

MINUTES

WATSON ROAD PAC General Meeting

November 21st, 2024

6:30pm - 7:45pm



Chairperson: Tara Swim

Council Attendees: Tori McVicar, Brittney Atkinson, Krystle Kay-Pfau, Melissa Martin, Michelle Ungaro, Nowshaba Durrani, Nicole Hoodicoff, Christa Taylor, Brandy Jarvis,

Member Attendees: Janet Williams, Dave Johnson

Regrets: Emma Miller, Sabrina Chapman

Item	Minutes/Action Items
<p>1.0 Call To Order</p> <p>1.1 Verify Quorum</p> <p>1.2 Land Acknowledgement</p> <p>1.3 Approval of Agenda</p> <p>1.4 Approval of Minutes from Previous Meeting</p>	<p>Meeting started: 6:31pm</p> <p>Verified: Tori</p> <p>Approved Moved: Brandy Seconded: Tara</p> <p>Approved (ACTION: removal of Nicole and Krystle from attendees) Moved: Brandy Seconded: Michelle</p>
<p>2.0 Standing Items</p> <p>2.1 School Updates (Janet Williams & Dave Johnson)</p>	<p>Minutes:</p> <ul style="list-style-type: none">• Thank you to the PAC• Movie night was extremely successful and went smoothly• Landscape working being done at the school: Planted 17 trees, put crush down, will lay grass in the Spring and hopefully get a couple picnic tables, moving garbage cans which will now be hidden behind a brick wall, will have a snow melt plow area (when no snow, will add as extended parking), should see an extra 8 parking stalls in the end. Unsure about putting a fence in.• Halloween parade was a high turnout, notice went out of no photos or videos from parents• 2nd cultural performance yesterday 'Black Dog'• Pancake day Dec 20th. Janet to touch base with a parent on equipment, 3 flippers ready to go, tables and chairs, list of volunteers needed that Brandy will post.• Grade 4 students FSA results are in. Little bit of a dip this year. More are emerging than in the past. 'Extending' students was

MINUTES

<p>2.2 PAC Updates</p> <p>a. Treasurer's Report (Brittney)</p>	<p>also down compared to the last 3 years. Wondering if this had to do with no letter going out this year re: excusing students from the FSAs so there were more students participating. Also, this is a COVID cohort (were in K and Grade 1 during COVID). Perhaps this shows that there was a loss of some critical skills in early development. Important to note that they are merely a snapshot, don't base anything on them but it is interesting to see.</p> <ul style="list-style-type: none">● Require a volunteer to help at the school once per month with lost and found. ACTION: Brandy to draft something to post.● Recently ran every class through a bus evacuation safety drill.● Dec 11th parents will receive written learning updates.● Janet putting out a newsletter next week. ACTION: PAC (Tara/Tori) to share any updates or fundraiser delivery dates to Janet by the 26th.● Dave to post minutes and financials after the meeting, ACTION Brittney and Emma: send minutes and financials to Dave when ready) <p>Minutes:</p> <ul style="list-style-type: none">● Revenue in October includes:<ul style="list-style-type: none">○ Received Gaming Grant early October (\$12,380)○ Opt out fundraiser currently at \$979.94. This fundraiser will remain open throughout the year○ \$133.51 from Mabel's Labels○ Term 1 Hot Lunch was at \$27,610.99 at the end of October with some payments already made to October hot lunch vendors○ Total profit from movie night will be approx. \$1400 (currently showing \$1693.98 but still waiting on one cheque to clear)○ \$1349.24 was paid as a 50% deposit for the Spring Fair inflatables● Expenses in October include:<ul style="list-style-type: none">○ Monthly bank charges○ \$24.02 in hot lunch supplies○ \$80 in PAC meeting expenses for Starbucks gift cards for monthly draws○ \$151 for balloons and coffee for Welcome Back in September○ Final Orange shirt cost was \$5855.75 (\$645 under budget)○ \$1000 Principal's Wish List used on staff T-shirts○ Agenda cost for 2024 came to \$3143.17 (\$143 over budget)● Net income as of October 31st was \$29,158.08
--	--

