

Dr. Thomas A. Swift Elementary PAC Meeting

PAC Email: taswiftpac@gmail.com

E-transfers: swiftpacfunds@gmail.com

Date: February 23, 2023

Location: Library

Minutes taken by: Ryann Wynsouw

Call To Order

~ Meeting called to Order at 7:03pm by Tasha Mash

Attendance

~ Shannon Kenney (Principal), Tasha Mash, Melissa Tanner, Ryann Wynsouw, Michelle Jones, Crystal Collins, Sarah Morrison, Evelyn Whitehead, Ken Olynyk, Shelby Krunick, Jessica Friesen, Tara Lawrence

Introductions & What Is PAC

~ Introduce the Executive team for the 2022/2023 year

Tasha Mash – President

Melissa Tanner – Vice President

Ryann Wynsouw – Secretary

Laurel Ball – Treasurer

~ PAC is the parent community of Swift. We work closely with admin and the staff to support and encourage and provide assistance to enhance the quality of the education and well being of the students and to enhance communication between the parents, students and the staff.

Approval Of Previous Meeting Minutes

~ Motion to Adopt the January PAC Meetings

Motioned: Michelle Jones

Seconded: Shelby Krunick

Principals Report – Shannon Kenney

~ Land Acknowledgment:

Éy swáýel. We acknowledge that Abbotsford School District is located on the traditional territory of the Stó:lō people, the Semá:th and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.

~ Commitment:

We acknowledge historical and ongoing injustices that Indigenous Peoples endure in Canada, and we accept responsibility as a public educational institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching and community engagement.

~ Any parents interested in volunteering must complete a Criminal Record Check (this is done through the School Board Office) and a Volunteer Application (this is done through school). All information is on the website. This must be completed before you can volunteer in any capacity at school/field trips. We will be including this information in Kindergarten/New Student info packs again this summer.

~ Kindergarten registration well underway - lower than last year at this time, but we are in good shape. If you are aware of anyone in catchment, or out of catchment wanting Nature please tell them to contact the office ASAP. First out of catchment review is early March.

~ Lots of fun things going on...Duffle Bag Theatre was a hit today, field trips coming up before Spring Break, Heidi Karlsson in April for all classes

~ Report Cards will be going home on Thursday March 9th – a week later than originally posted.

Treasurers Report – Tasha Mash for Laurel Ball (Absent)

~ REGULAR ACCOUNT

Previous Account Balance \$8,894.70

Cheques Written	\$1,875.71	Chopped Leaf (Hot Lunch)
	\$248.50	Saputo (Hot Lunch)
	\$315.00	Hot Lunch Subscription Renewal (for next year)
	\$35.15	PAC Meeting Treats / Recycling Bags
Deposits	\$6,271.73	
Regular Account Balance	\$13,007.07	
~ GAMING ACCOUNT		
Previous Account Balance	\$15,209.16	
Cheques Written	\$1,016.00	Duffle Bag Theatre
Deposits	\$597.45	Field Trip (Grade 3 Trip to Grouse Mountain)
Gaming Account Balance	\$14,193.16	

Fundraising Report – Michelle Jones & Michelle Forrest (Absent)

- ~ Panago Pizza Coupons
 - ~ We have sold 101 coupons thus far and there are 99 left. If you are interested, then please get your orders in as sales will close on February 27th. Coupons will start going home tomorrow.
- ~ Neufeld Farms
 - ~ Online orders will launch around March 8th, orders will close on March 30th and pickup will be on April 4th at 2:30pm in the school garden.
- ~ Bottle Depot
 - ~ This is an ongoing fundraiser at any Return It location. Bring in your blue bags of empties, enter the schools phone number 604-853-7730 into the self serve kiosk, select how many bags you have, print the labels, stick them to the bag and drop them in the bin. The Return It staff will sort and count your items and the money automatically goes into the schools PAC account.
- ~ Cobbs Bread Gladwin location
 - ~ Cobbs will donate a portion of your purchase back to the school PAC and all you have to do is mention that you are with Thomas Swift Elementary.
- ~ Please remember that if you are sending an e-transfer to pay for any fundraiser, please ensure you note your child's full name and what the funds are for. If sending for multiple items, please itemize amounts and items.
- ~ If you are sending payments via cash, please send exact amounts.

Hot Lunch Report – Tasha Mash for Keri Buxton (Absent)

- ~ Next Hot Lunch is tomorrow, which is Boston Pizza
- ~ Hot Lunches are as follows:
 - ~ February 24th – Boston Pizza (orders closed)
 - ~ March 10th – Subway (orders close March 1st)
 - ~ April 21st – Red Robin (opening mid march)
 - ~ May 12th – White Spot (opening mid march)
 - ~ June 16th – Domino's Pizza (opening mid march)
- * June hot lunch is paid for by the PAC, but orders still need to be placed*

DPAC Report – Tasha Mash for Amy Mackenzie (Absent)

- ~ Further discussions were had regarding the possibility of having to hire non-qualified teachers.
- ~ There is information/budget meeting set for March 9, 2023
- ~ The joint partnership meeting is being held February 27, 2023, Shannon Kenney (as admin rep), Melissa Turner (as PAC executive rep), Amy MacKenzie (parent rep) and Michelle Jones (parent rep) will be attending as representatives of our school.
- ~ Each PAC within the district was asked to complete a survey to assist in the search for a new Superintendent. Those in attendance discussed the questions and answers were submitted:
 1. What qualities we find important for a Superintendent.
 - ~ Someone who has working knowledge / issue of School District #34 or someone who has experience and understanding of the workings of a school district
 2. Where the district could use some improvement.
 - ~ Strategy on how to address the staff shortage within all areas of the district (Teachers, TOC's, EA's, Bus Drivers, Crossing Guards)
 - ~ Growth Plan as our city is growing and we need to keep up and plan ahead

- ~ Equity among all schools within our district, which would create less of need for out of catchment requests thought the district.
 - ~ Someone who understands the 3 different levels of schools within our district and the needs of each of those levels.
 - 3. What the new Superintendent could do to help obtain those goals.
 - ~ Be visible within the schools and opened minded
- If you would like to read further information regarding the search for the new Superintendent here is a link <https://leadersinternational.com/abbotsford-school-district-superintendent-of-schools/>
- ~ Next DPAC Meeting is April 27, 2023.

