

J.W. SEXSMITH PARENT ADVISORY COUNCIL MINUTES

Meeting date: OCT 10th, 2019

Location: Sexsmith Library

Time: 18:40 to 19:45

Chairperson: Christina Brown

Members present: As per attendance sheet.

*A big thank you to all the parents who came to the meeting.
We encourage you to continue attending the upcoming PAC meetings.*

Principal's Report – Joel Levine

- Parent/Teacher/Student conferences are taking place on Wednesday and Thursday October at 2pm.
- October 17th is the Shake Out Earthquake Drill, the pupils will practise how to “Drop, Cover and Hold On” during this drill.
- If there is a conflict between kids in the playground, please talk to the teacher or Mr. Levine, rather than parents stepping in to sort the conflict out.
- YMCA provide a free 10 week healthy lifestyle program called Generation Health for children aged 8 to 12 years and their families. It runs Tuesday from 6:30 pm to 8:30pm and includes at free 6 month membership to the YMCA of Greater Vancouver.
- A former parent PAC member would like to make a donation for an Awards/Trophy Case; Mr. Levine is investigating the cost.
- The Great, Great, Granddaughter of J. W. Sexsmith is an archivist and has the last 5-10 years of archived boxes, she will catalogue everything as part of the school board history.

Financial Update from the Treasurer – Angela Wong

OCTOBER 10, 2019 BALANCES

Currently there is \$ 25,343.93; breakdown is as follows:

PAC General account	\$ 1,652.94
PAC Chocolate	20,748.23
PAC Fundraising	12.00
PAC Gaming account	8,032.04
Membership shares	5.92
Less: Committed funds	<u>(5,107.20)</u>
	<u>\$ 24,343.93</u>

The outstanding items are for the Diwali celebration (\$1,100), Highjump equipment (\$2,307.20) and Grade 7 graduation (\$1,700.00).

Gaming grant funds should be used within 3 years. There are restrictions on what the funds can be used for. For more information, please visit the following website:

<http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/guide-cgg.pdf>

The discussion was opened up for questions. No questions were asked.

Hot Lunch Program Update from Eva and Chris

Chris's Information

- Our first day of hot lunch for 2019 started on October 9th
- Eva and I wanted to say a big thank-you to all the parents involved in the hot lunch program:
 - Girlie for helping out with the processing of the order forms, entering all of our orders into our tally sheets and then generating tickets. All of this work is vital to the hot lunch program but often isn't seen as it is behind the scenes.
 - Thank-you to the new volunteers who stepped in to help us collect and review all of the order forms: Mina, Lana, Penny, Pandora (and Allison), Girlie, and Angela.
 - New for this year we have a group of 4 volunteers that will be helping us assemble the hot lunch tickets: Kam, Pandora, Nancy and Cheryl. They will each be taking 4 days' worth of tickets to assemble which will take

each of them somewhere between 5 to 6 hours in total. We may open up more spots to help distribute the work load further next term.

- Going forward, we are looking for someone to step up and help manage the ticket distribution process. This role would involve printing the tickets prepared by Girlie and Au, and managing the distribution to volunteers and teachers.
- Thank-you to Au for quickly generating the first batch of tickets for us with more to come. Once again thank-you to Girlie who will also be helping in this process.
- Thank-you to Eva who will be picking up supplies for the hot lunch program.
- Thank-you to the volunteers who come in each week to prepare the meals and distribute them to the students. On Wednesday: Eva, Girlie, Roy, Richel (returning), Deljit and Lana. On Friday: Mina, Lana, Deljit, Angela, Penny, Pandora, Lucia, Nancy and Janelle.
- Thinking ahead: We will be losing 3 of our Friday volunteers closer to the end of this year. Anyone is interested in volunteering on Fridays between 11:30 am to 12: 30 pm, please talk with Deljit or myself about it or go directly to our sign up sheet on the school's website.
- Thank-you to all the teachers and support staff at Sexsmith, without their support we would not be able to run the hot lunch program.
- Finally, thank-you to Stan (our previous hot lunch coordinator) for helping to create our hot lunch program and continuing to provide Eva and I with wise counsel and information.
- This year parents were told that they must have their order in before 3: 30 pm on September the 30th. In conjunction with a tone of reminders, this cut off worked great. We didn't have any forms or payments trickling in after the deadline this year which saved our volunteers a lot of time.

