



Cheam PAC Meeting  
Apr 3, 2023  
Location: Zoom

## **1. CALL TO ORDER**

### **1.1 Call to Order: 7:31pm**

Welcome, Introductions

Attendance: Megan, Lyndsay, Iain, Tanya, Polly, Olessya, Laurel

Acknowledgements: Cheam Elementary PAC is acknowledging that we are on the unceded territory of the Sto:Lo people.

Quorum met

Agenda approved by Polly and seconded by Tanya

February's meeting minutes approved by Tanya and seconded by Laurel

## **2. UNFINISHED BUSINESS/CARRIED OVER FROM LAST MEETING**

### **2.1 Emergency Preparedness**

Tanya and Megan attended the DPAC meeting regarding this topic. There were questions regarding storage and how long do supplies on hand need to last for; the range suggested is 24hrs - 72hrs. However since Cheam is a commuter school and students don't live within walking distance, a longer timeframe would be more appropriate. A total preparedness kit was shown at the meeting; it was \$175 for 30 students, lasting 24hrs. DPAC is putting together information and possibly a request for funding. There was discussion around how PACs don't have enough money to support this. Iain would like to see list of min requirements. Food and water are most important. There will be another DPAC emergency preparedness meeting later this month with more information.

### **2.2 Playground Committee**

Iain waiting to hear from Brad at Habitat. Brad is putting together a few playground equipment options. Iain will follow up with him at the end of this week if he hasn't heard back. A grandparent at Cheam is connected with Chilliwack Rotary and the rotary sponsors school playgrounds so he is trying to

get our school on the list to get some support. He will get back to Iain. One parent (outside of the PAC meeting) volunteered to participate in the committee. Once we have more information from Brad, the committee can meet and start making a plan.

### **3. NEW BUSINESS**

#### **3.1 Principal's Report**

##### *Staffing updates*

Susan Olivier (teacher librarian and learning assistance) was on a temporary contract and is now finished; Katie Sarrazin (teacher-librarian and learning assistance) is back now from maternity leave. Elaine Hoogeveen got a secondment for the remainder of the school year to help pilot a program at the district level. No replacement yet but there should be one by the end of week. Audrey Monroe (Indigenous Education Assistant) splits her time at Cheam Tu, Wed, Th afternoons and at FG Leary. But she will be fulltime at FG Leary so Cheam will get a new staff member for 2 days a week to replace her. Mme Kragh is on maternity leave for remainder of year. District has hired someone from Quebec to cover her leave and that person will start next week.

##### *Upcoming important dates*

Newsletter went out recently with important dates for remainder of year. On Apr 25<sup>th</sup> 10:30am – 12pm is the Ready, Set, Learn event for pre-K students. This is a general intro to the school. In June there will be a Kindergarten orientation. PAC may want to share info with these new K students. Lyndsay will try to attend on Apr 25<sup>th</sup>. On May 31<sup>st</sup> the school will be holding an Arts Showcase. Students will get to view peers' art in the morning. And the plan is to have an open house and invite parents 3pm – 5pm that day.

#### **3.2 Executive Reports**

##### *Treasurer*



**TREASURER'S REPORT - MARCH 2023**

**GENERAL ACCOUNT**

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
					<b>Balance Forward (as at February 28, 2023) \$ 24,761.02</b>
02-Mar-2023	184	Carla Soutar - hot lunch	1,269.20		
06-Mar-2023		Munchalunch		37.73	
06-Mar-2023	188	Hilary Johnson - classroom support	173.95		
06-Mar-2023	187	Rod Marshall - classroom support	175.00		
13-Mar-2023		Munchalunch		62.80	
13-Mar-2023	186	Danine Meester - classroom support top-up	10.00		
13-Mar-2023	190	Joy Kragh - classroom support top up	10.00		
13-Mar-2023	195	Myriah Kinna - classroom support #2	46.94		
13-Mar-2023	193	Myriah Kinna	97.32		
13-Mar-2023	185	Danine Meester - classroom support	165.00		
13-Mar-2023	192	Marla Gibbs - classroom support	175.00		
17-Mar-2023		Grad Hoodie (Evin Marks)		42.00	
20-Mar-2023	194	Monica Little - classroom support	169.75		
22-Mar-2023	191	Tanya Cannon	93.59		
		Total Income and Expenses	2,385.75	142.53	
					<b>Ending Balance (as at March 31, 2023) \$ 22,517.80</b>
<b>COMMITMENTS ON ACCOUNT</b>					
28-Feb-2023	189	Katrina Burgess-Leon - classroom support	172.47		
		Munchalunch: Accounts Receivable		183.75	
		Munchalunch: Accounts Payable	43.25		
		Subtotals	215.72	183.75	
					<b>Total Cash Available (as at March 31, 2023) \$ 22,302.08</b>

