

Dr. Thomas A. Swift Elementary PAC Meeting

PAC Email: taswiftpac@gmail.com

E-transfers: swiftpacfunds@gmail.com

Date: April 13, 2023

Location: Library

Minutes taken by: Ryann Wynsouw

Call To Order

~ Meeting called to Order at 7:06pm by Tasha Mash

Attendance

~ Shannon Kenney (Principal), Tasha Mash, Melissa Tanner, Ryann Wynsouw, Keri Buxton, Michelle Gallant, Jessica Friesen, Jennifer Russell, Shelby Krunick, Ken Olynyk, Amy MacKenzie, Tara Lawrence, Michelle Jones

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 February PAC Meetings

Motioned: Tara Lawrence

Seconded: Melissa Tanner

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 info packs in the summer.

~ Budget consultation – The district is in the process of creating the budget for the 2023-24 school year – each year they ask for public consultation – please visit <https://engage.abbyschools.ca/> to have your voice added to the discussion

~ Heidi Karlsson is here working with all classes with her songs and stories program

- The grade 4s and 5s are writing a song and they will be performed in the gym in May and Ms. Karlsson will also record the song.
- 4x for intermediate and 3x for primary classes

~ Many Year End events are being planned

- Field trips are being planned for many divisions
- Track and Field for the Grade 4s and 5s is June 8th at Rotary Park

- Sports Day (June 17th)
- ~ Planning for next year is well underway
 - ~ class placement requests for next year will be sent out early May – please remember not all requests can be accommodated and there is a lot of time put into the creation of class lists
 - ~ School Supply lists and order forms will also be available in May – there are incentives to order early...
 - ~ Comfortably at 15 divisions – registrations are still ongoing

Treasurers Report – Laurel Ball

~ REGULAR ACCOUNT

Previous Account Balance	\$13,007.07	
Cheques Written	\$2,149.04	Boston Pizza (Hot Lunch)
	\$871.50	Art Will Travel (Window Painting)
	\$532.51	Supoto (Hot Lunch February & March)
	\$1,406.44	Subway (Hot Lunch)
	\$2,000.00	Panago (Pizza Coupons)
	\$2,182.00	Neufeld Farms (Spring Fundraiser)
Deposits	\$6,911.92	
Regular Account Balance	\$10,748.35	

~ GAMING ACCOUNT

Previous Account Balance	\$14,193.16	
Cheques Written	\$1,484.00	Heidi Karlsson – Songs and Stories
	\$852.71	Field Trips (Kilby, Fraser River Discovery Centre)
Gaming Account Balance	\$11,259.00	

Fundraising Report – Michelle Jones - Michelle Forrest (Absent)

- ~ Hanging Baskets and Plant Fundraiser through Growing Smiles Fundraising. Options include hanging baskets, succulents, vegetable starter packs etc. Order can be placed via this link, [Growing Smiles Fundraising](#) until April 27th and the link is also on the PAC Facebook group. Order pickup will be on May 11th at the school.
- ~ A Playground Map project for the summer is in the works and we hope to have further details for you soon.
- ~ PAC is looking for new fundraising ideas for next years. If you have a fundraiser idea that you would like to see us offer, please email the us at taswiftpac@gmail.com
- ~ Panago Pizza Coupons (closed)
 - ~ All 200 coupons were sold and distributed. Thank you to everyone who purchased coupons and made this fundraiser so successful! We profited \$800.00 on this fundraiser.
- ~ Neufeld Farms (closed)
 - ~ Thank you to everyone who purchased items from this fundraiser. We profited \$607.00 from this fundraiser.
- ~ 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 – Keri Buxton

- ~ Next Hot Lunch is Red Robin on April 21st
- ~ Hot Lunches for the remainder of the year are as follows:

- ~ April 21st – Red Robin (ordering closed)
- ~ May 12th – White Spot (ordering open)
- ~ June 16th – Domino's Pizza (ordering open)

*** June hot lunch is paid for by the PAC (1 pizza and 1 milk), but orders still need to be placed. If you would like to order more than 1 pizza or 1 milk for you child, then you will have to pay the additional costs. If this is the case, additional orders are placed separately from the PAC provided items. See Hot Lunch Website for full details. If you have any questions, please contact Keri swifthotlunch@gmail.com

