

Neilson Grove PAC Minutes

Date: October 25
Start time: 637pm
End: 809pm

NG Library and Zoom
Join Zoom Meeting

<https://us06web.zoom.us/j/82539072753?pwd=1YMJAATB2j1OiDbwOXIzGxB8BlXyzU.1>

Meeting ID: 825 3907 2753
Passcode: 338388

Principal: Jann Kwasnicki

Teacher: Andrea Reitz

Attendees: Gregory Norton, Deb Stewart, Alona Makarsky, Diane Chubb, Ronnie Nugent, Lorie Seppke, Ashley Terpsma, Angela Brain, Brigitte McRae, Kyla Williams, Angela Brain, Niki Kehoe-Madsen, Sarah Kresak, Terry Kaplan

637pm: Welcome and First Nations acknowledgement

Approval of minutes from last meeting- Terry motioned - Ronnie seconded. Approved.

Attendees Introductions

Teacher Report

- Thank you to the PAC for efforts and contributions to school - much appreciated.
- Halloween parade format this year different than prior year - Parents to wait outside each student's classroom door, Children will exit this way, and then do 2 loops of the school.
- Kudos to PAC Instagram - well done!

Principal's Report

- District Health and Safety meeting on Emergency preparedness - first earthquake drill of the year last week.
- Ensure parent connect emergency info is correct- especially important for Student reunification protocol. Note this term is also part of newly adopted terminology that is applied now universally.
- In the future, District will ask for 10\$ fee /child in school system to purchase all of the supplies for emergency preparedness bin (this will be managed by Vanessa Heel). Tracking of supplies will be all done online.
- This year - Emergency preparedness Bin is stocked and up to date from district.
- A magnet has gone home with some emergency preparedness info. District website will be the relayer of information pertaining to any updates in emergency situations (such as a lock down).
- Variety school grant info: Variety is partnering with inclusive furniture supplier. May look at outfitting the nest.

- BC Wide program ERASE - **E**xpect **R**espect **A**nd a **S**afe **E**ducation. Free parenting evenings for free ex: info session on social media.
- Feeling safe, connected, a sense of belonging and at least one trusted friend. This year focus on a sense of belonging and connectedness.
- Student council is coming up. Many applications - all will be accepted. Student council will be to help adults understand their perspective as a student - challenges and possible solutions.
- Playground - has been in touch with Sukhi. Darren Duff, the head of facilities is looking into the process of playground replacement. Awaiting update for this.

Outstanding Business, New Business and General Discussion:

Outstanding Business:

Nil

New Business:

- Query re: where to find PAC Constitution? It's in PAC Google Drive
- Currently We Scare Hunger food Drive, after will be Purdy's fundraiser
- Paint Night at Ladner Arts and Crafts - will push back to New Year
- Garage Sale/ Gently used book sale. - gym availability?
 - Perhaps look at spring time.
 - Table cost per family + PAC table selling donated books
 - Jann stated there is 20\$/hr fee for gym + insurance. Will look into use of gym and cost.
 - Multipurpose room has no cost. Free Mondays or Friday.
 - Will look into this - defer.
- Idea of incorporating raffle into this year

DPAC

- Any questions re: DPAC email neilsongrovepac@gmail.com and your queries will be forwarded to the DPAC members.

EMERGENCY PREP

District has assumed responsibility - all supplies replaced and cost covered. Water in kitchen can be reallocated.

Treasurer - Greg Norton presented account debrief (see report below)

Presented a suggestion for a new method of how reimbursement of expenses is dispensed. Currently via paper cheque, 2 step process. If everyone agrees - reimbursement would be transferred via EFT, still a 2 step process. Motion to go with E- transfer - Kyla. Seconded by Ronnie Chubb. Motion Carried.

Discussion re: debit card would not be an option for payment as need 2 step process.


Nil Mr. Tube steak payment yet received. Kyla to follow up.

Playground funds not removed from current gaming and general accounts. Playground committee will update re: progress and if not planned for use imminently will “release” funds.

Playground update

- Pending - Pricing out options to prompt fundraising goals + grant applications.
- We are not near the top of the list for district playground replacements.

Holiday Events:

- o Purdy's
- o Breakfast with Santa by Lorie  - Dec 15th
via munchalunch pre-orders and "set menu"

Potential menu:

- kids - 1 pancake, 1 sausage, juice, and fruit(?) - \$4
- parents - 2 pancakes, 2 sausage, coffee, and fruit(?) - \$8
- Thoughts
 - o Drop off prepared food to local churches?
 - o Lorie might have some new menu ideas
 - o Festival clothes
 - o Raffle ticket for sale for 2 packages of 4 x front row seat and 1 x parking spot

Do we want to put on an **“easy, but awesome!” Spring Fair???**

Kyla's Vision:

- o Simplifying the organization while maintaining quality - outsource work, no carnival games, eliminate excess costs, vendors: cookie's ice cream, mr. tube steak.
- o Jelks Inflatables
 - M-W - \$900 for 9 amazing games
- o Selling wristbands online for UNLIMITED use
 - Munchalunch and handed out in class
 - Sold at event
 - Having a "as griffins we soar" keepsake wristband
- o Food vendors

- EXCLUSIVELY
- Using 32Auctions for raffle
 - Higher cost, but will likely sell more
 - Class baskets?
 - Exploring the possibility of conducting a 50/50 draw online
- Consider altering to Cupcake Walk for equality
 - 6per winner
 - \$1/\$2 per entry?
- Jars for fundraising -
 - \$1/\$2 per entry?