**GAMING ACCOUNT**

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
					<b>Balance Forward (as at February 28, 2023) \$ 4,151.07</b>
13-Mar-2023	32	Field Trips	1,048.00		
13-Mar-2023	35	World Book Day	1000		
		Total Income and Expenses	2,048.00		
					<b>Ending Balance (as at March 31, 2023) \$ 2,103.07</b>
<b>COMMITMENTS ON ACCOUNT</b>					
		Subtotals			
					<b>Total Cash Available (as at March 31, 2023) \$ 2,103.07</b>

**CASH BOX (FLOAT)**

TRANSACTION DATE	DESCRIPTION	BALANCE
	(this float is kept in the locked PAC box in the staff room)	
	<b>Balance Forward (as at February 28, 2023)</b>	<b>\$ 100.00</b>
		-
	<b>Ending Balance (as at March 31, 2023)</b>	<b>\$ 100.00</b>

## 2022-23 Year to Date

ITEM	APPROVED		ACTUAL	
<b>INCOME</b>				
Gaming Grant	\$ 5,000.00		\$ 4,840.00	
Hot Lunches + Milk Program	750.00		1,190.15	
Fundraising	4,500.00		2,144.18	
SD PAC Grant	150.00		150.00	
Yearbook sales	150.00		60.00	
<b>Total Incomes</b>		<b>\$ 10,550.00</b>		<b>\$ 8,384.33</b>
<b>EXPENSES</b>				
			<b>Spent</b>	<b>Remaining</b>
Special Approved Expenses	\$ -		\$ 194.97	-\$ 194.97
Athletic Department	800.00		-	800.00
Classroom Support (\$165/division + EA)	2,275.00		1,360.43	914.57
Field Trips	2,300.00		1,048.00	1,252.00
Library	700.00		-	700.00
Special Events Committee	850.00		632.96	217.04
Staff Appreciation	200.00		-	200.00
Green/Earth/Environment Committee	-		-	-
BCCPAC Membership	1,000.00		75.00	925.00
Office Supplies	40.00		-	40.00
World Book Day (books for families)	1,000.00		1,000.00	-
Yearbook software	175.00		-	175.00
Munch-a-lunch fee	336.00		336.00	-
Cheque/Etransfer Fees	50.00		-	50.00
Grad Fund	300.00		202.41	97.59
FoodSafe Certification (Level 1)	100.00		-	100.00
Fruit Program	200.00		120.82	79.18
		<b>10,326.00</b>	<b>4,970.59</b>	<b>5,176.23</b>
<b>Net Income/Loss</b>		<b>\$ 224.00</b>		<b>\$ 3,208.10</b>

Not much activity in February. In March, the majority of classroom support receipts came in and teachers have been reimbursed. Hot lunch fundraiser is doing well and is about \$1200 YTD. Field trip support being offered to teachers until end of May. Megan will follow up with Merilee about library and athletics support funding as no receipts have been received for this yet.

### DPAC

Nothing new to report. Next meeting is Apr 27<sup>th</sup>.

