



Coghlan Fundamental Elementary School PAC

Meeting Minutes

Held in CFE School Library, Nov 20, 2024

1. Welcome

President Michelle DeRossi chaired the meeting, and welcomed those present and attending online via Skype. Meeting was called to order at 6:02p.m.

2. Introductions & Quorum Determination

20 in attendance, including Parents, Principal, School Secretary and PAC Executive.

PAC Executive

- Michelle DeRossi - President/Chair
- Shelan McFadyen - Vice-President/Co-Chair
- Erin Daigneault - Treasurer
- Tannis Boon - Secretary
- Kelli McAninch - DPAC

Principal

- Isabella Lam

Quorum declared by Michelle.

3. Approval of Agenda

- Motion to accept made by Melissa, Seconded by Shelan. Approved. No additions requested.

4. Approval of Previous Meeting Minutes

- Motion to adopt made by Melissa, Seconded by Shelan.

5. President's Report - provided by Michelle

- Craft Fair update - was a huge success! Thank you to all who participated and attended.
- Purdy's is the only fundraiser left for this year (2024)
- Upcoming Events - Christmas Concert (Dec 10) Christmas crackers and Who decorating (Dec 13) and pancake breakfast (Dec 20)

6. Treasurer's Report - provided by Erin

- \$4925.98 raised at the Christmas Craft Fair!
- On the budget, Munch a Lunch shows quite a bit of money, however it doesn't take into account the fees and food costs

7. Fundraising Report - provided by Shelan

- \$1850.00 raised by Sun-Oka Apple Sales
- \$572.93 raised by Spirit Wear
- \$283.00 raised by Halloween Movie Night
- \$839.00 raised by Neufeld's
- \$550.00 raised by Stay Safe/Babysitting course

Total fundraising to date is \$9021.00!

8. DPAC Report - provided by Kelli

- This month's meeting is set for Nov 28
 - Kelli went over her minutes provided for last month
 - She gave some updated information to the notes provided in last month's minutes •
- Currently our school is down one resource teacher
- For the food sensitivity program, Staff will inform the principle of the student(s) needs and the student will be signed up for the benefit
 - They want Breakfast and Snack programs introduced throughout schools, if not already offered
 - Feedback on quality and nutritional value for Lunch Lady program is 50/50

9. Principal's Report

Report attached.

Discussions following:

- Pumpkin Patch was great
- Craft Fair upcoming - lots of work/volunteers needed/bakers needed
- Food Hamper Drive - any money donated by families for their student's class hamper will go to that specific class' hamper
- Food bank donations will start on the day of the Craft Fair and continue on from there. This is separate from the Food Hampers.
- 5 - 7 parent volunteers may be needed to help set up the bleachers at D.W. Poppy Secondary for the Christmas Concert (this has now been agreed to be taken on by teachers)
- Ms. Dary, Ms. Chan and Ms. Bailey are using UFLI /science of reading
- Mrs. Smith to begin using it soon
- Sports Equipment volunteer sign up sheet to go out for donations of new/used equipment. We will reassess the need in the New Year and send out to parents. In the meantime, students are allowed to bring sports equipment from

home to play with at school.

Q: Will there be a basketball coach this year?

A: Yes! For girls, Conway/Smith have volunteered. For boys, possibly Chadsey/Lam, but will definitely go ahead.

10. New Business

- A square reader would greatly facilitate purchases made at in-person fundraisers, such as the Craft fair and Fun Fair, as we are missing out on a lot of sales from people that don't have cash and don't want to/can't send e-transfers
 - A square reader uses the tap function on a debit or credit card for people to make purchases
 - can work on either the school's wifi or by using the hot spot on a private cell phone •
- Motion to vote on spending up to \$200.00 on a the purchase of a square reader - Michelle
- Dec 13 is set for the students to prepare Christmas Crackers and make gingerbread men
 - As an alternative to gingerbread men, the PAC would like to instead have students create their own "Who", a character from Dr. Seuss' The Grinch who Stole Christmas story. These Whos would then decorate the gym for the pancake breakfast
 - Those attending the meeting agreed on the Whos in lieu of gingerbread men
 - Home Depot did not respond to requests for the free build/decorate an ornament information despite several attempts
 - Valentine's Dance - will be revisited in the new year. Would require a committee to organize/run
 - Pub Night - to be set for February/March. Location and date TBD.

Meeting adjourned at 6:58p.m.

The next PAC meeting with be January 24, 2025, at 9:00a.m., in the library and on Skype.