MINUTES

	<ul style="list-style-type: none"> • Amount in general account end of October: \$58,704.71 • Amount in gaming account end of October: \$17,396.89 <p>MOTION: Approve October financials Moved: Nicole Second: Melissa Approved</p>
<p>b. COPAC Report (Sabrina)</p>	<ul style="list-style-type: none"> • No update
<p>c. Special Events Report (Melissa)</p>	<p>Minutes:</p> <ul style="list-style-type: none"> • Frosty’s Fun Fest: Planning coming along well, Nicole has got Knox students to volunteer (2 kids per station). We will still need some adult volunteers but it will be minimal. Melissa will be giving numbers to Brandy shortly. • Decorating front entry way at the school on December 3rd • Budget request to cover some of the fees for the event. Tickets will be \$6 per child, adults are free. Charge is to cover cost of cookies and crafts etc. This is not a fundraiser, but rather a community event. Hoping to recoup most of our costs from ticket sales. • Found a KSS student who is willing to edit the video of the classes performances for us and will have it ready and playing in the music room on the night of the event. • Dress Frosty: collect new warm items to donate for Mamas for Mamas. • Every child gets a bingo card, goes around to complete the stations and hand in completed bingo cards for a draw.
<p>d. Fundraising Report (Nicole)</p>	<ul style="list-style-type: none"> • Poinsettias are ordered, profited \$700, delivered on Dec 2nd . Don’t need additional volunteers, ppl who are decorating will hand out orders. • Cookie dough orders closing November 22nd. Delivery will December 1th. ACTION: Brittney to send out emails to parents re: timeslots and delivery options. ACTION: Brittney to send Brandy volunteer requirements.
<p>e. Volunteer Updates (Nicole)</p>	<ul style="list-style-type: none"> • No update

MINUTES

3.0 Agenda Items

3.1 Spirit Wear (Christa)

Minutes:

- Michelle added in all the entries for the spirit wear into Munchalunch
- Already sold \$1000 worth of merch so far
- There will be a 'Black and Red' day at the school in the Spring
- Not a fundraiser but there will be a small profit. Excess funds will be used to buy more gear for giveaways or ppl in need.

3.2 Purchasing Christmas Decor (Tara/Melissa)

Minutes:

- We have had a request to decorate the school entryway for Christmas the way we did for Halloween. To do this we will need to purchase more Christmas decorations. PAC Executive feels this would be a good investment that would be useful for many years.

MOTION: Request approval to use \$600 of PAC funds to purchase Christmas Decor.

Moved: Brandy
Seconded: Chrystal

Approved

3.3 Administration Spending Asks (Tara/Tori/Brittney)

- School has requested funding for the following items: projector for gym, pancake breakfast, Fun with Watercolor art event & replacing aging desks and chairs.

PAC Executive voted to take on the costs for the watercolor and pancake breakfast, as well as, suggested that we increase the school's tech budget from \$5000-10000. Hoping that freeing up some of these costs from the school's budget and increasing the tech budget, will help the school be able to purchase the new projector.

MOTION: Request approval to use \$4500 of PAC Funds for Fun with Watercolor guest.

Moved: Michelle
Seconded: Tara

Approved

MOTION: Request approval to increase the Pancake Breakfast budget by \$2500 for a total of \$2800.

MINUTES

<p>3.4 Funding for Frosty's Fun Fest (Melissa/Nicole)</p>	<p>Moved: Christa Seconded: Michelle Approved</p> <p>MOTION: Request approval to increase tech budget for the 2024-2025 year from \$5000-\$10,000.</p> <p>Moved: Nicole Seconded: Melissa Approved</p> <ul style="list-style-type: none">● Dave has a work order in for the projector. Points west audio and visual will do the installation. Quote for projector was just over 20k. Install is about 30% of quote.● Planning committee needs \$2700 budget for this event but majority of this will be recouped with tickets sale (approx \$2400). This includes:<ul style="list-style-type: none">○ \$1400 for cookies and icing (800 cookies)○ craft supplies and hot chocolate○ door prizes, guessing games○ pizza for Dr. Knox volunteers○ honorarium for Dr. Knox○ 2nd honorarium for KSS student who will be filming/editing video <p>MOTION: Request approval to use \$2,700 in PAC funds to fund Frosty's Fun Fest.</p> <p>Moved: Brandy Seconded: Krystle Approved</p>
<p>4.0 Questions/ Discussion</p>	<ul style="list-style-type: none">● Draw for volunteer of the month was Mina● Basketball hoops will be coming back
<p>Adjourn</p>	<p>Meeting adjourned: 7:46 pm</p>

PAC Contact Info:

Email: watsonroadpac@gmail.com

Facebook: Watson Road Elementary PAC