New Business

- ~ If you are interested in an executive position on the PAC for next year, **both the President and the Treasurer position are up for election at our May PAC meeting.** Tasha and Laurel are currently in their second year and therefore these roles are up for election. If you are interest in either of these positions or if you have any questions on what these roles entail, please email the PAC taswiftpac@gmail.com or reach out to any PAC executive to discuss.
- ~ New window painting is being done on Monday, it will be a spring theme painting.

Carnival – Evelyn Whitehead & Ken Olynyk

- ~ Carnival Night will be held on Thursday, June 1st from 5-7:30pm
- ~ This event requires a lot of volunteers to help in the planning process, pre-event preparation, set up, game/concession/station volunteers, clean up and much more.
- ~ If you interested in assisting with carnival prep please reach out to Evelyn Whitehead on Facebook so you have be added to the planning group. **See below list of planning committee jobs that need to be filled. We need more volunteers in order to make this event happen.**
- ~ Cater has been booked, just wanting on final cost numbers.
- ~ Bouncy Houses have been booked
- ~ The Reptile Guy has been booked
- ~ Face Painting has been booked
- ~ Contact has been paid with Fire and Police services to see if they can come and set up
- ~ Michelle Jones will contact Laughing Stock Rach regarding pony rides, a Balloon Animals artist and Science World

Dates Of Note

- | | |
|---------------------|---|
| ~ February 24, 2023 | Jump Rope for Heart |
| | Hot Lunch – Boston Pizza |
| ~ February 27, 2023 | Fruit & Veggie Day – Mini Cucumbers |
| ~ March 8, 2023 | Neufeld Farms Easter Online Orders Open |
| ~ March 9, 2023 | Report Cards |
| ~ March 10, 2023 | Hot Lunch – Subway |
| | Last Day of School before Spring Break |
| ~ March 27, 2023 | First Day of School after Spring Break |
| ~ April 3, 2023 | Fruit & Vegie Day – Marble Cheese |
| ~ April 4, 2023 | Neufeld Farms Pickup @ 2:30 in the Garden |
| ~ April 7, 2023 | No School – Good Friday |
| ~ April 10, 2023 | No School – Easter Monday |
| ~ April 13, 2023 | PAC Meeting @ 7:00pm |

Next Meeting & Adjournment

- ~ Michelle Jones and Jessica Friesen won the attendance draws, a new red Swift Shirt
- ~ Meeting Adjourned at 8:52pm
- ~ Next Meeting is April 13, 2023, at 7:00pm in the Library

2023 SWIFT Carnival Committee

Thursday June 1st 4-8

BUDGET Evelyn

- Set a budget and monitor purchases and forecast ticket sales

MAIN ATTRACTIONS Evelyn

- Book main attractions package: 3 rides and 1 toddler station

INTERACTIVE ATTRACTIONS

- Book and report budget and arrange logistics
 - Glitter Tattoo Artists
 - Reptile Guy Michelle
 - Play Abby
 - Face Painting Michelle
 - Balloon Animals
 - Science World

LICENSES/PERMITS/INSURANCE

- Apply for any required gaming license, permits and any insurance obligations

TENTS/FACILITIES

- Book Day of event & field
- Book community tent rentals and layout of event
- Arrange layout of event and table/chair count

COMMUNITY ATTRACTIONS

- Police
- Firetruck
- Ambulance

ORDER FORMS/TICKETS & WRISTBANDS/TICKET

BOOTH Evelyn

- Create price points and order forms
- Organize ticket packages and wristbands and organize a handout system
- Oversee ticket booth

GAMES

- Take inventory of games and ensure all materials are current
- Submit Master List of games and submit to Volunteer head for station sign up

VOLUNTEER SIGN UP/SET UP & TAKE DOWN Tasha

- Organize volunteer sign up, fill time slots and notify adults of their time slot
 - Contact high schools to get Student Leadership team vs parents
- Organize Set up & Take down crew
- Ensure first volunteer slot is 45 mins so people are at the post before carnival begins

MARKETING

- Notify on Social Media day of event and what to expect
- Sponsor board

FOOD

Tara - Food day of

- Book Caterer and plan out meal plan
- Chips and drinks pre-purchase
- Layout of food station

CONCESSION

Laurel, Melissa, Shelby

- Plan concession items within budget
- Set up, decorate and price points for items

DECORATIONS

- Buy table cloths, signage, etc. within budget

RAFFLE

Michelle

- Donation Request Letter and distribute
- Get items donated and pick up from vendors
- Market donated items

CASH CONTROL/FLOATS

Laurel

- Set up floats, number and assign to stations
- Periodically do cash drops at stations, track per station and lock up safely
- Report earnings and costs to ensure balance sheet is correct for event