



**Surrey Centre Elementary - PAC**  
**Thursday September 23, 2021**  
**MINUTES**

**Date:** September 23, 2021  
**Time:** 5:00pm - 6:30pm  
**Location:** Zoom Meeting

Zoom virtual meeting called to order by Jenn Banks at 5:19pm.

**Executive Members In Attendance:** Jenn Banks, President; Hilda Coleman, Treasurer; Stephanie Robinson, Secretary

**Others Present:** Mrs. MacDonald, Principal; Annu G (past president); Caitlin; Rajin S; Cheryl; Kiran K; Yvonne F; Debbie N; Jessica; Kristi J; Melinda J; Melisa B; Stacey B

**Welcome & Introductions:**

Provided by Jenn Banks

- Introductions
- Outline of agenda
- Motion made by Jenn to accept agenda, seconded by Annu.
- June 2021 minutes were not available at this time to review

**Principal's Report:**

Provided by Mrs. Kristen MacDonald

- the school is remaining at 18 divisions although enrollment is a bit lower this year
  - total number of students enrolled for the 2021/2022 school year: 410
- new students joining the school: 5 last week, 2 this next week
- lunch monitors and volunteers have continued in the classrooms while adhering to all safety protocols
- Terry Fox Run - September 24
  - will be staggered throughout the day to avoid overcrowding
- 'Meet the Teacher' will be starting this next week
  - video will be put together and sent out to parents/guardians
- reminder to all families to please continue to do daily health checks
  - please keep your child home if they are unwell

**Budget Report:**

Provided by Hilda Coleman

- the 2021/2022 financial budget was reviewed during the meeting however a formula error was identified and has since been corrected
  - please see attached document for the corrected financial summary
- Gaming Budget was NOT presented at this meeting
  - PAC has applied for grant but unknown when we will receive this and for what amount
    - this grant helps cover the cost of field trips, guest presenters, sports lessons etc.
- a question was brought up regarding the purchase of a potential message board (marquee board) for outside the school
  - this purchase has been put on the back burner for now
  - once we know which fundraisers we will be able to move forward with we will circle back to this idea
- motion made by Hilda to accept budget, seconded by Annu.

### **Committee Reports:**

#### **Hot Lunch**

- thank you to Annu (parent) and Rajin (parent) who have graciously volunteered to support and help out with the day of coordination for hot lunches
- question was asked regarding how many hot lunches could be offered per month
  - possibility of hot lunch every 3 weeks
    - please complete a survey in the next 'Friday Flash' with your opinion
- first Hot Lunch day: October 1 - Glenwood Pizza and Curry House

#### **Treat Days**

- treat days will continue as well this year
- looking for individually packaged and sealed treat items from vendors
  - please reach out to PAC with any suggestions prior to the next meeting
    - must be compliant with safety regulations
- some current suggestions
  - Fresh Street Market or Save-on-Foods bakery items
  - Starbucks cake pops

#### **2021/2022 Events and Fundraisers**

- ongoing fundraisers
  - Return-it Depot
    - provide Surrey Centre Elementary phone number when dropping off recycling
  - Mabel's Labels
- request for other fundraising suggestions and volunteers
  - some possible fundraising opportunities:
    - Stapleton Sausage, Neufeld Farms, Purdy's, picture night, gift card fundraiser, samosa's, movie night, Krause berry farm
  - please reach out to PAC if you have any suggestions or if you are able to volunteer for any upcoming fundraiser
- Caitlin (parent) has generously offered to help with a Stapleton Sausage fundraiser for this fall
  - more information to follow
- Pumpkin Patch - October 19
  - pumpkins will be brought to the school and every student will be able to bring one home
  - parent volunteers will be needed

## PAC Meetings

- PAC meetings will continue to be held on Thursdays
- we are looking to have them later in the evening (6:30/7:00) but are open to all suggestions

## **Roundtable:**

- concern was brought up over parents/guardians driving too fast through the school zone
  - can we do anything as parents?
    - encourage families to walk to school
    - Mrs. MacDonald will put a reminder in the Friday Flash
    - school supervision schedule has been reworked to include drop off area
- comment came in after the meeting ended from a Kindergarten parent about increased communication surrounding what PAC is and how to get/stay involved
  - discussed the creation of a welcome letter for new parents/guardians to the school
  - reminder to spread the word about joining the PAC email list and following along on our Facebook and Instagram social media pages

Zoom virtual meeting adjourned at 6:23pm.

**Next PAC meeting is Thursday October 21 6:30pm - 8:00pm**

<b>REVISED</b>			
<b>Surrey Centre Elementary PAC Budget 2021-2022</b>			
	<b>Budget</b>	<b>Actuals</b>	<b>Notes</b>
<b>Operational Expenses:</b>			
BCCPAC Membership	\$75.00		Due every September
Hot Lunch Platform (EZ Software)	\$262.50	\$262.50	Due every September
Food Safe Course	\$130.00		Required for Hot Lunch/Treat Day distribution
Office Supplies	\$75.00	\$49.24	New Cheque Books - \$49.24
Kitchen Supplies	\$100.00		
Childminding PAC Meetings	\$100.00	\$0.00	Meetings to continue virtually
<b>School Expenses:</b>			
Class Supplies	\$5,200.00	\$5,200.00	\$200 each: 18 divisions; 2 LST; 2 IST; French; Music; Counsellor; CCW
Educational Resourcing	\$5,000.00		
Garden	\$200.00		
<b>Events:</b>			
First Day of School	\$120.00	\$22.66	Freezies - \$22.66
Sports Day	\$1,500.00		Plan to do sports week culminating in Full event on Friday (if permitted)
Teacher Appreciation	\$500.00		
Grade 7 Celebration	\$400.00		
Immunization Clinic	\$100.00		Cookies and Juice Boxes
Miscellaneous	\$300.00		
<b>Totals</b>	<b>\$13,595.00</b>	<b>\$5,534.40</b>	