

PAC AGM Meeting at Cascade Heights Library
June 12, 2024
6:30pm - 8:37pm

Meeting Minutes

1. Round table introductions

- a) President: Arvind G.
- b) Vice-president: vacant – Acting Vivian
- c) Treasure: Missy D.
- d) Secretary: Charmaine G.
- e) DPAC Rep: Sandra R.
- f) CPF Rep: Brandi R.
- g) Hot Lunch Committee: Vivian P.
- h) Events and Fundraising Committee: Michelle L., Tiffany C and Ken C. (Absent)
- i) Emergency Preparedness: Peter (Absent)
- j) Members at Large: Christine L., Tracy C.,
- k) Cascade Principal: Mr. F. De Vita
- l) Head Teacher: Ms. R. Kerluke (Absent)
- m) Parents in attendance: Shainul, Fayaz

2. Approval of May 2024 Minutes

- Approval of June 2024 Special Minutes

3. Principal's Report

- June 3rd was last Pro D day of the year
- Academic goal for this year was numeracy - collected data, FSA grade 4 and 7's
 - snap data, three sources

- goal was number sense
- Frankie provided data to teachers for review at Pro D however summary is not done yet.
- With this data, will make plans for next year
- June 4th grade 7's went to visit Moscrop
- 5/6th evening contest
- June 7th grade 7's immunization
- June 10th was K- orientation, 38 kinder students for next year planned
- June 19th grade 3's from Inman coming
- District has no new class for next year, each class is very full
- Grade 6's and 7's - going swimming next year
- Intermediates going to playland tomorrow
- Family picnic on Friday, June 14
- Next week lunch, dance and assembly for grade 7's
- 70 grade 7's are graduating
- Appreciation lunch on June 24th
- Last day of school is June 27th, kindergarten will be giving grade 7's a carnation, slide show
- Socio-emotional goal , focus on resiliency and seeing the child on the whole

Head Teacher's Report - not available

President's Report

- Kindergarten Orientation yesterday
- Grade 3 immersion meet and greet June 9th

Financial Report

- Total of \$10,000 income, with beginning balance of 14K
- Expense \$10,000 this year
- Items have been allocated in this budget, \$3-4K surplus for the year (can be carried over)
- Fundraising activities were successful
- Gaming account (from government grant, received \$9500 and last year \$4000), current balance approx \$3000 surplus
- Gaming Grant application due end of this month , Missy has started
- Snack Shack proceeds successful with \$700 +, allocated to grade 7's expenses
- Silent auction \$1100 proceeds

- Gaming Grant has review process, some feedback was received - issues resolved such as storage of documents (this needs to be done in the school)
- check and balance of who is depositing and writing cheques, needs to be done by different people, division of responsibility
- Constitution and Bylaws update, motioned by Vivian, in favor by Arvind, unanimously agreed
- Square (way to pay) to be considered for next year as part of operational costs

DPAC Report

- annual appreciation and year end celebration
- last presentation was about peer attachment and how it affects our kids
- all DPAC meetings open to all parents
- new executive team for next year

CPF Report

- no longer taking memberships, can just sign up thru the website
- BBQ scheduled for this weekend has been canceled due to funding
- camp in August, sign up has been low therefore cutting down on teachers and volunteers
- Theresa will confirm how funding will happen now that membership fees are not being required

Hot Lunch

- Agra coming up this Friday, they don't sort by division
 - asked them to bring it 15 min earlier and more concise reports will be printed for Friday
 - likely not to be used this year
- Pizza hot lunch on last Wednesday of the school
- Hot lunch \$6500 earnings, including refunds for credit balance
- Milk Mondays next year, Arvind can only do it if she has a back up
- Quesada (High Gate) may be considered for next year for hot lunch

Teacher Appreciation

- June 24th
- parent knows owner of Bin 4
- may do burgers for lunch
- Invitations went out, 47 invites, 13 yes, 24 no replies, 9 nos
- some may have responded to Courtney

Teacher treat day

- request for donations are live on munch a lunch

Year End Family Picnic

- rain or shine
- food trucks outside the gym doors
- rabbits primary undercover area or in empty portable
- band intermediates under cover area
- Thursday to send out update and tell people to bring greens for rabbits
- remind people to eat, clean up after yourself and don't linger
- popcorn machine (gym)
- crafts- need volunteers
- freezies - one shift full, one volunteer only for second shift
- popcorn - need to send out another volunteer request