### 3.3 Committee Reports

#### Hot Lunch:

April 26<sup>th</sup> – Hugo’s Mexican: order deadline is Apr 19<sup>th</sup>

May 18<sup>th</sup> – save the date

June 9<sup>th</sup> – Jim’s Pizza (Summer Fun day/sports day)

*Spirit*  
N/A

*Fundraising:*

DeVry – ordering is open, deadline is Apr 29th, delivery Sat May 13<sup>th</sup> in time for Mother's Day

Neufeld – ordering not open yet, pickup day is May 4<sup>th</sup>

Bottle Depot: runs all year long, use school phone number, info sent out in weekly PAC email

*Special Events:*

Break the Rules day on May 26<sup>th</sup>. We need to do advertising. Megan to send teachers the lists they have used in prior years. Committee needs to provide teachers the printed information to send home with the students explaining to parents what the event is. Will use jars from previous year for teachers to collect money in the classroom. Two people required to count the money.

Sports Day concession stand on June 9<sup>th</sup>

Teacher Appreciation was planned by this committee last year

*Yearbook:*

Lyndsay to follow-up with teachers who still haven't submitted classroom photos.

*Grad:*

On June 23<sup>rd</sup> grad event at Charis Camp. What we will do is split the 50 students into 3 groups- They will rotate between 3 activities of Low Ropes, Archery and Climbing Wall. Then they can all go to the pool together for their last station. Please note that you need to provide your own supervision for their time at the pool. A registered Lifeguard will need to be provided for supervision at the pool. Lunch is served inside the Dining Hall as it's a hot catered lunch. They always provide enough to offer seconds, but they could be done after 30 minutes or so. Then they head to a tie-dye station after that for say 30 minutes. Does that sound good?

Here's my thoughts on the layout of the schedule:

- Arrival: 9am
- Station 1: 9:10-10:00 > rotate until 10:05
- Station 2: 10:05- 10:55 > head to Dining Hall
- Lunch: 11:00-11:30 > head to field
- Tye-Dye at field (supplied by school): 11:35-12:05 > move to last

rotation

- Station 3: 12:10- 1:00 > rotate to Pool/ get changed in washrooms
- Everyone at Pool: 1:10- 2:10 (get changed for PARENT pick up)
- Departure: 2:30pm- end time can be flexible on our end, dependant of

PARENT PICK UP

### **3.4 Teacher Appreciation**

Last year special events committee organized this so it would be nice to have a separate committee. Last year we had Gorilla Q food truck come and the amount was \$550. Amount allocated is only \$200. Food truck was only used because of covid but this year we could go back to potluck style and parents volunteer and bring in food. Usually done in June but this is a busy time of year so perhaps mid-May this year. Tanya, Polly and Olessya volunteered to form a committee. Closer to the date they will ask for volunteers to support.

### **3.5 Nomination Committee Formation**

One person is needed to collect nominations for individuals who want to be a part of the PAC Exec for the following school year. This person needs to be someone who won't be on PAC Exec next year. Polly volunteered to be this person. Forms was used previously to do the collecting. Need two weeks to give people time to nominate. Then give people two weeks to accept nomination to be a candidate... this is done those two weeks prior to AGM. Voting will be at AGM.

### **3.6 Budget Committee Formation**

Committee meets to discuss following school year's budget. We need group of people who will do that prior to May PAC meeting. Laurel, Tanya, Megan and Lyndsay volunteered. The budget will be presented at May meeting and voted on at June AGM.

## **4. OPEN DISCUSSION**

Polly asked if Laurel has applied for the gaming grant.

BCCPAC if you have any q's you want to ask Ministry then we can put that forward.

Polly asked if Cheam's athletics games/practice schedule is posted on the school website calendar? No. Can this be added? Instead it was suggested that we get dates from Mr. Macdonald and then PAC can send it out in weekly Sunday email. Yes all agreed this was the best solution.

## **5. Meeting adjourned at 8:50pm**

Business carried over: n/a

**Budget Committee Meeting:** May 8<sup>th</sup>, 2023 at 7:30pm by Zoom

**Next PAC Meeting:** May 15, 2023 at 7:30pm by Zoom

**AGM PAC Meeting:** June 12, 2023 at 7:00pm in-person