

PHIL AND JENNIE GAGLARDI ACADEMY PAC

MEETING MINUTES - APPROVED

March 8, 2022

Meeting called to order at 6:33 pm --- (in-person)

OPENED IN PRAYER by Kelly Hiller

Attended by:

Tara Moose
Kelly Hiller
Jen Tomlinson
Tricia Dol
Nicole Grenier
Kathleen Wall
Chelsea Morrison
Teagan Hidber
Darcy Loewen
Madelein Smit

PAC AGENDA AND MINUTES

MOTION: *'To adopt the agenda for current meeting'*. Moved by Nicole Grenier, seconded by Madelein Smit. All in favor: yes. Motion carried.

MOTION: *'To adopt the meeting minutes from February, 2022.'* Moved by Jen Tomlinson, seconded by Chelsea Morrison. All in favor: yes. Motion carried.

Q&A WITH DIRECTOR (LONNIE PENNER):

- Rules on the spinner: School safety rules are that 4 kids are allowed at a time on the spinner. A 5th kid waits close by for their turn. The rest of the kids line up behind the wooden landscape tie to wait their turn. Typically, there is an EA close by monitoring this structure. Two staff are out front at all play times to monitor at recess and lunch. -

- Will the lines for 4-square and hopscotch be repainted in the under-cover area?

Lonnie will bring this up again as a maintenance project.

- One parent brings up safety concerns around the pole that was previously a tether ball pole outside Mrs. Allnutt's window.
- Parent helpers may be requested from teachers in the coming weeks as teachers work towards organizing field trips, particularly around transportation as hiring buses can be cost-prohibitive.
- Lonnie inquires to the PAC about the viability of some sort of buddy system to help connect new kindergarten families, or other new families, to families that have been involved in the school for awhile. Sometimes it seems to Lonnie that when new families join the school they have a lot of questions that could be answered by parents more familiar with the school.
- The classroom parent program was created partly to address this challenge. However, is there a way that families coming into kindergarten the following year could be connected to the existing parent body?
- Perhaps PAC could designate a point-person that could help answer questions for new parents.
- Lonnie provided further information on the OG program the school is using. There is a 3-5 year plan for its implementation.
- The school is attempting a "pure" approach towards it.
- Using this program has really transformed some of the morning routines (for example) for the students.
- The teachers have been working their way through proper training "level 1" as opposed to just having general exposure (as some tutors for example) have.
- Pauline and Irene have both completed their level 1 training.
- Some schools or tutors will advertise using an "OG method" but this is often not done in a pure/systematic/comprehensive way.
- If new kids transfer into the school, they will be pulled to catch them up sequentially in this program.
- OG also involves dictation which is not always popular with the kids.
- Teachers are meeting regularly to see how it's going in each other's classrooms.
- The hope is that there will be an improvement in reading and spelling skill.
- When the OG lessons are completed in the morning, there are opportunities to reinforce that throughout the day.
- The plan is that the current grade 5/6 students will continue with this program into grade 7.
- This year the program was introduced in grades K - 6.
- Positive feedback from parents present in the group for OG.

REPORTS

1. Hospitality

- There has been a lot of juggling this year due to Covid as there is always so much uncertainty around what events can go ahead
- About 46 hot dogs have been ordered so far for the spring bbq happening on the 18th.
- Mrs. Spragg's class didn't get their order forms until today so a few more orders may still come in.
- Classes are dismissed at 11:30 so Jen will plan to have everything ready for then.
- Jen would like to have some volunteers to help hand everything out including applying ketchup and mustard so there's less hands-on by the students.
- Jen is planning on Costco hotdogs, prepackaged Dad's cookies and a juice box each.
- The order forms were used to avoid waste as prepared hot dogs will be purchased from Costco as opposed to being prepared by PAC volunteers as they have been in the past.
- Jen will order extra just in case.
- Hopefully next year we can go back to doing the bbq the way it's been in the past.
- Is "Try Us On" day going to happen? Perhaps not due to Covid. If the event happens, Jen would like a volunteer for this.

