



PARENT ADVISORY COUNCIL

PAC Business Meeting – Zoom

February 2, 2021

Minutes

Executive Members in attendance: Kathryn, Jennifer, Hilary, Shanel

Executive Members absent: Leah and Judy

Others in attendance: Ms. Ottenbreit, Mrs. Sapsford, Starr Munro, Tara Zala, Erin McAskile, Shannon Petrovic

1. Welcome: Jennifer Meadows

- a) Review Agenda/Additions/Accept Agenda
Motion to accept: 1st Kathryn, 2nd Starr
- b) Accept Business Meeting Minutes from November 3, 2020
Motion to accept: 1st Jennifer, 2nd Kathryn

2. Principal's Report: Susan Ottenbreit

- Kids are loving the Arts Reach Theater Course
- At the end of Kindergarten registration- will continue to accept registration until September
- Lots of outside time and nature walks. Purchased travel wagons for walks and using items purchased for them. Students are outside every day rain or shine.
- Kids are working hard towards Valentine's Day. Lots of themes on are Kindness, Valentine's Day and Chinese New Year. Lots of response from the sale of the Pink shirts
- Great of fun last week with the crazy sock day

3. Vice Principal's Report: Barb Sapsford

- Lamay Primary Fundraiser- made \$740
- the kids are very proud and the cheque is on it's way to Katrina
- Spoke to Jenna about grade 5 t-shirts. Will go with the spirit wear logo and use Teamsales and Jenna will help order. This will give the option for families to still order the hoodies. Will start getting ready to order the shirts.
- Starr- inquiring about whether or not there would be an option for the Traditional School Crest vs. the school logo. Mrs. Sapsford will speak with Jenna about this.

4. Treasurer's Report/Budget Review: Shanel Higham

General Account

Income

Smile Cards-\$111. +107.00 Nov and Dec and \$310 to date
poinsettias - \$2555 Invoice from Hilltop (\$2177 total income)
Parent Education Fund- \$250

Expenses/Pay-Outs

PAC Operating Expenses -\$67 Zoom license
\$118.90 Staff Appreciation Gift (\$1350 remaining)
Music Program- \$179 paid to CTS for Music supplies (\$46 remaining)

Stem Program-\$31 paid to CTS for STEM supplies (\$194 remaining)
Fine Arts -\$109 paid to CTS for Art supplies (\$391 remaining)
Reading Program -\$1000 to Cindy Gordon for Scholastic books
Covid Cushion - \$90 parachute (\$1410 remaining)
Gaga ball Pit -\$143 was just paid for one gaga ball for each Division (total of \$5921)
Poinsettias - \$2555 Invoice from Hilltop (\$2177 total income)

Gaming Account **Income**

Expenses/Pay-Outs

Guest Speakers & Div 14/15 Virtual Field Trip -\$270

Notes:

- General Acct: Available funds -\$5685
- Gaming Acct: Available funds -\$6118
- Reserve Fund -\$3000

5. Updates on Fundraising and Events:

- a) Busing for Upcoming Field Trips: All
 - Jenna found a way for the classes to share a medium sized bus. At this point they won't require any assistance with a top. If prepared to go on the same day they can use the same driver for multiple trips with back to back trips. Jenna will reach out to the PAC should any assistance be required.
- b) Outdoor Learning: All
 - Request from the school for \$100-\$200 for the mats the kids sit outside on. PAC will approve under outdoor learning
- c) Plant Sale Fundraiser: Sarah Stark
 - Sarah offered with Jenna, Hilary, and Leah to run this fundraiser this year
 - Sarah will hear from Hilltop soon and then we can move forward. Jenna has offered to collect money.
- d) Payment Options for Fundraising: Shanel Higham
 - to be trialed with the plant
 - Leah gathered information from another group for assistance
- e) Future eblasts: Kathryn Allan-Kwasnica
 - Now to be done biweekly to decrease overloading parents with information
 - Ms. Glover, Ms. Bird, Mrs. Wolzak, and Ms. Jane Rowlan will be the last non-enrolling staff to do "behind the mask" profiles on then will move to the teachers
- f) School Supplies: Kathryn Allan-Kwasnica
 - Tara to send Kathryn the contact for Monks
 - Word document with tips and tricks and steps to follow
 - Still awaiting the SD list for teachers

6. Roundtable: All

- No executive PAC meeting Feb 17th- will meet in small task forces for the Plant Sale and School Supplies

Meeting adjourned @ 8:00pm

Next PAC Executive Meeting:
Wednesday February 17, 2021 @ 7:00

Next PAC Business Meeting:
Tuesday April 6, 2021 @ 7:00