Emergency Preparedness - not available

New Business

- next year \$3-4K surplus, vote to allocate surplus
- School gym needs mats, balls
 - Vivian proposing that profit from hot lunch on Sports Day \$469 to be allocated to sports equipment, seconded by Missy, committee unanimously approved
- Remainder of surplus, should we allocate
 - more gym equipment, classroom consumables and AV equipment
 - 6 sets of balls \$321 , need 4 sets (approx \$1200)
 - Does Ms. Griffiths get money from consumables?
 - Will defer allocation of surplus funds to next school year to determine what the needs are - motioned by Vivian, second by Missy, all in favor

- Voting for 2024/2025 PAC Executive Team
 - Arvind voted unanimously as President
 - Vice President - none
 - Treasurer- Missy will officially step down at the end of the August 2024, however will help new Treasurer to transition, no new Treasurer yet
 - Secretary - Charmaine voted to be secretary, motioned by Arvind and voted unanimously
 - DPAC - Sandra, motioned by Arvind and voted unanimously
 - CPF - co-chairs Brandy and Tracy, motioned by Arvind and voted unanimously
 - Hot lunch Committee - Vivian and Fayaz to co-chair, motioned by Arivnd and voted unanimously
 - Events and Fundraising - Ken stepping down, Tiffany and Michelle to co-chair, motioned by Arivnd and voted unanimously
 - Emergency Preparedness- not available
 - Members at Large - Christine motioned by Arvind and voted unanimously

Family Picnic Planning

- two floor plans in case of rain - Plan A and Plan B
- Arvind will be volunteer coordinator
- Popcorn to run for first 1hr/1.5 (6 adult volunteers)
- Need to melt coconut oil in tub ahead of time, scoop out fat in portions ahead of time
- start popcorn around 3:30pm, extra popcorn to be put into clean tub
- Will require a map made for event Rainbow, Mashiko, Reel & Mac and Cheese
- if raining, set up food vendors next to gym doors and RCMP and fire in staff parking lot
- if weather is good, vendors to be in parking lot next to basketball courts
- Freezie table to run from 4:30-6:30pm (6 adult volunteers needed), need coolers for freezies
- Freezie table will have list of families to check off, if not on list, right their name down and give freezies only to kids
- If raining, freezies and popcorn to be handed out from gym kitchen
- For freezies, need garbage bin for cut plastic and scissors
- Rabbitats will run from 5:30 pm-7pm
- Rabbitats need a timer in place to limit visits
- volunteers for Rabbitats (grade 7 volunteer ½ hr shifts 6 volunteers)
- Rabbitats to be set up near undercover area along classrooms if sunny
- If raining, they will set up under a tent in the front lawn
- grade 7 volunteers will be given candy after event
- hoping to use craft boxes from Kerluke for craft table (can only run if 6 grade 7 volunteers are obtained)
- if supplies get used up, PAC can replenish them with funds
- Band will be set up in undercover area if weather is good
- If weather is bad, will be set up on the gym stage
- Burnaby Neighbourhood House face painting to be set up near Rabbitats and Freezie table if weather is good.
- If weather is bad, table will be set up in gym
- we need garbage bins around the event
- PAC members to take turns to be floating around
- we have 3 tents to use if raining, will set up 1 for Rabbitats, and 2 in front of gym doors leading to vendors

Appreciation Lunch

- Vivian to program event tonight on Munch A Lunch
- donations for teacher treat days next year
- any extra funds can be donated to teacher treat or
- Lasagna meat and vegetarian from Argo
- Samosas from Mcmosa's
- Bin 4 for possible sliders?
- Is anyone else gluten free who RSVP'd?
- caesar salad from costco
- estimating 80 people

Financial Update

- Missy working on application for Grant, due at end of the month
- at the end of the year, we anticipate have surplus of \$3000 - \$5000
- at AGM we need to vote on how this money can be spent for the school
- money to AV, is it the projector that was prioritized first?
- \$470 from hot lunch profits on sports day to be spent on gator balls
- consider remaining funds to be allocated half to AV then half to consumables

Action Items

- Vivian - check with Burnaby Neighbourhood House to check if they have table and tent
- Put cones to block off the parking lot at 3:15pm on day of Family Picnic Event
- Arvind to discuss with Ms. Kerluke regarding grade 7 volunteers and craft boxes
- Charmaine to create floor plan for Family Picnic
- Charmaine to bring clean popcorn bin, water/vinegar mixture, paper towels on day of event
- Day of event, we need the following tables:
 - 1 x crafts
 - 2 x Freezie table and door prizes
 - 1 x popcorn
- Vivian - signage for popcorn to sign up for FB and print out PAC recruitments
- Day of event - cut popcorn bags, set out tables, tents and put up signs
- Tiffany to send request for volunteers for Family Picnic