thank you

- PAC received two heartwarming thank you letters/cards from the Bursaries recipients from last year
- Kaleena provided delicious cupcakes for the meeting!!!

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## Next Meeting

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October, 6:30pm, SLE Library

- Exact day to be finalized

Meeting was adjourned at 7:55 pm by Sarena