

# Prince Charles Elementary

## Parent Advisory Council Meeting / Annual General Meeting

Multi-Purpose Room, 35410 McKee Road  
June 11<sup>th</sup>, 2019

**IN ATTENDANCE:** Michelle Bastien (President), Liz Welton (Vice President), Shannon Rose (Treasurer), Michelle Waddell (Secretary), Joanna MacKenzie, Gavin McIntosh, Sophia Prachnau, Yvonne Brodka, Saranna Greveling, , Tracy Krys (Principal)

**QUORUM:** Quorum has been met with minimum of five voting members (three executives and two other than the executives).

### 1. CALL TO ORDER –

Michelle Bastien, President, called the meeting to order at 6:34pm.

### 2. APPROVAL FOR LAST PAC MEETING MINUTES –

Michelle Bastien made a motion to approve the meeting minutes from the last PAC meeting.

Motion: The PAC will adopt the PAC meeting minutes from May 14<sup>th</sup>, 2019. The motion was seconded by Gavin McIntosh. The motion is carried without opposition.

### 3. PRINCIPAL'S REPORT –

Please see the attached principal's report provided by Tracy Krys.

### 4. FINANCIAL REPORT –

Nothing new to report

### 5. DPAC REPORT –

It was another short meeting. The guest speaker of the evening was Abbotsford School Trustee Korky Neufeld.

DPAC also held their Annual General Meeting and elected the executives for the 2019-2020 school year.

### 6. HOT LUNCH REPORT –

Upcoming Hot Lunch Dates:

- June 14<sup>th</sup> Milk & Cookies Day – will be handed out during morning recess
- June 21<sup>st</sup> Hot Dog Day

## 7. FUNDRAISING REPORT –

Summary of the fundraisers for the 2018-2019 school year:

- **Coupon Books**: A total of 872 coupon books were sold this year. A big thank you to Carla Donaldson for running this fundraiser. She has graciously offered to run this again for the 2019-2020 school year.
- **Movie Nights**: We held two movie nights this year, one in October 2018 and one in March 2019. We tried something new this year by offering pre-ordered pizza through MunchaLunch. These movie nights were put on during the Book Fair.
- **Royal Artisan Market**: We held our 4<sup>th</sup> annual Royal Artisan Market on October 27<sup>th</sup>, 2018 from 10am – 3pm. We sold a total of 35 tables. We will be adjusting the hours to 10am – 2pm for the next artisan market. The application process for the next artisan market is currently underway.
- **Book Fairs**: We held three book fairs this year with the third one in June being a BOGO (Buy One Get One) sale as a thank you to our Prince Charles parents.
- **Paint Party**: For the first time, we held a paint party fundraiser to see if this would be something that interests our PC families. The first one was in November 2018 where 23 tickets were sold and the second one was in May 2019 where 20 tickets were sold.
- **Christmas Bake Sale**: Our annual Christmas Bake Sale took place during the school's Christmas Concert on December 18<sup>th</sup>, 2018. A huge thank you to all the parents that donated the bake goods.
- **Red, White & Pink Dance**: We held our first ever school dance this year on February 8<sup>th</sup>, 2019 and it was well received by all that attended. Since it was our first dance, we required to buy lights which we will now have moving forward.
- **Windsor Greenhouse**: After a poll in the winter, parents chose a Spring Annuals Fundraiser for the spring time. We ran an online fundraiser.
- **Use Book Sale**: We held a used book sale on May 1<sup>st</sup> ~ 3<sup>rd</sup>, 2019. All the books were generously donated by our PC parents. All the leftover books were donated to our classroom teachers and the LLC. Some leftover books were sold to Once Upon a Child.

- **VIP Parking:** We started this year with VIP parking space bidding war, but after some reviews, we've decided to change this to a raffle system.
- **Popsicle Days:** We have started our popsicle sales on Wednesdays & Fridays (weather permitting) during after school pick-up. The popsicles were sold for \$1 each. As the hot summery weather approaches, we will be selling popsicles on a daily basis during after school pick-up.
- **Emily Press Labels** (on-going): We joined the Emily Press Labels fundraise this year, any sales that are made through our link or if you mention our school name at checkout, we will get 25% back from the sales. ([www.emilypress.com/princecharles](http://www.emilypress.com/princecharles)). Our first cheque was \$72.71 and we are currently waiting on the second half payout. Since this is an on-going fundraiser, please feel free to share this with your family and friends.
- **Cobs Bread** (on-going): We joined the Cobs Bread Doughraiser Program this year and with this program, we receive 5% back on each sale that is made under our school's name at the Abbotsford Cobs Bread (Gladwin location only). Since this is an on-going fundraiser, please feel free to share this with your family and friends.
- **Once Upon a Child** (on-going): This is a new fundraiser program at Once Upon a Child Abbotsford. If you have gently used clothes, toys or books that you are looking to sell, simply bring them to the store and any offers the store made, you can choose to donate it toward the school account. We currently have \$120 in the account, we will cash out at the end of June and will start fresh for the new school year.

