

**Sangster PAC meeting minutes
Tuesday, October 10, 2023**

Present:

- Nargis Kiewiet, *President*
- Sarah Fitton, *Past President*
- Kara Beach, *Vice President*
- Dana Dawson, *Treasurer*
- Meagan Bagnall, *Secretary*
- Allison Hyatt, *SPEAC*
- Jessica Vanderkuip, *Fundraising*
- Sarah Baidoo, *Member at Large*
- Jessica Dovanne, *Member at Large*
- Justine Howley, *Member at Large*
- Alanna Goodman, *Member at Large*
- Monty Raisinghani, *Parent*
- Camille McFarlane, *Principal*

Absent:

- Josh Picardal, *Emergency Preparedness*
- Tonya Crowther, *Hot lunch coordinator (offsite)*
- Jessica Alva, *Hot lunch coordinator (on site)*
- Bonnie Barazzuol, *Fundraising*
- Georgette Walker, *Vice Principal*

Territorial acknowledgment by Camille

Meeting called to order at 7:05pm

Approval of October's agenda:

- Motion to approve: Allison
- Second: Jess V

Approval of September's minutes:

- Motion to approve: Sarah F
- Second: Sarah B

Principal's Report:

- It has been a great, busy start to the school year
- We have 11 EAs currently; just gained approval for 12th EA
- Continued focus on our school's three year plan
 - Cultural belonging
 - Equity
 - Reconciliation
 - Focus on numeracy and literacy
- Affordability grant; approx. allocation this year is \$5000

- School supplies were ordered in May, but not coded to the account until July
 - \$3000 remaining
 - Funds can be allocated towards universal school fees, supplies, field trips
 - Up to 10% can be spent on gift cards (\$500)
 - Superstore, Walmart
 - Last year spent \$200 on Grade 5 hoodies for students who could not afford one otherwise; would like to do this again
 - \$500 for clothing needs (winter and otherwise)
 - Rain jackets, rain boots, snow pants
 - Size K-3
- Feeding futures grant \$1400
 - New provincial funding direct to families re: food security
 - Other schools have breakfast/lunch programs
 - Suggestion from Camille that some funds could be used to fund hot lunch for students who cannot afford to participate otherwise
 - Approx \$1700 spent last year supporting hot lunch
- Brown bag lunch program in place already
- Sports have started
 - Cross country went great
 - LOTS of interest in handball
 - Sports council fee has increased
- Things are happening in the garden
 - Rain barrel and other supplies have been donated by families
- Lunch eating time
 - Previously 1 hour total, now 45 minutes
 - Eating now takes place during 15 minutes when teachers are not there; time is extended when necessary (classroom dependent) once teachers return, sometimes as late as 1pm
 - 4-5 lunchtime supervisors
 - Students with a designation who need support during lunch have an EA present with them
 - *Most* classrooms have an adult present during lunch, the other classrooms have a supervisor rotating in and out

President's/Vice President's Report

- Vote to approve Carla Charles as Media Relations executive position
 - Motion to approve: Dana
 - Second: Nargis
- 2023/2024 Annual Budget
 - Please see attached for final budget
 - Notes of discussion:
 - Music TTOC is for coverage during choir trips
 - If no coverage, then no choir trips
 - Contractually required to provide teachers with their prep period; music classes provide prep periods for teachers
 - Suggestion for “music support” and “choir support” budget line items to be totally separate (because they are two separate programs)

- Emergency preparedness; there are items needing to be replaced soon
 - \$500 for now; will assess needs more closely and revisit if needed
- Decision to increase literacy support by \$1000 (pull from technology as significant costs are not anticipated for this year)
 - Purchasing more diverse leveled readers for classrooms
- Suggestion to include budget line item for supporting anti-racism education
 - Seminars for teachers, learning resources for students, etc.
 - Voted to allocate \$1200 to anti-racism support (\$100 per division)
 - Sarah B to spearhead organizing this initiative for this year

Treasurer's Report:

Requests from Dana so things run smoothly:

- Everyone is to fill out a PAC Cheque Requisition Form and attach their receipts to this form. I will ask Alvira to put some in the PAC drawer so they are accessible to all PAC members.
 - Please write on the receipt what the purchase was for and the date if you are submitting numerous receipts at a time.
- I understand that for hot lunch the invoices do not come in until just a few days before hot lunch, so please message or call me and I will ensure you get the cheque on time.
- All receipts for other out of pocket purchases are to be handed in within 5 working days.
- Jess, will you please send me totals for all [fundraising] events within 72 hours of them closing. This will ensure we don't miss anything.
- I have asked Alvira to send the cheque requisitions, and any cheques that are in the PAC drawer home weekly with Taya on Friday's and I will send any reimbursement cheques back with Taya on Monday's.

September Bottle Drive made \$1,571.92

General Account Balance \$37,090.33

Gaming Account Balance \$4,900.10

SPEAC Report:

See attached.

Fundraising report:

- No fuss fundraising flyers to go out this week
- Next bottle drive on November 4
- Purdy's catalogues to be distributed soon
- Giving Store Monday, December 4
 - No books, no stuffies
- Family dance Friday, February 2, 2024
 - Will likely have to ticket the event this year due to growth in population (free or by donation)
 - Logistics to be discussed further at next month's meeting
- Movie night(s); date TBD
- Board game night(s); date TBD

Meeting adjourned at 9:12pm

Next Meeting is Tuesday, November 14, 2023 at 7:00pm