

**Shortreed Community Elementary School
PAC – Executive Meeting Minutes
Wednesday December 13, 2023 9:00 AM**

Call to Order at 9:09 AM by Jodi Stiglic

Attendees:

Laura Wheway, Jodi Stiglic, Jen Cooksley, Amy Synesael, Kaelin Nelson, Melissa Epp, Kelly Cryderman, Kyla Des Mazes, Cashmere Roder, Lee-Ann Tarasoff, Chris Wejr

Established Quorum

Round Table

Additions to Agenda:

- Email regarding previous cycling program possibly changing to swimming program, tabled from last meeting.
- Milk & cookie day

Deletions to Agenda: None

Approval of December 2023 Agenda:

Motion to approve by Laura Wheway, Second by Kelly Cryderman. All in favor.

Approval of November 2023 Minutes:

Motion to approve by Amy Synesael, Second by Laura Wheway. All in favor.

Principal / Administration reports

Principal's Report – Mr. Wejr

- Christmas Concerts: Tuesday/Weds afternoon and Weds evening. The evening show is the only one where there are two sittings. Parents will line up outside, and staff will be directing parents to either the gym for K-1 parents, or to a line in the hallway for the Grade 2-5 parents. Once the K-1 show is finished, K-1 parents can leave, or if they have a child in Grade 2-5 they can stay. The remaining Grade 2-5 parents lining the hallways will be permitted into the gym. Please follow and respect staff direction. See emails from Mr Wejr for more information. We will be collecting donations for Sources Food Bank; cash is preferred as they have more buying power this way.
- Santa Breakfast was a success, this year ALL children got to have a breakfast with Santa; if they didn't come with their family, they came down after the bell. Parent feedback: seemed busier this year, lines seemed longer but no one seemed to mind.

- Thank you to PAC for the dollar sale, decorating, hot chocolate day, for making our school a fun community!

Vice-Principal's Report – Mrs. Tarasoff

- Find the Shortreed Elves Scavenger Hunt Dec 14 starting at 8:30 AM. Bring a pen or pencil and find the elves!
- Rehearsals for Christmas concert are happening!
- Red/Green/White day Friday Dec 15.
- Christmas Hampers in collaboration with local churches and donors - looking after Shortreed families in need.
- Christmas Parade Saturday, Shortreed has a float. See Mr Wejr's emails for sign-up, and look for information about the parade via email.

Executive and Committee reports

President – Jodi Stiglic

- This last month has been very busy with dollar sale, book fair, decorating for Christmas, hot chocolate day, fundraising, etc. Thank you to everyone who helped with these events! You are very much appreciated.

Vice President – Amy Synesael

- No report

Treasurer – Laura Wheway

- End of November balance in Chequing account: \$36,548.74
- End of November balance in Gaming account: \$13,922.59
- Inclusive swing and iPad charging cart purchased last year, budgeted for by PAC. The school paid for it, but PAC never reimbursed the school. \$1476.96 for the cart, \$2429.38 for the swing, both were under budget. Money was there as it was planned to be spent, but this year's budget does not reflect it. Laura motioned to increase iPad Charging Cart budget line by \$1476.96, add line to Gaming budget for \$2429.38 for the swing. Second Cashmere. All in favour.

Secretary – Susi Staples (absent)

- No report

Fundraising – Jennifer Cooksley and Susan Ngo (absent)

- Growing with Smiles plant fundraiser profit: \$1412 in sales, profit of \$319.25 Received extra plants to decorate foyer.
- Purdy's profit: \$1031.89
- Dollar Sale profit (Nov 24): \$2720.10 this is a record, amazing!
- Bookfair (Nov 28,29, & 30th) profit: \$954.17 plus product taken for teacher books.
- Blueberries: end of February, dates to be confirmed.
- Donut Fundraiser: Hive Donut Hut. There can only be 41 dozen ordered per pick up day. 41 dozen only allows for 2-3 students per class to get a box, so we will have two dates, a Thursday and a Friday. Date TBD.
- Greeting cards: spring launch, each student will get one sample card to bring home and there will be a sample box in the PAC room.