Breakdowns on cost for all the fundraising events throughout the school year:

	Revenue	Expense	Net Profit	Comments
Coupon Books	\$3,836.80	\$229.46	\$3,607.34	
1st Movie Night (October 24, 2018)	\$619.35	\$282.71	\$336.64	
2nd Movie Night (March 14, 2019)	\$463.90	\$208.64	\$255.26	
Royal Artisan Market	\$1,584.10	\$565.92	\$1,018.18	\$190 of the expenses was to print new signs
1st Paint Party (November 15, 2018)	\$1,058.75	\$637.75	\$421.00	
2nd Paint Party (May 10, 2019)	\$923.00	\$525.00	\$398.00	
Christmas Bake Sale	\$1,224.42	\$98.15	\$1,126.27	
Red, White & Pink Dance	\$1,119.45	\$456.75	\$662.70	
Windsor Greenhouse	---	---	\$561.00	
Used Book Sale	\$334.25	---	\$354.25	includes \$22 sold to Once Upon a Child
VIP Parking (Fall Term)	---	---	\$225.00	
VIP Parking (Winter Term)	---	---	\$65.00	
VIP Parking (Spring Term)	\$298.00	\$10.00	\$288.00	\$10 was the gaming license for the raffle
Popsicle Days	On-going	\$204.00	On-going	

BOOK FAIRS	Gross Sale	10% bonus	Total Revenue	Our 60%	Comments
October 24 - 27, 2018	\$5,482.95	\$509.72	\$5,992.67	\$3,586.06	each classroom received \$254.86 in books
March 12 - 14, 2019	\$4,581.45	\$426.08	\$5,007.53	\$2,982.50	each classroom received \$213.04 in books

8. **GAGA BALL PIT –**

The estimated cost for the gaga ball pit would be around \$15,000 for the entire ball pit including excavating, paving, lumber supplies, installations, and all applicable taxes, etc. The placement of the gaga ball pit would be located at the area beside hand-in-hand / playground.

9. **FAMILY FUN NIGHT –**

Our annual Family Fun Night took place on Friday, June 7<sup>th</sup>. The nice weather held out, it was an awesome night where everyone had loads of fun. One of the vendors (Project Climbing) gave praises to our Prince Charles students / children for their respectable and responsible behavior while waiting in the line-up.

10. **SPORTS DAY –**

This year's sports day is scheduled on June 21<sup>st</sup>, 2019. Mr. Eberding will start the planning soon. Parents should expect to receive more information by June 14<sup>th</sup>.

11. **QUESTIONS & ANSWERS –**

**Q:** What's the schedule like for the last day of school (June 27<sup>th</sup>)? Will there be an afternoon movie in the gym?

**A:** (from Mrs. Krys) There will be a year-end assembly in the gym at 10:50am (all parents welcome). There is no movie planned at this point, it will be a regular instruction day after the assembly. The day will finish with the Grade 5 Clap-Out.

12. **ADJOURMENT –**

Michelle Bastien, President, adjourned the last PAC meeting of this school year at 7:07pm.

# Annual General Meeting / Elections

Michelle Bastien, President, called the annual general meeting to order at 7:08pm.

The election nomination is done by ballots this year as well as accepting nomination at the AGM on June 11<sup>th</sup>, 2019. All the nominees will have to be present at the AGM for the nomination to be valid.

## **Nominations for Prince Charles Elementary PAC Executive & Coordinators for the 2019/2020 school year:**

### **President**

Nominee: Michelle Bastien

Nominated by: Shannon Rose, Michelle Waddell & Sophia Prachnau

Nominee: Michelle Waddell

Nominated by: Anonymous

Nominee: Tania Bhullar

Nominated by: Anonymous

***At this time a request for any other nominations was made, no further nominations were made. For a nomination to be valid it can not be made anonymously and the person that is being nomination must be a member of the PAC for the 2019/2020 school. Therefore the nominations for Michelle Waddell & Tania Bhullar are invalid. Michelle Bastien accepted her nomination and was declared President for the 2019/2020 school year.***

### **Vice President**

Nominee: Joanna MacKenzie

Nominated by: Shannon Rose & Sophia Prachnau

Nominee: Shannon Rose

Nominated by: Sophia Prachnau

***At this time a request for any other nominations was made, no further nominations were made. Shannon Rose declined her nomination. Joanna MacKenzie accepted her nomination and was declared Vice President for the 2019/2020 school year.***

### **Treasurer**

Nominee: Shannon Rose

Nominated by: Michelle Waddell & Michelle Bastien

***At this time a request for any other nominations was made, no further nominations were made. Shannon Rose accepted her nomination and was declared Treasurer for the 2019/2020 school year.***