Eva's Information Facts and Figures for our Term 1 Hot Lunch

- This year we collected approximately \$13,000 in funds related to the term 1 hot lunch program
- We anticipate our funds raised from this term (after all costs have been deducted from the funds collected) to reach approximately \$6,100 just based on pre-ordered figures alone. This figure is a bit lower than previous years due to the reduction of orders on December the 11th
- On December 11th almost the entire school will be attending a performance downtown called "Mixed Nuts". Subsequent to the release of the Hot Lunch order forms on September the 24th, we were informed that the school booked the venue on the December 11 hot lunch date as performance times were limited at the time of booking and it was the only option available for such a large group. Given the number of students involved, and the complexities of properly storing Mac & cheese for that number of students, the PAC immediately release an e-mail to parents on September 25th allowing them to cancel their order for December the 11th prior to the September 30th deadline. As a result, the hot lunch program lost over half of its normal volume of orders on that date, roughly \$150 dollars.
- We do anticipate that the \$6,100 estimate will actually end up being between \$6,400 and \$6,500 due to additional sales that occur on both the Wednesday hot lunch and the Friday hot lunch. Moreover, the cost projections have been estimated with products and supplies at full cost. During the term, if we see a product or supply go on sale, we take advantage of the cost reduction.
- The discussion was opened up for questions. No questions were asked.

Upcoming School Events

Diwali Celebration - Deljit

Diwali celebration will take place on Monday, October 28th at 11:00 am, in the school's gymnasium.

We will need volunteers to help us with the following;

1. Thursday, October 24th from 1 pm to approximately 5 pm to help decorate the gymnasium and (starting at 4:00 pm the library).
2. Monday, October 28th at 12:00 pm, as many volunteers as possible to help us remove, and put away all of the Diwali decorations in the gymnasium.
3. On Monday, October 28th from about 12:00 pm to 1:30 pm (approx. time) to help put away the dishes and cutlery from the teacher's lunch.

Sign up through the following link volunteersignup.org/8YPWA

Chocolate Sales- Chris

- World's Finest Chocolates have been ordered and are due to be distributed on November 4th. Each individual pack will be sold for \$2 and there will be almonds, mixed chocolates and mint packs.
- New this year, in order to encourage students to sell chocolate cases quickly, there will be 2 early bird prize draws. Students will receive one raffle ticket for each complete chocolate case sold. These tickets will be entered into two separate early bird prize draws for movie tickets. The early bird prize draws will be held at noon on Tuesday, November 12th and on Tuesday, November 19th.
- Every student who sells a case will have their name entered into a final prize draw to be held on Friday, December 6th. The final prize draw is not affected by the early bird draw. Final prizes are:
 - One, \$100 gift card to "Grandview lanes" (Bowling Alley) (grad 5 to 7 student)
 - Admission for 4 to "Kidtropolis" for two students grades 2 to 4 (generously donated by Kidtropolis in Richmond)

New Business

Fundscript Gift Cards - Year Round Pac Fundraiser

- Help us fundraise by purchasing your gift cards through the PAC's fundScrip account. Every gift card you purchase, the school PAC will receive a % of the sales.

Please encourage your family and friends to support the school too!

The sign up link is: <https://www.fundscrip.com/Sign-Up.aspx?IID=2CBHHR>

PAC bulletin board

- Angela suggested that a PAC bulletin board maybe useful for communication to the parents about the PAC information and volunteering. Mr. Levine confirmed that there were no free boards for the PACs use and there may be a lack of wall space to hang a new board, Mr Levine will look into this.

Breakfast with Santa

- Mr. Levine will contact the Rotary Club to confirm a date and time for this year's breakfast with Santa
- Chris will confirm Santa's availability.

Volunteer information

Contact Deljit, email address sexsmithvolunteers@gmail.com

Volunteer opportunities on Sexsmith's Website: From the Sexsmith main web page go to "Families" Tab, select "Volunteers" or type the following link into your browser

<https://www.vsb.bc.ca/schools/jw-sexsmith/Families/Volunteer/Pages/default.aspx>

Any other questions

- A parent was concerned about a Grade 7 pupil that ran out between cars after school between Columbia and Manitoba. Mr. Levine reported that the pupil is okay.
- A concern about the parking to close to the crosswalk was brought up. Mr. Levine is talking with the city about this.

No other business or questions.

Meeting adjourned at 7:45pm

**Next meeting date: November 7th, 2019 at 6:40pm
December 5th, 2019 at 6:40pm**

Location: Sexsmith's Library

Proposed future meeting dates: November 7th and December 5th

Signatures of the 2019/2020 PAC Board members are as follows:

Chair – Christina Brown

Vice Chair – Deljit Beesla

Treasurer – Angela Wong

Secretary – Jacqui Crawford