NEW FUNDRAISING IDEAS

Ronnie proposed Coffee fundraiser - family farm in Brazil.

Kyla proposed Holiday Candy Grams

Donations for candy canes? (Save On / London Drugs / FreshCo) - atleast one for every student (205) + staff. Ronnie to contact London Drugs.

Diane proposed an Open Gym evening in December

Ms. Kwasnicki to review availability Thursday, Friday. - maybe coordinate for Ladner shopping night event.

Request for a wish list from teachers, staff and students. Ms. Kwasnicki will inquire at next staff meeting Nov 7.

Community support ideas - Writing Christmas Cards for people in need (Jann to look into making this a school initiative), donations, thank you cards for companies that contribute to fundraisers.

Update re: spirit wear - logo still in progress

DEFERRED BUSINESS

- Community school event - ice skating class?
- Track and field in May - new cohesive jerseys. Jann to look into current inventory. And option for kids to start practicing earlier
- Option of PAC purchasing each student an NG t-shirt?
- Variety grant to provide furnishings for the nest. No deadline for application- review at next meeting.

Fundraising ideas:

- Karaoke
- Principal for the day

- 2024:
 - Bottle Drive 2024 Dates
 - Candy Grams ~ Valentine's
 - Scholastic Book Fair
 - Talent Show
 - Open Gym Nights

Does the school need these items?

- Noise cancelling headphones
- Teacher books / resources on social emotional learning or core competencies

BCCPAC

Follow up re: Interest for BCCPAC reps. Confirm membership. If you are not able to attend any of the BCCPAC conferences where voting is required, DPAC can take your proxy. (Jennifer at deltadpac@gmail.com)

----- end of Outstanding Business,New Business and General Discussion -----

Who is PAC?

The PAC serves as a bridge between parents and the school administration. Our mission is to foster communication, collaboration, and engagement among parents, teachers, and the school community. We believe that a strong partnership between home and school is essential for the success of students. Everyone is welcome!

Executive PAC Roles

- Chair and Co- Chair–Kyla Williams and Brigitte McRae
- Treasurer and Co- Treasurer - Angela Brain and Greg Norton
- Secretary - Natasha Gray
- Delta District Parent Advisory Council (DPAC) Representatives - Diane Chubb & Ronnie Nugent

PAC Programs and Subcommittee Roles

- Emergency Preparedness- Alona Makarsky
- Hot Lunch Program – Terra Mitchell and Ashley Terpsma and Brigitte McRae
- Milk Program - Nicki Kopac and Deb Stewart:
- Fruit and Vegetable Program - Lorie Seppke:
- Playground subcommittee - David Terpsma (main liaison), Kristin Schroeder and Brigitte McRae
- Social Media - Courtney Nielsen

Reports:

Chair Report

- We've had an exciting first two months!
- Mr. Tube Steak was a hit at the Open House BBQ, and we were thrilled to be able to provide a food option.
- We spent a lot of time trying to figure out how to answer all of the questions people ask, have a central location for all of our information, and maintaining the pace of information delivery... The answer - our new PAC website!! 🥳🥳 It's a user-friendly, free Google site that allows easy addition, removal, and updates of information. I'm confident it will become an invaluable resource as people become more familiar with it. If anyone wants to share information or provide feedback on the current content, please feel free to do so. We've already had 101 unique users visit! Please check it out!!!!
- We've also updated the PAC information on the school website, with multiple links pointing to the PAC site. This will undoubtedly guide people in the right direction. A huge thank you to Catherine for her patience and dedication in handling the edits. And to Jann for relaying so much info for us always!

FUNdraising:

- The Bottle Drive and Pub Night were both tremendous successes! We collected \$120 in cash donations, \$32 in glass, and managed to fill 41 bags with bottles (final numbers TBD). The Pub Night, inclusive of food and the 50/50, raised a total of \$526. A heartfelt thank you to all the volunteers and supporters who made this day of fundraising a hit!
- A massive shoutout to everyone who purchased a Big Box of Cards, and a special appreciation for those who shared the links - especially to Ronnie who sold 20 boxes to 1 person! As of the time of writing this report, it's just a few dollars shy of reaching \$1000 profit in PAC funds.
- We've decided to go with a Breakfast with Santa, and we're in need of volunteers, please! :) During the event, we'll conduct the draw for the front seats with a parking spot for the Christmas concert raffle. I've included this in our ongoing discussions.
- Purdys will start after the school's "We scare hunger" food drive (Happening NOW!) Info will go out with Jann's peek and be added to the website once it launches.
- Lastly, just a huge thank you for everyone's ongoing support! 🥳🥳🥳

Treasurer's Report

BANK ACCOUNTS

General Bank Account

As of October 22, 2023, the PAC has general funds of **\$24,094** (September 19, 2023 - \$17,383).