Communications Coordinator – Kaelin Nelson

- Any updates for January calendar, please submit by December 27th.

District Parent Advisory Council (DPAC) – Open

- We are still looking for a DPAC Rep for this year, to represent Shortreed PAC and bring back information from DPAC meetings.
- Meetings are 3rd Thursday of every month.

Members at Large – Allie Brush (absent), Cashmere Roder, and Nicole Chadwick (absent)

- Cashmere: in January we will be putting out a call for volunteers to help coordinate and plan the Fun Fair!

Bylaws Committee – Amy, Laura, Jodi, Susi and Susan Reviewed Constitution and Bylaws November 15th at 9am.

- Reviewed Section 8.2.4.8 (Secretary) “shall safely keep all records of the PAC except financial records as under Section 8.2.4.3, for the duration that the Treasurer requires the use of such records”.
 - Should actually reference Section 8.2.4.2
 - Move to revise Section 8.2.4.8 to include a time limit of 7 years. The new wording will say “shall safely keep all records of the PAC except financial records as under Section 8.2.4.2, for a minimum duration of 7 years.”
- Reviewed Section 8.2.5.3 (Treasurer) “shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards”.
 - Move to revise Section 8.2.5.3 to include a minimum time limit of 7 years. The new wording will say “shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards, for a minimum duration of 7 years”.
- Reviewed Section 8.2.7.5 (Fundraising Coordinator) “shall be 1 of 3 signing authorities of PAC account wherever possible”.
 - Currently fundraising coordinators aren’t 1 of the 4 signers. You have to go through process with G&F Financial (our bank) to become a signer. One executive member who is a signer must pay for membership shares. As we currently have 4 signers we don’t need to update at this time, but Susan Ngo (one of our current fundraising coordinators) would make sense to add when Laura Wheway and Cashmere Roder are removed as signers at end of next school year.
 - Move to revise Section 8.2.7.5 to read “shall be 1 of the signing authorities, as per section 10.3, of PAC account wherever possible.” (As we currently and may in the future have more than “3” signers).

Amy motioned to approve these changes, Melissa second. We will vote next month after parents have a chance to read these changes.

Shelter Committee – Susan, Jen, Jodi, Nicole, Laura & Mrs. Tarasoff

- Laura has been in contact with Nolan (CFO at Alliance) She has shared all the options for shelters with them. PAC will put forward \$10,000. Just waiting on Alliance to determine the final amount they can donate. \$20,000 would cover the small shelter, an additional \$10,000 for the bigger shelter. Plus ground prep and install.

Old Business:

- Emergency Supplies (Jodi): Previous request from Mrs. Tarasoff to purchase 6 additional privacy tents and ponchos. New emergency food and water also needs to be purchased. This was not addressed as it was a busy month for PAC. Tabled to next month.
- Outdoor Shelter Update (Mrs. Tarasoff / Laura Wheway): see above

New Business:

- Grade 5 field trip funds request for \$264.00: Grade 5 teachers are hoping to take their classes snow-shoeing in Jan/Feb 2024. The request is in addition to their PAC funds for field trips (\$200 each) and busses (\$200 each plus \$400 for year-end celebration). This will help to lower the cost for parents. Laura motioned to increase Farewell contribution by \$264 (from Gaming budget), Jen second. All in favour.
- Milk and cookie day (Laura): this is FREE for all students! Two GF options (Oreos, choc chip cookie mix that Laura will bake). Teachers have surveyed their students, Laura has ordered cookies. Save On has given us a \$50 gift card to lower the cost, as well as giving us community pricing. Cookie pick up Dec 19th, distribute Dec 21. Note: this is also PJ Day!
- Cycling/swimming program: Mr. Wejr reached out to Stephanie Eby (community coordinator) regarding swimming lessons for all students in a particular grade. She will inquire with the Township about swimming lessons, and share information as it becomes available. PAC has a budget of \$2500 for this.

Next meeting date: Monday, January 13, 2023, 6:00 PM, at the school

Meeting adjourned 10:30 AM by Jodi Stiglic