

Strawberry Vale Elementary PAC
Meeting Minutes
Wednesday, April 10th, 2024 @ 6:30pm



1. Call to Order

- 1.1. Territorial Acknowledgement
- 1.2. Welcome / Introductions
 - Meeting called to order at 6:31 pm
 - Attendees: Scott Thomas, Christine Patterson, Sam Jassal, Andrew Balo, Melanie Styles, Chantelle Bowden, Danielle Grbavac, Tanya Strubin, Jack Buchanan, Astrid Loucks, Laura Bey
- 1.3. Approval of minutes: February 2024
 - MA: Chantelle; Seconded: Sam
- 1.4. Approval of agenda: April 2024
 - MA: Chantelle; Seconded: Danielle

2. Guest Spotlight

N/A

3. Teacher's Spotlight

N/A

4. Admin Report

Scott Thomas / Christine Patterson

- The main focus of the school right now is the Seussical. Right now, figuring out tickets and processing all the requests are taking up a lot of time from the admin team.
- In addition to Seussical preparations, various sports have started up including rugby, cross country, and track.
- Starting next week, the admin team will be busy starting the staffing process for next year.
- For the next school year, there will be 276 students spread across 13 divisions registered at SVE.
- Grade 5 transition meetings to middle school will be happening in the next couple of weeks.

5. Executive Update

Sam Jassal / Chantelle Bowden

- 5.1 Discuss results of the PAC Gaming Control Self-Assessment Questionnaire
 - The Compliance Division of the Gaming Policy and Enforcement Branch sent a self-assessment questionnaire that replaces the need for a formal audit. Andrew discussed the results of our self-assessment which included issues around record keeping, the need for financial documents to be in a public place where they are accessible to everyone and a segregation of duties, i.e., approving e-transfers, writing the cheques and depositing cash.
 - The group discussed how the issues identified in the first bullet point can be addressed. Moving forward, the treasurer, Andrew, will start keeping records of receipts, emails, deposit slips, account summaries etc., in a binder that will stay at the school in the office. The PAC will ensure that these records are kept for the recommended 5 years. It was discussed that we do have a good system in place when it comes to counting money received from events, approving e-transfers, signing cheques, and depositing funds from events. Currently, the Accounts Clerk and the PAC treasurer both count the money separately and verify each other's numbers. When deposits are made at the bank, the bank also verifies the amounts. For e-transfers and the signing of cheques, the person receiving reimbursement never approves the funds. Melanie (PAC Secretary) and Chantelle (PAC Vice President) have signing authority.

6. Treasurer's Report

Andrew Balo

- 6.1. Financial Overview Update
 - There is ~\$45,608 between the PAC's three accounts with ~\$12K earmarked for bike racks, benches, and distributing the classroom fund to each teacher.
 - Subway Fun Lunch - profit of \$285
 - Movie Night - profit of \$351

7. Funding Requests

- 7.1. Discuss any update from the district on providing a quote for revitalization of the pond dock.
 - SVE has made a request to the district to inspect the dock but this has not happened as of yet.
- 7.2. Seussical Expenses
 - An email was sent to Matthew Martin regarding any updates for the PAC. No updates as of the meeting.

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8. PAC Programs, Events, Fundraisers (updates / feedback / action items)

8.1. Facebook	Jasmine Jassal	<ul style="list-style-type: none"> • Posts can be made on Facebook and will either be approved or denied by Jasmine Jassal. Please email Jasmine directly for anything related to Facebook (<i>her email can be given by emailing the PAC</i>).
8.2. Parent Education	Tanya Strubin	<ul style="list-style-type: none"> • The next parent education opportunity is on May 21st at 6:30pm via Zoom (link to follow). It will be hosted by SVE with Lakehill Elementary joining. Cost is \$250. Presentation will be given by Mary Klovance on <i>The Gift of Neurodiversity: For Parents with Newly Diagnosed Children and Teens</i>. The presentation is open to anyone who is interested to learn more about neurodiversity and what it means. Mary has suggested that the presentation be recorded so that it can be made available after the 21st. • SVE contributed \$58.75 to McKenzie Elementary for the presentation on childhood anxiety that was held on February 29th. • Discussion around if links to past PE presentations can be put onto SVE's website. • <u>Home Alone Program</u>: Scheduled for May 6th and 7th. Presentation will be 2 hours / day.
8.3. Fun Lunches	Melanie Styles	<ul style="list-style-type: none"> • Next fun lunch will be Friday, May 3rd and will be pizza from Pizzaz Pizza. • A second fun lunch is scheduled for Friday, May 24th and will be Subway.
8.4. Art Cards	Danielle Grbavac	<ul style="list-style-type: none"> • No updates since last meeting.
8.5. Book Fair	Laura Bey	<ul style="list-style-type: none"> • Next book fair will be Russell's and is scheduled for May 29-31st.
8.6. Toy Drive	Chantelle Bowden	<ul style="list-style-type: none"> • Discussion around timing. Could we tie this event into the school-wide beach day? • Discussion around keeping toy donations open for the rest of the year to prepare for a fall date. This way, we will have enough toys to hold the event. Admin mentioned that the box of toys is distracting to students. • It was decided that with so much activity going on at the school right now and gearing up for things like the walk-a-thon, it was decided to table this discussion until the September meeting.
8.7. Walk-a-Thon	All	<ul style="list-style-type: none"> • Scheduled for Friday, May 3rd. • Roll-out to families will be happening next week. • <u>T-shirts</u> - Scott is still figuring out a supplier. The next step will be to collect sizing for all students. • Raffle prizes are still needed.

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9. Old / New Business

9.1. Buddy Benches	All	<ul style="list-style-type: none"> • Scott will be following up with cost as it came in higher than expected. • The benches will be red.
9.2. Bike Racks	All	<ul style="list-style-type: none"> • The bike racks are en route and once they are delivered, install can happen. • Bike racks will be black.
9.3 School Sign	Melanie Styles	<ul style="list-style-type: none"> • Letters and a pole will be purchased this summer and advertising of events, Pro D days, early dismissal, and holidays can start in September.
9.4 Swimming Lessons	Astrid Loucks	<ul style="list-style-type: none"> • The Commonwealth does offer swimming lessons to schools for students who are 8+ years. Younger children need adults in the pool with them. • Swimming lessons are offered between 9-12:30pm and would be 30 minutes in length. If lessons start at 10am, Commonwealth can accommodate 4 lessons. • Cost is \$20/ lifeguard and the requirement is 7 kids/ lifeguard. • One class is ~20-15 students at a cost of \$25 • If multiple classes (50-75 students), cost is \$92 • Lessons would be 1 day / week • Discussion around logistics. Currently, it is very difficult to secure parent drivers and buses are expensive. • Scott to discuss with the staff around interest. • Discussion around offering this for students in grades 2 and 3 since the grade 5's have the Eagle Wing tour field trip. It may be easier to enlist parent drivers of this age group as well.
9.5 School-wide Fun Day in June	Scott Thomas	<ul style="list-style-type: none"> • The date for this will be confirmed at the May meeting.
9.6 Generation Pound Fitness Classes	Melanie Styles/ Astrid Loucks	<ul style="list-style-type: none"> • Astrid will send Scott marketing material for distribution to the staff.
9.7 Seussical	Melanie Styles (on behalf of Mr. Martin/ Ms. Parlee)	<ul style="list-style-type: none"> • No updates provided by Mr. Martin or Ms. Parlee

10. Next PAC Meeting

- Meeting adjourned at 7:30pm
- Wednesday, May 8th at 6:30 pm