

Prince Charles Elementary

Parent Advisory Council Meeting

Multi-Purpose Room, 35410 McKee Road
November 13th, 2018

IN ATTENDANCE: Michelle Bastien, Liz Welton, Shannon Rose, Michelle Waddell, Joanna MacKenzie, Jenn deVries, Sophia Prachnau, Gavin McIntosh, Tracy Kryz, Pam Christensen, Wanda Pearce, Jessica Phillips, Sarah Ferraro, Megan Hopkins, Saranna Greveling, Che Yeon Ryu, Jiwon Yun, Chrissy Thom, Richelle Louie, Desiree King, Krista Tebbutt, Tania Pandher

QUORUM: Quorum has been met (minimum of 5 voting members; 3 Executives and 2 other than the Executive).

1) **CALL TO ORDER –**

Michelle Bastien, President, called the meeting to order at 6:30pm.

2) **OLD BUSINESS FOLLOW UP –**

Marker Recycling Program: It has been forwarded to the grade 5 green team.

3) **PRINCIPAL'S REPORT –**

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

4) **KINDNESS CREW -**

Pam Christensen and the grade 5 kindness crews have decided this year they would like to support the Cyrus Centre and The Elizabeth Wildlife Foundation.

For the month of December, the kindness crew would like to start with these two campaigns with the proceeds going to the Cyrus Centre:

- a) Gloves donations – new and gently used adult size gloves
- b) Boxes of Cereals donations

They are also looking for volunteers from parents or PAC to help with the following:

- Making gift tags for gloves
- Buy garland / rope & clothes pins to hang in hallways and set this up by 1st week of December

- Help making bulletin board at front of school to promote the two campaigns & keep tracks of the items collected
- Volunteer to deliver items to Cyrus Centre on last day
- Help bake and coordinate Christmas baking for support staff

Other fundraiser ideas:

- Cash fundraiser for Cyrus Centre or Elizabeth Wildlife Foundation
 - Break the Rules Day
 - Kick it with Kindness - \$2 donation for kick boxing sessions
 - Donation for Christmas concert
 - Coffee Drive Thru – for Cyrus Centre
- Michelle Bastien made a motion to donate the PAC’s December 21st popcorn day sale to the grade 5 kindness crew

Motion: The PAC will donate the December 21st Popcorn Day sale (gross) to the grade 5 Kindness Crew

The motion was seconded by Liz Welton. The motion is passed without opposition.

5) FINANCIAL REPORT –

Shannon Rose presented the financial report. The bank account balances as of October 31st, 2018 are as follows:

General account	\$28,888.61
Gaming account	\$6,871.69

Gaming Funding: Our gaming grant in the amount of \$7,776.00 was deposited into our account on October 11th, 2018. The cost of inline skating (\$913.50) has been paid out of this account as it was approved at the last PAC meeting on October 2nd, 2018.

Coupon Books: The coupon books fundraiser wrapped up on October 10th. It was a success! A huge thank you to Carla Donaldson for overseeing the fundraiser this year! We sold a total of 872 coupon books this year (794 books were sold in the prior year). All money had been collected from students by the end of October with no outstanding amounts! Our net profit on coupon book sales this year was \$3,836.80.

Popcorn Day: Our second popcorn day of the school year was on October 18th. Gross profits for popcorn day were \$405.05, with a cost of \$47.89, for a net profit of \$357.16. Parents are making the switch over to MunchaLunch instead of bringing cash in. We are on track for completely eliminating cash sales by the end of December.

Hot Lunch: October’s hot lunch was Rendezvous and netted a profit of \$502.17. The next hot lunch is on November 16th from Chopped Leaf.

Movie Night: Our first movie night was on October 24th and we showed “Hotel Transylvania 3: Summer Vacation”. We added pizza to the menu at the concession and it went well. Overall, we brought in a net profit of \$336.64.

Book Fair: Our fall book fair this year grossed \$5,482.95 in sales. Since we held a book fair before the end of October, Scholastic gave us a 10% cash bonus of \$509.72. This brought our revenue to \$5,992.67. Of the gross revenue, 60% goes back to the school and therefore, our teachers received Scholastic merchandise totaling \$3,586.06. That is \$254.86 per classroom teacher! Thank you Prince Charles, you have done it again!

Artisan Market: The Artisan Market was on October 27th and it was a success! Our gross revenues this year totaled \$1,584.10 and our cost was \$565.92. This gave us a net profit of \$1,018.18.

6) **DPAC REPORT –**

District has approved to pay for our BCCPAC Fee.

Abbotsford Police Department’s Gang Crime Unit gave a presentation to encourage and promote awareness about gang involvement prevention in youth.

APD will have someone (possible liaison officer) coming to our school to talk to students about gang violence prevention.

7) **HOT LUNCH / POPCORN DAYS–**

Hot lunch & popcorn dates for the remainder of the fall session:

- a. Friday, November 16th – Chopped Leaf
- b. Friday, November 30th – Popcorn
- c. Friday, December 14th – Boston Pizza
- d. Friday, December 21st - Popcorn

8) **OUTDOOR LEARNING CENTRE –**

Principal Tracy Krys has shown the proposed plan & drawing for the outdoor learning centre to all the teachers during staff meeting and they have decided to scrap the idea.