### **Secretary**

Nominee: Michelle Waddell

Nominated by: Shannon Rose, Sophia Prachnau & Michelle Bastien

***At this time a request for any other nominations was made, no further nominations were made. Michelle Waddell accepted her nomination and was declared Secretary for the 2019/2020 school year.***

### **Members at Large**

Nominee: Gavin McIntosh

Nominated by: Shannon Rose

Nominee: Jen Pratap

Nominated by: Shannon Rose

Nominee: Jarlath MacKenzie

Nominated by: Shannon Rose

Nominee: Saranna Greveling

Nominated by: Shannon Rose

Nominee: Sophia Prachnau

Nominated by: Shannon Rose

***At this time a request for any other nominations was made, Shannon Rose nominated Yvonne Brodka, was seconded by Michelle Bastien. For a nomination to be valid the nominee needs to be present at the AGM. Therefore the nominations for Jen Pratap & Jarlath MacKenzie are invalid. Saranna Greveling, Sophia Prachnau, Yvonne Brodka & Gavin McIntosh accepted their nomination and were declared the Members at Large for the 2019/2020 school year.***

### **Book Fair Coordinator**

Nominee: Sophia Prachnau

Nominated by: Michelle Bastien

Nominee: Tracey Lamoureux

Nominated by: Michelle Bastien

***Tracey Lamoureux is in her last year at PC, she will be working with Sophia Prachnau to take over as the Book Fair Coordinator.***

### **Fundraising Coordinator**

Nominee: Michelle Bastien

Nominated by: Shannon Rose

***Michelle Bastien was appointed as Fundraising Coordinator.***

### **Hot Lunch Coordinator**

Nominee: Shannon Rose

Nominated by: Michelle Bastien

***Shannon Rose was appointed as Hot Lunch Coordinator.***

### **Highlighter Coordinator**

Nominee: Shannon Rose

Nominated by: Michelle Bastien

***Shannon Rose was appointed as Highlighter Coordinator.***

**District PAC (DPAC) Rep.**

Nominee: Shannon Rose

Nominated by: Michelle Bastien

*Shannon Rose was appointed as the DPAC Rep for our school. Michelle Waddell will be our back up rep.*

**Fruit and Veggie & Milk Program Coordinator**

Nominee: Sophia Prachnau

Nominated by: Michelle Bastien

*To fill his position you must have your Food Safe Level 1, Sophia Prachnau & Michelle Bastien both received this last year. Sophia Prachnau has been appointed as the Fruit and Veggie and Milk Program. Michelle Bastien will be her backup.*

**Family Fun Night Coordinator**

Nominee: Michelle Bastien

Nominated by: Shannon Rose

*Michelle Bastien has been appointed as the Family Fun Night Coordinator.*

The Prince Charles Elementary PAC Executive & Coordinators for the 2019-2020 school year are as follow:

**President** – Michelle Bastien

**Vice President** – Joanna MacKenzie

**Treasurer** – Shannon Rose

**Secretary** – Michelle Waddell

**Members at Large** – Gavin McIntosh, Saranna Greveling, Sophia Prachnau, Yvonne Brodka

**Book Fair Coordinator** – Tracey Lamoureux, Sophia Prachnau

**Fundraising Coordinator** – Michelle Bastien

**Hot Lunch Coordinator** – Shannon Rose

**Highlighter Coordinator** – Shannon Rose

**District PAC Rep.** – Shannon Rose, Michelle Waddell

**Fruits, Veggie, & Milk Program Coordinator** – Sophia Prachnau, Michelle Bastien

**Family Fun Night Coordinator** – Michelle Bastien

The following members of the PAC executive will hold signing authority for the PAC bank accounts that are held at RBC for the 2019/2020 school year: Michelle Bastien, Shannon Rose, Michelle Waddell and Joanna MacKenzie.



## Principal's Report

June 2019

1. **Update on staff:** Congrats Jen Grootendorst; Waiting for Details  
Welcome Ms Haist and Ms Rossi to Div 9  
Welcome Richel Pedersen from Ten Broeck (K/1 combined at this time)
2. **Oh the parking lot...**All is well
3. **School Goals:**
  - a) Continued focus on number sense (building flexibility with numbers and understanding big idea of quantity; focus shifting to core competencies with content; learning goals, success criteria, SNAP whole school assessment and scope and sequence created); part of District SNAP project
  - b) Literacy imperative- guided reading daily and FACES intervention meetings every 3 weeks to target students needing support in early reading intervention; part of CR4YR project with District; meetings in grade like teams every 3 weeks; professional learning community focused on students of mystery;
  - c) Writing- PM Kits for use in grades 3-5; focus on using variety of tech devices; engagement; mentor texts to increase writing focus on generation of ideas and organization of ideas;
4. Re-working school plan with staff tomorrow night;
5. Winding up to wind down...continued focus on curriculum and SEL;