

CHALMERS PARENT ADVISORY COUNCIL
ANNUAL GENERAL MEETING

JUNE 15, 2017

In Attendance: 27 present

Principal- Ken Levenstein

Vice Principal-Tony Weber

Teacher Representative-Patrick Klassen

Chair-Michelle Flett

Fundraising Coordinator- Ranita Kajla

Treasurer- Denise Beaudoin

Safety Coordinator- Dave Dunn

Secretary-Teresa Zickefoose

Parents: Sophia Kim, Carla Psachas, Jaimie McIntyre, Jeanine Spani, Darin Strukoff, Florinda Putt, Caroline Williams, Olena Resselat, Joan Antunes, Gurpreet Andrews, Margaret Frame, Ruth Appanah, Sheila Dunn, Sheldon Naicker, Reena Sampat, Michelle Clarke, Steve Lemky, Brian Jassmann, and Ravi Kajla

1. **Call PAC Meeting to Order** at 6:45pm. Minutes recorded by Teresa Zickefoose.

2. **Approval of Agenda**

“Motion to approve the agenda”

Motioned: Michelle Flett Secoded: Teresa Zickefoose

No further discussion noted. All in favor.

Motion passed and agenda approved.

3. **Adoption of Minutes from the May 24, 2017 PAC Meeting**

“Motion to adopt the minutes from the May 24, 2017 PAC Meeting.”

Motioned: Michelle Flett Secoded: Teresa Zickefoose

No further discussion noted. All in favor.

Motion passed and minutes adopted.

4. **Principal's Year End Report**- Ken Levenstein

a) Staffing changes are ongoing. Positions for 2017/2018 school year still to be finalized.

b) Thank-you to parents who came out to the Parent Appreciation Breakfast, and enjoyed the choir perform.

c) Currently 480 students, with 452 projected for next year. Cross boundary students most likely will not be accepted. Estimated that there will be 20 divisions in total next year.

d) Decreased EA positions for this upcoming year, will be difficult for all.

5. **Vice Principal's Year End Report**- Tony Weber

a) Chalmers Challenge Day- (Sports Day) is on June 21st. The Grade 7's will weave an Aboriginal Theme into the event.

b) The Grade 7 Year End Event is fast approaching. Due to letter grades only being given on Final Report Cards, under the new reporting system, further discussion required regarding year-end awards.

6. **Teacher Representative's Year End Report**- Patrick Klassen

- a) He will be leaving Chalmers at the end of the year, and will be the new Vice Principal at Gray Elementary.
- b) The PAC Teacher Representative Position to be determined.

7. Chair's Year End Report- Michelle Flett

- a) Thanks to all the parents that volunteer to help with Hot Lunch, Library, Veggie Program, and other PAC Events, as well as the PAC Executives for all the time they put into organizing events for the school.

8. Secretary's Year End Report- Teresa Zickefoose

- a) Treat Days have been enjoyed by many students. Thank-you to the volunteers who come to help.
- b) A profit of \$415.25 was made on our last Freezie Day. \$125.00 was contributed to our Grade 7's to help with their Year End Celebration. We appreciated their help.
- c) The next Treat Day is June 23rd. We'll be selling Chapman's Icecream Cups and Freezies.

9. Treasurer's Year End Report- Denise Beaudoin

- a) Projected 2016/2017 Budget presented and reviewed.
- b) As of June 13th, 2017, it's estimated there will be an overall surplus/profit of approx. \$12, 000 for the 2016/2017 school. Actual profit for 2016/2017 to be determined once year end is finalized after June 30th, 2017.
- c) Final Fundraising dollars to be finalized by end of the June.
- d) Family Fun Night profit up from prior year.

10. Fundraising Chair's Year End Report- Ranita Kajla

- a) Family Fun Night- Worthwhile, with positive feedback from all. The Marketplace was a new addition this year, and a learning experience. Awaiting vendor feedback. Weather was difficult, and last minute tent set up was time consuming for the limited number of volunteers present. Help from Grade 6 & 7's, Burnsvision students, and parents, was much appreciated. The Cake Walk event raised \$550.00, and Silent Auction raised \$400.00. Thank-you to Gurdip Ibarra, a Chalmers Parent, who MC'd the event for us.
- b) Welcome Back BBQ- Last September, North Delta Lions came to BBQ, and all food was pre-sold. Teachers received meals for free. Event involved introduction of PAC Members, and speeches by Ken and Tony. CFP set up table with information pamphlets and PAC had volunteer sign up sheets whereby people provided their name/email to be contacted to help volunteer at events.
- c) Western Direct Frozen Food Fundraiser- This fundraiser is generally easy to execute, but problems such as parents failing to pick up their orders was a problem (same issue last year). This fundraiser involves 4-5 volunteers and all orders have to be manually sorted by volunteers.
- d) Neufeld Farms Fundraiser- This fundraiser was not as successful as the Western Direct Fundraiser, possibly due to the mix up involving notices not being stapled properly prior to being dispersed by teachers. This company is easier to deal with because they handle order/item sorting and only 2 volunteers are necessary.