DPAC Report – Amy Mackenzie

- ~ There was a presentation given about learning support services. If you feel like your child is in a position where they are in need of support they suggest first reaching out to the teacher, then the principal and then the school support team.
- ~ Thank you to all PAC's who submitted the superintendent search questionnaire. The search for the new Superintendent is underway.
- ~ A questions was brought up regarding how long to keep PAC meeting minutes accessible. It is recommended that meeting minutes be accessible for 3 years on the PAC section of the school website. Gaming requires that meeting minutes be kept for 5 years.
- ~ Again DPAC apologies for the technical issue regarding the Cyber Safe event. Rescheduling the event will be announced soon.
- ~ Next DPAC Meeting is April 27, 2023.

Staff Appreciation – Jennifer Russell

- ~ Planning is underway for a teacher appreciation week celebration luncheon in the first week of May. If helpers are needed, a facebook post will be sent out.

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 AGM 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.
- ~ PAC AGM is on May 24th and new executive positions will be voted on at this meeting.
- ~ The 2nd water bottle filling station is finally in the process of being installed near the gymnasium. This is an expense that the PAC approved about 3 years ago but school district would only approve installation of 1 water bottle filing station per school at a time so we have been waiting very patiently for our second installation
- ~ We are looking for suggestion for new ways to fundraise for next year. If you know of an awesome fundraiser, please email us and let us know. Also if you really liked one of the fundraisers for this year or past years let us know so we don't replace it.
- ~ We are looking for suggestions of for new items for the school that we can set fundraising goals for. If you have any suggestions of new things you would like to see at the school or items to be refreshed around the school please let us know so we can bring up suggestion at next years meeting and start fundraising to cover the costs. We have a post on the PAC Facebook on the subject as well.

Carnival – Tasha Mash & Ken Olynyk - Evelyn Whitehead (Absent)

- ~ 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.**
- ~ We are looking for donations for the Raffle draw at the Carnival. If you have a business that would like to donate please reach out to Evelyn or the PAC email. We also need volunteers to approach local businesses for possible donations. For businesses who provided donations, we are

able to provide advertisement for them at carnival so attendees know where all the generous donations came from. We have donation letters available at the office to provide to businesses.

~ We are looking for stuffed animals donations for prizes. Have your kids go through their collections and see which ones they are willing to part with.

~ We are looking for volunteers who have their First Aid Certification that can volunteer to help out for Carnival.

~ Ticket sales will be done via the hot lunch website. Information to come soon.

~ Caterer has been booked, just waiting on final cost numbers.

~ Bouncy Houses have been booked

~ The Reptile Guy has been booked

~ Face Painting and Glitter Tattoo's has been booked

~ Abbotsford Fire Service will set up a Fire Truck Display

~ Laughing Stock Ranch is being finalized for pony rides

~ Stuffy Riders is being looked into.

Dates Of Note

- | | |
|------------------|---------------------------------------|
| ~ April 21, 2023 | Hot Lunch (Red Robin) |
| ~ April 24, 2023 | Fruit & Veggie Day (Mini Peppers) |
| ~ April 27, 2023 | School Spirit Day – Rainbow / Tie Dye |
| ~ April 28, 2023 | Pro D Day – No School |
| ~ May 8, 2023 | Fruit & Veggie Day (Spartan Apples) |
| ~ May 11, 2023 | Hanging Basket & Plants Pickup |
| ~ May 12, 2023 | Hot Lunch (White Spot) |
| ~ May 17, 2023 | School Spirit Day – Swift Wear Day |
| ~ May 19, 2023 | Pro D Day – No School |
| ~ May 21, 2023 | Victoria Day – No School |
| ~ May 21, 2023 | PAC AGM Meeting @ 7:00pm |

Next Meeting & Adjournment

- ~ Jennifer Russell won the attendance draws, a gift card to Tim's
- ~ Meeting Adjourned at 8:47pm
- ~ Next Meeting is May 24, 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