

Southwood PAC – October 6, 2021 Meeting

Attendees: Shellyna Lipic, Melissa Nykoluk, Stephanie Noll, Marge Thiessen, Chantal Johnson, Melissa Heinrichs

Agenda

1. Introductions - Welcome
 - a. Reviewed that Parents run the PAC
 - i. In consultation with the principal, the PAC secretary sets the agenda and calls for meetings
2. Review of the PAC [constitution](#) - Meeting times/dates etc.
 - a. Goal to create an executive committee at least
 - b. Goal to meet regularly, perhaps not as often as stated in the constitution, but would like to make it regularly
 - c. Unsure what we can all do, some fundraiser, hot lunch was done in the past,
 - i. Had a hot lunch coordinator
 - ii. Had a communications coordinator
 - iii. Had someone in charge of fundraising
 - iv. Chair
 - v. Vice-chair
 - vi. Melissa and Shellnya suggested they could be co-chairs (no vice-chair needed)
 - vii. Stephanie unsure
 - viii. Marge recommended that more parents will need to be recruited
 - ix. Shellyna suggested: a fundraiser coordinator, hot lunch coordinator, secretary/treasurer can be one person
 - Days of the week that work for the majority - Tuesday after Staff meeting?
 - Shellyna suggested meeting monthly meetings
 - First Wednesday of the month at 6:00pm will be our PAC meetings
 - Reviewed Section 4 - Code of Conduct highlighted by Marge to ensure that issues are worked through the proper channels
3. Elections/Acclamations
 - a. Shellyna Slipic was elected secretary last year but would be willing to be Chair.
 - b. Chair - Shellnya and Melissa will be co-chairs
 - c. Vice Chair - not needed
 - d. Treasurer/secretary -
 - e. Recruiting fundraising coordinator, hot lunch coordinator
4. Fundraising - options this year - no door to door sales, online orders only or other sales options
 - a. What are we fundraising for? School gives our wish list to PAC and they decide what to fundraise for. Melissa will create a google form to send to parents about ideas for fundraising. Parents respond better to fundraising when they know what it is for.
 - i. Pay for some of the nature playground

- ii. Some outdoor spaces
 - iii. Makerspace
 - iv. Technology
 - v. Haven't come up with official wish list yet (Chantal and Marge will come up with a list)
 - vi. Money for artist in the school
 - vii. Trees
 - viii. Playground equipment
 - b. [Smitty's](#)
 - i. Options for Wings
 - c. First Aid Kits - Online Sales
 - d. Shellyna - pizza fundraiser (spenst brothers)
 - e. Mom's pantry
 - f. Wreaths from Sunshine
 - g. Gift cards
 - h. Sobeys and superstore gift cards
5. Hot Lunch - options this year - Munch a Lunch - order online, meals must be packaged individually and/or served by staff members
- a. Currently we are limited by a few restrictions
 - i. Food needs to be industry produced, individually packaged, has to be delivered and handled by staff only
 - 1. Currently - that would require a lot of work from the school
 - ii. Volunteers required to have Child abuse check and criminal records check (vulnerable sector check)
 - 1. Marge recommended that PAC members interested in hot lunch program or any other volunteering opportunities within the school should begin this process as it takes approximately 8 weeks
 - iii. We may be able to have volunteers, but we may require vaccination status
 - 1. Have been told that volunteering opportunities need to wait till after October 18, 2021
 - iv. It is a lot of work to be hot lunch coordinator - recommends recruiting a lot of volunteers
 - 1. This year we would need to be mindful about cohorts
 - a. Food we will need to be delivered and careful consideration about who can pick up
 - b. Perhaps hot lunch would need to be once a month
 - c. Stephanie and Shellyna will see if they can recruit other parents
6. Other topics - concerns
- a. We will need to reopen an account at SCU
 - b. AGM
 - i. Includes an option for all parents to attend

- ii. Supposed to occur in the first 30 days
 - 1. Should provide an opportunity for parents to attend this
 - 2. Aren't allowed to have large gatherings as of now, if we do have that opportunity, we could try that later on in the school year
 - 3. The executive is elected at the AGM
- c. School report is shared at the PAC meeting every month
 - i. Had a good start - planned around cohorts again this year for recesses and nutrition times
 - ii. No school wide assemblies - they are all virtual still
 - 1. Talked about doing cohort assemblies - but that would be a long day
 - iii. A few new teachers in the building
 - 1. Mrs. Gushulak in Kindergarten
 - 2. Grade 1 for Mrs. Bergman and Mrs. Murphy
 - 3. Grade 2 Mrs. Fontes
 - iv. Masks for K-3 is new this year
 - 1. Working around providing breaks for students
 - 2. Overall going well
 - 3. Trying to go outside more with students - outdoor learning activities
 - v. Have protocols in place for when there is a case
- d. Budget - Shellyna asked about what budget was
 - i. Chantal - believed it was from fundraising funds
 - ii. Shellyna is wondering for staff appreciation
 - 1. Stephanie - felt that it was also donations
 - 2. Marge said there is no budget, it is what the PAC fundraises
- e. Marge will check to see where the funds are and will look into it
 - i. Account was closed last year - there was approximately \$225
- f. To do list:
 - i. Forms to send out to parents (Melissa)
 - ii. Compiling a wish list for fundraising opportunities (Marge and Chantal)
 - iii. Post about recruitment for Southwood school (Marge and Chantal on website)
 - iv. Recruitment for PAC (Melissa, Steph, Shellyna)