11. Safety Committee Year End Report- Dave Dunn

- a) The Emergency Bin is well supplied with only batteries needed for some flashlights.
- b) Emergency release signs were completed in April for the emergency student release drill in the first week of May.
- c) The emergency food and water supplies will need replacing in March 2018. There is an emergency fund held by the school for replacement costs. The annual Emergency Donation Request letter, of \$5 per child, should go out in September.
- d) The emergency tent was setup for the Family FunNight, and is in excellent condition. The size of the tent is 18' x 30'. Dave is currently working on assembly instructions to help with easier setup.

12. Hot Lunch Committee Year End Report- Michelle Flett

a) Using the MunchaLunch website made organizing hot lunch days much easier, and reduced the number of lunch order errors.

13. **Playground Committee Year End Report-** Michelle Flett & Dave Dunn

a) Michelle & Dave to continue working on the Playground Committee next year.

14. **New Business**

a) Issues & parent concerns were brought up, and addressed by PAC Executives. These issues and concerns were discussed and dealt with at this meeting.

15. **Adjournment-** PAC Meeting adjourned by Michelle Flett@ 7:15pm , AGM to follow a short break.

PAC ANNUAL GENERAL MEETING (AGM)

1. **AGM Called to Order** @ 7:31pm. Minutes recorded by Teresa Zickefoose

2. **Approval of the Agenda**

“Motion to approve the agenda.”

Motioned: Michelle Flett Seconded: Caroline Williams

No further discussion noted. All in favor.

Motion passed and agenda approved.

3. **Approval of Minutes from the last PAC AGM**

“Motion to approve the minutes from the PAC AGM meeting on June 14, 2016.”

Motioned: Michelle Flett Seconded: Caroline Williams

No further discussion noted. All in favor.

Motion passed and agenda approved.

4. **Establish PAC Priorities for 2017/2018**

a) Playground Fund- allocate current Gaming Account funds of \$15, 224.14, and next years Gaming Grant money towards the primary playground fund, to ensure we have qualify for the maximum grant amount of \$35,000 offered by the Corp. of Delta, for new playground equipment.

“Motion to allocate Gaming Funds of \$15,224.15, plus next years Gaming Grant funds to the Primary Playground fund.”

Motioned: Denise Beaudoin Seconded: Dave Dunn

No further discussion noted. 18 in favor, 1 opposed

Motion passed and allocation of funds approved.

b) Fundraising Guidelines- to be fair to all and avoid any issues with situations that may be perceived as a conflict of interest, the PAC should not do any fundraising business with parents whose children attend Chalmers.

“Motion that the PAC Fundraising doesn’t do business with parents whose children are attending the school.”

Motioned: Caroline Williams Seconded: Denise Beaudoin

18 in favor, without opposition.

Motion passed and approved.

5. Discuss Budget for 2017/2018

- a) Proposed 2017/2018 Budget presented by Treasurer, Denise Beaudoin.
- b) Dept. of Allocation - \$3000.00 offered to the school, and they will assess where the teachers feel it should be allocated.
- c) Staff appreciation budget increased to \$250.00.
- d) Grade 7 Year End Fund decreased to \$150. (not likely to purchase medals next year)
- e) Student Education & Cultural Event Fund: Discussed combining the two funds in the budget.
- f) Parent Education Grant application available. DPAC rep to apply.
- g) Fundraising expense to continue.

6. Approve Budget for 2017/2018

"Motion made to adopt, and approve the Budget for 2017/2018 with changes noted."

*Motioned by: Michelle Flett Seconded by: Denise Beaudoin
No further discussion noted. All in favor, without opposition.
Motion passed and budget for 2017/2018 approved.*

7. Elect Executive Committee for 2017/2018

ELECTED MEMBERS:

Chairperson- Ranita Kajla

Vice- Chairperson- Dave Dunn

Treasurer- Denise Beaudoin

Secretary- Teresa Zickefoose

District Parent Advisory Council (DPAC) Representative- Caroline Williams

Fundraising Coordinator- Jeanine Spani

COMMITTEE MEMBERS:

Safety Committee- Chair: Dave Dunn -Members: TBD

Playground Committee- Chair: Michelle Flett -Members: Dave Dunn

Committee Members to be finalized in September: Hot Lunch, Treat Day, Fun Night, Safety, CPF (Canadian Parents for French), and Library.

7. **Adjournment** – AGM Meeting adjourned by Michelle Flett @ 8:14pm.

Next PAC Meeting TBA