Since September 19, the PAC received **\$12,737** from:

\$9,735 from Munchalunch sales,

\$2,872 Big Box of Cards sales,

\$130 of donations from the bottle drive and pub night event,

Since September 19, the PAC spent general **\$6,026** on:

\$5,500 as the annual contribution to the school' library, classroom and literary resources, \$514 on the Dominos pizza lunch,

\$12 on bank fees

At the June PAC meeting, the PAC voted to spend up to **\$5,000** of general funds and up to \$17,000 of gaming funds on the playground. (Gaming funds should be spent before general funds due to restrictions and expiry of gaming funds.)

Gaming Bank Account

As of October 22, 2023, the PAC has gaming funds of **\$17,935** (September 1, 2023 - \$15,279). Since the last meeting, the PAC has spent **\$1,600** on the grade 6/7 field trip in September.

The PAC received the gaming grant of **\$3,960** on October 5 and net proceeds from the October 14 Pub Night 50/50 raffle of **\$296**.

GAMING FUNDS:

The annual gaming grant funds in the bank expires three years after the dates received. Gaming event funds in the bank expire one year after the gaming events. Because the funds expire, and they can only be spent on specified items, gaming funds should be spent first where possible, before using general funds. The funds expire as follows:

\$5,559 received from the raffle ticket, 50/50 & Spring Fair cakes – **expires May 11, 2024**
\$296 received 50/50 net proceeds received October 14, 2023 – expires October 14, 2024
\$4,120 received on November 30, 2021 – expires November 30, 2024; and
\$4,000 received September 28, 2022 – expires September 28, 2025
\$3,960 received October 5, 2023 – expires October 5, 2026
\$17,935 gaming funds as of October 22, 2023

We will spend **\$75** of gaming funds on the annual BCPAC fees.

In June 2023, the PAC voted to spend up to **\$17,000** of these gaming funds and up to \$5,000 of general funds to replace the stand-alone old blue monkey bars with something new on the playground.

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GAMING EVENT REPORTING:

50/50 results for both pub nights (February 2 and October 14) were submitted to GPEB on October 14, following the event.

PAYMENT PROCESS:

Milk is purchased every week, sometimes by different volunteers. Expense reports are submitted monthly and a cheque is issued to the volunteer(s). To streamline the payment process that recurs during the year, we propose payment by **email transfer**. The transfer fee of \$1.25 is similar to the cost of buying cheques and the process has similar controls. The volunteer takes a photo of the receipt and emails it to the Treasurers; one cheque signer sets up the payment and a second cheque signer approves

the payment. Each payment still requires two cheque signers to approve the disbursement, and the payment can be made to the milk volunteer more frequently, without driving a physical cheque around.

DPAC Report

We met with our Trustee, Amhen Dhillon in break out sessions with her other schools. She is happy to attend our PAC meeting in case we ever have questions and want to invite her.

All parents and guardians are invited to the upcoming DPAC meeting on Nov. 20th at 7pm, will be a presentation from the district on SOGI 45 minute presentation and the question and answer period (AT THE DISTRICT OFFICE).

Alona can contact Vanessa at Delta School District as it is now becoming district funds to support with the Safety bins and supplies moving forward.

If any parent or guardian had questions for us to address at the DPAC Level please let us know.

Playground Subcommittee

Dave met with Ms. Kwasnicki on Oct 4. They discussed the funding model for the playground replacement program. It is anticipated for future playground replacement that the district will pay for take down of old structure and install of new structure.

Next steps:

- follow up with Laura Cole, the District's Ground foreperson, regarding the exact criteria the district uses to select playgrounds for replacement.
- Inquiry to Sukhi Dherari (who does purchasing for the District), to inquire about what designs and prices were of recent playground replacements in the district.

Ms. Kwasnicki and Dave - will have a follow up meeting to discuss estimated cost of playground replacement and what apparatus / design to go with.

To move project forward, after estimated cost received, next anticipated steps include:

- Contact City of Delta re: City of Delta's Community Initiated Cost Sharing Projects Program
- At top of mind: Enabling Accessibility Fund (EAF) - funds projects that makes Canadian communities more accessible for persons with disabilities (House of Commons local Mailer the Hon. Carla Qualtrough,, July 2023).

Hot Lunch Updates

- If you missed the deadline but would still like to place a hot lunch order, please email neilsongrovepac@gmail.com for assistance.

- If a student is absent on a hot lunch day and items would like to be picked up - must state so when calling the school line advising of absence.

Meeting adjourned: 809pm

Next PAC Meeting: Nov 23, 2023

Neilson Grove PAC

neilsongrovepac@gmail.com

NG PAC Web Site <https://sites.google.com/view/ngpac>

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