2. Classroom parents

- Some classroom parents have communicated more with their respective parent group than others.
- Perhaps the sports team coaches could benefit from having a parent rep to help coordinate driving for the sports events.
- It seems that teachers are still on a learning curve around using the classroom parent reps and sometimes forget that the classroom parent can be a resource to them.

3. Fundraising

- Teagan is getting a good response to the Purdy's Easter chocolate fundraiser.
- Orders are due by March 25th. Pick up is April 11th.
- There have been about \$1300 in sales so far.
- Teagan says it's been pretty easy to run so far.
- Card project art projects seem to be going ahead. From what Kelly has seen of the art projects, they have been lovely generic pieces of art (as opposed to Christmas themed, etc).
- Sandi raised close to \$300 at the most recent used uniform sale.

- The supply of used uniforms is running a little low especially for high school items.
- There will likely just be one more used uniform sale in June.
- Hot lunch orders went well despite there being 3 Fridays with no hot lunch.

4. Treasurer

- There is a discrepancy with the milk purchases which are purchased at Thrifty's using a PAC purchased smile card. It seems there was a week where the balance remaining on the card is significantly lower than expected given the most recent milk receipts provided to Tricia. Perhaps there is a milk receipt missing?
- Since PAC has excess funds right now (for multiple reasons including successful fundraisers and events canceled due to Covid) we can talk about how we want to spend this extra money. The school has some ideas on purchases they would like. (See report below direct from treasurer)
- One parent brings forward suggestion to use funds to put a printer in every classroom. Perhaps we could consult with the school's IT guy around what would be a good printer to use for this purpose.
- Another suggestion would be to fund the purchase of certain educational apps (for use on iPads). Perhaps the new science teacher is tech-savvy enough to make tech requests?
- Tricia spoke to Caron who reported that the teachers make their requests for classroom purchases in June every year. Later on, throughout the year, if teachers make requests to her for classroom purchases, she often has to refuse the requests as the budget has already been spent. If PAC offered to fund some of the classroom purchase requests made in June, the school would have more of their budget remaining later in the year.
- The school has already provided us with a wish list that includes more 6-foot folding tables and a new printer (value about \$600) for the office.
- The exec will meet to discuss strategy around designating the excess funds. PAC members are invited to submit their feedback and ideas.

Regular bank account balance is:	\$19,896.68
Less Grad:	\$ 1,433.46
BALANCE:	<hr/> \$18,463.22

Gaming bank account balance is: \$ 3,464.55

Fundraising

Used uniforms sale - \$269.66

Fundraising:

We are \$2,980.65 away from our non-gaming Fundraising goals for this school year. Upcoming fundraisers are Purdy's Chocolates for Easter and Gunther's Meats for Father's Day as well as possibly another Used Uniform.

Expenses:

We have currently spent \$12,526.44 of the \$21,725 budgeted for expenses. The remaining amount of the budget amount not yet spent is \$9,198.56.

Given that the current bank account balance is \$18,463.22 there is just over \$9,000 funds that are not designated or allocated.

My understanding from discussions with the previous treasurer that a good "cushion" for PAC to have is around \$5,000 to \$8,000. If we reach our fundraising goals then we're looking at almost \$12,000.00 extra in the PAC account.

2021-2022 AMENDED PAC Budget

Amendments adopted February 15, 2022

Revenue

	Budget	Actual
Non-Gaming Revenue:		
Carry forward		13,537.54
Hot Lunch	19,000.00	15,517.93
Used Uniform Sales	1,500.00	1,575.46
Mabel's Label	150.00	-
Poinsetta Fundraiser	700.00	547.99
Gunter's Meats (father's day)	600.00	-
Snack Sales	200.00	-
Donations		100.00
Purdy Chocolates	300.00	1,201.99
Papa Murphys	1,000.00	838.98
Thrifty's Smile Cards	300.00	1,287.00
Card Project	300.00	-
Non-Gaming Subtotal	24,050.00	34,606.89
Gaming Revenue:		
Carry forward from prior year		1,491.25
PAC Grant	4,100.00	4,100.00
Raffle Proceeds	3,500.00	-
Gaming Subtotal	7,600.00	5,591.25
TOTAL REVENUE	31,650.00	40,198.14