9) **FUNDRAISING –**

Emily Press Labels: \$56.31 raised so far. Parents can order labels and 25% of the payment comes back to the school. Please order via our school link so we get credit. www.emilypress.com/princecharles

Christmas Concert Bake Sale (December 18th): take place during Christmas concert time. Baked goods are donated from PC families and parent volunteers will be needed.

Paint Night: takes place on November 15th from 7-9pm

Cobs Bread Doughraiser Program: \$11 raised so far, this will remain opened until the end of June 2019. When purchase bread or baked goods from Cobs Bread, just mention Prince Charles Elementary. Parents should also let friends and family know as well.

School Dance: February 8th from 6-9pm. \$5 per child for entry

Other Ideas: Tupperware (40% return). A poll will be put out on Facebook later on to gauge interest.

10) **EMERGENCY KITS –**

Our current emergency kits in the school have expired and will need to be replaced. Parents will be asked to prepare a small kit for their children to bring to their classrooms.

- Michelle Bastien made a motion to pay for the emergency supplies for the Music room, Gym, SEL room, Multi-purpose room, and the SLL room

Motion: The PAC will pay the emergency supplies for the Music room, Gym, SEL room, Multi-purpose room, and the SLL room.

The motion was seconded by Shannon Rose. The motion is passed without opposition.

11) **TEACHER'S WISH LIST –**

- a) Large Laminator (for all staff and students) \$2,000 - \$3,000
- b) Mentor Texts, Critical Literacy, Virtues, Growth Mindset (for all students) \$1,000
- c) RAZ Kids – 1 year (for all students) \$1,000 - \$1,300
- d) Books for Library – update collection in high interest areas (for all students) \$1,500
- e) Makerspace consumable supplies (for all students) \$1,000
- f) Supplies for the new SEL room (for all students) \$2,120 total
 - Books for reading corner (\$250), Social Emotional Learning Titles (\$300), Exercise Balls (\$120), Yoga Mats (\$100), Weighted Animals (\$250), CD Player (\$50), Puzzles (\$100), Sensory Items (\$200), Stuffedies (\$200), Pillow & Cushions (\$300), Board Games (\$250)

The PAC has requested a quote for the laminator that will include installation and the cost of supplies. This will be revisited at the next PAC meeting in December.

The PAC has decided to put the request for \$1,500 for books for the library on hold until after the second Scholastic Book Fair.

Funding Request:

- Michelle Bastien made a motion to fund Mentor Texts, RAZ Kids, and the Makerspace consumable supplies.

Motion: The PAC will fund \$1,000 (plus applicable taxes / shipping charges) for Mentor Texts, 14 class licenses for RAZ Kids, and \$1,000 in consumable supplies for the Makerspace.

The motion was seconded by Shannon Rose. The motion is passed without opposition.

- Michelle Bastien made a motion to provide \$2,500 in cash to purchase supplies for the brand new SEL room.

Motion: The PAC will provide the new SEL room with \$2,500 in cash to purchase the supplies requested.

The motion was seconded by Michelle Waddell. The motion is passed without opposition.

12) **NEW MEMBER AT LARGE VOTE –**

Floor was opened for nomination. Gavin McIntosh was nominated by Shannon Rose. Gavin accepted the nomination. Since no one else was nominated, Gavin McIntosh became the new member at large.

13) **TEACHERS' CHRISTMAS LUNCH –**

Teacher's luncheon will be on Wednesday December 19th with a Christmas theme.

14) **OTHER BUSINESS –**

There is no other business to discuss.

15) **ADJOURMENT**

Michelle Bastien, President, adjourned the meeting at 8:27pm.

The next PAC meeting is scheduled on December 11th at 6:30pm.



Prince Charles
Elementary School

Principal's Report

November 2018

1. **Update on staff:**

Michelle Hiebert off UFN- Emily Derksen in place
Alison Haist- Baby Fraser; Jennifer Grootendorst in until April
Four Teacher Candidates
Sarahlynn Zimmermann (EA) returned; Amanda Kandler (EA)
finished

2. **Oh the parking lot...** Work in progress. Thank you to all parent volunteers who donate their time supporting our school community in the parking lot. Safety first!

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- new 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. Social Emotional Learning Room and Sensory Path- School committee SEL and PBIS (Positive Behaviour Intervention Supports); committee has met; will be sharing out with our staff that top three school expectations are: SAFE; RESPONSIBLE; RESPECTFUL (with kindness and respect for others' differences and citizenship); Will be common language; teaching to these expectations in the New Year (what does it look like and sound like in the gym n the yard, in the classroom etc). Tie in to our SEL focus as well (5 point scale; learning to name emotions and how they feel and what they can do to get back to calm, alert and ready to learn).
5. **Spirit Wear-** Looks great. On sale again. Orders due November 23rd.
6. **Website use and Twitter:** please follow us!