Expenses

	Budget	Actual
Non-Gaming Expenses:		
Hospitality		
Pastors Lunch	-	0.00
Christmas Concert (2) decorations	150.00	0.00
Teachers Luncheon (2)	1,200.00	567.35
Spring break BBQ	350.00	-
Try-us-on-for-a-day	-	-
Grad Reception	150.00	-
End of Year Neighbourhood	75.00	-
Welcome back signs	-	-
Sports Day	350.00	-
Hospitality - Subtotal	2,275.00	567.35
Hot Lunch expenses	15,000.00	9,419.09
Child-in-need program	500.00	-
Classroom Purchases	700.00	-
Playground Funds	2,500.00	2,500.00
Missions Contributions	500.00	-
PAC Expenses*	250.00	40.00
Non-Gaming Expenses Subtotal	21,725.00	12,526.44
Gaming Expenses:		
Annual PAC - Grad Bursary	500.00	-
Awards night	2,500.00	-
Extracurricular activities - sports/clubs		
Raffle license/prizes/Draw expenses	255.00	173.31
Field Trip Transportation		
Sports Team socks	250.00	250.00
Playground Funds	5,000.00	5,000.00
Gaming Expenses Subtotal	8,505.00	5,423.31
TOTAL EXPENSES	30,230.00	17,949.75

	BUDGET	Actual*
Proceeds to carry forward to 2020-21		
Non-gaming funds	2,325.00	22,080.45
Gaming funds	-	167.94

*includes money carried forward

* PAC Expenses:
Sign, annual society filing fees, and various purchases to assist non-gaming fundraising start-up costs.

OLD BUSINESS

1. Raffle:

- The draw will be at the bbq on the last day. The hope is that families will still be gathering from the bbq for the announcement of the raffle winner.
- Tickets sales are actually open until the 15th. (not actually the 11th as listed)

- Perhaps in future raffles, we could incentivize the children's sales. E.g. Most sales in a classroom gets an ice cream party.
- Clarification that in the year that there was a draw for discount on tuition for raffle ticket sales, the PAC covered the cost of the tuition discount incentive.
- More tickets are available at the office if anyone wants to sell more.
- More people have already come to the office requesting more tickets to sell.

NEW BUSINESS

1. Signatories: Melissa Taylor was originally asked to be the new signatory on the PAC bank account but she will be leaving soon on maternity leave from her position at the school. PAC needs another signatory that is frequently in the school. Jen Tomlinson has volunteered for this role.

***MOTION:** To remove Melissa Taylor as a signatory for the PAC bank account. Moved by Chelsea Morrison. Seconded by Madelein Smit. All in favor: yes. Motion carried. Melissa Taylor has been removed as signatory from the PAC bank account.*

***MOTION:** To add Jen Tomlinson as a signatory on the PAC bank account. Moved by Nicole Grenier. Seconded Madelein Smit. All in favor: yes. Motion carried. Jen Tomlinson is now a signatory on the PAC bank account.*

2. A new parent to the school has offered to run a PAC fundraiser event at their business, Gladstone Brewery. The parent suggested waiting to run the event until restrictions are lifted. Perhaps this fundraising idea could be mentioned to grad? Tricia reports that grad is only allowed to do one fundraiser per year (as reported to her by one teacher). One parent reported that, in the past, the school has been firm about no fundraisers occurring from alcohol sales. Perhaps the fundraiser could be structured so all funds raised are from food sales only?
3. Bursary applications: No request for applications has occurred yet but Kelly spoke to Joy earlier in the year and provided the judging criteria that was created last year.

PARENT FEEDBACK

- Discussion on how to create more parent engagement in PAC meetings? Perhaps we should appoint a PAC PR person to advertise PAC meetings and events.
- Madelein will create another infographic reporting on PAC projects.

- Would some parents prefer to read a paper copy of the WAAG/PAC newsletter?

NEXT PAC MEETING: April 12th at 6:30 at the school (in-person)

MEETING ADJOURNED: 8:08