



Chimney Hill Elementary - PAC

(Parent Advisory Council)

14755 74 Avenue, Surrey, BC, V3S 8Y8 E-mail: chimneyhillpac@gmail.com

PAC Meeting Minutes (Draft Pending Approval) Thursday, November 18, 2021: 7:07pm – 8:05pm Zoom

Executive in Attendance:

Kiran Bhandal — Secretary
Suzy Fong – DPAC
Preet Bhullar – Community Development
Ruby Manhas — Social Events
Anju Seikham – Fundraising Coordinator

Parent Attendance:

Tessa G

Regrets:

Kiran Bains – Hot Lunch Coordinator

Staff Attendance:

Ms. Reiter

Minutes recorded by Kiran Bhandal

- Motion to begin meeting at 7:07pm by Kiran. Seconded by Suzy.
- Introductions
- Minutes from October 21, 2021 reviewed but will need to be approved at next meeting.
- PAC Executives
 - Vacant Positions
 - Chair
 - Vice Chair
 - Treasurer
 - Yearbook Committee
 - Ms. Reiter noted positions down to start including vacant positions in biweekly school newsletter

• **Treasurer's Report and Budget**

Operating Account:

Nov 11, 2021 Statement Balance \$10,256.50

- Deposits
 - Grade 7 Grad: \$297.54
 - Deposit Reimbursement: \$10.50
- Expenses
 - Hot Lunch App: \$337.00
 - System Charge: \$1.50



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Gaming Account:

Nov 11, 2021 Statement Balance: \$21,436.12

- Deposits
 - None
- Expenses
 - Cheque for BC PAC: \$75.00
 - Cheque for 2020/2021 Yearbook: \$8,486.19

Updates:

- Funding Requested - Operating Account
 - Classroom Fund (\$100 x 26 divisions)
 - **Motion to approve \$2600.00 for classroom funds by Suzy. Seconded by Kiran Bhandal**
 - **Approved by acclamation**
 - Confirmed that PAC will write a cheque for \$2600.00 and Admin will distribute to classrooms
 - Principals Fund (\$1 x 620 students)
 - **Ms. Reiter to confirm total number of students and to send confirmation to Preet**
- Funding Requested for Extra-Curricular – Gaming Account
 - Playground Replacement Trust (held at District)
 - Confirmed \$3000 is being held in trust account at the district level for the playground replacement
 - Coding Club
 - Sponsored by Ms. Watson & Ms. Reiter
 - Club will take place at lunch time in the library
 - School will be focusing on one grade level at a time and there are a few different coding programs to choose from
 - Funding is requested for new laptops – bundle of 5 new laptops for \$6820.00
 - 2 students per laptop (10 students on new laptops and another 10 on older laptops)
 - **Tabled vote for this funding request to December PAC meeting once additional details are confirmed regarding other funding requests and potential grants.**
 - Field Trips
 - Admin confirms fieldtrips are not taking place currently due to health and safety protocols surrounding grouping students into cars for transportation
 - At some point the school would like to fund for some sort of presentation to come to the school and students would be split into two groups for the presentation
 - Options are to table field trip/presentation funding for a later date or set aside some funding now for a presentation.



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- Alternatively, Ms. Reiter proposes the field trip funds can be used to purchase boardgames and other supplies for each classroom for rainy day activities.
 - Funding request would be for \$100 for each classroom towards indoor activities/supplies
 - **Tabled to December PAC meeting for vote**
- Slide Replacement
 - Slide was repaired this week but Admin is unsure how long this repair will last
 - A District site manager visit is scheduled for Nov 25 to assess the existing playground and confirm if it is feasible to continue repairing or replacing the equipment. The manager will be able to assess how much longer this playground can continue to be used safely.
 - During this visit, Admin will also be asking the site manager to confirm if a second playground (i.e., swings) can be added to the school grounds
 - Ms. Reiter says typically playground equipment is funded by PAC through fundraising efforts but Ms. Reiter will speak with the site manager to see if there are options for alternative funding through grants.
 - Admin estimates the slide replacement to cost \$1500.00 but this will be confirmed after the site visit on the 25th.
 - **Tabled for discussion at Dec PAC meeting**
- Garden Club
 - Application has not been approved yet but might receive notice in December
 - The district will be funding part of the costs but Admin is unsure what funding portion will be requested from PAC
 - **Tabled for future PAC meeting once application is approved**
- Discussion about priorities for these funding requests
 - Ms. Reiter wants to build on the tech so our tech is kept current and doesn't need to be replaced altogether.
 - Playground – replacement or second playground
 - Ms. Reiter confirms that parents can donate funds to the school directly on the Chimney Hill website through donation button. Once we establish what we will focus fundraising efforts directly to (i.e., Playground), the fundraising/donation information will be sent out to parents
 - **Ms. Reiter to look into whether there are any grants available for the playground replacement and/or tech for schools as well**
- **Principal's Report – Ms. Reiter**
 - The office has been working on the online payments via school cash online and Admin requests that parents email the school if there are any issues with too many reminders being sent out
 - Ms. Watson has book Selima Noon body science presentation for grades 5-7 for May 2022



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- Parking Lot Concerns
 - Police officer and safe school representatives have been by to provide recommendations and they've suggested the following areas of focus
 - Ensure parents are driving into the parking lot at minimum speed
 - Restrict parking lot to a drive through drop off/pick up zone with parents parking on the street if they do need to park and get out of their car
 - There is notable improvement in the parking lot when Ms. Watson & Ms. Reiter are present in the parking lot
 - Question about why the exit is closed down to a single lane
 - Crossing guard, Mr. Taggart rallied to close the second lane off after voicing concerns about student safety when crossing across the parking lot exit.
 - The single exit lane does not impact the parking lot traffic. The congestion is from parents stopping/parking their cars.
- Deck the Halls event
 - Request for about 700 candy cane treats for deck the halls event on Friday November 26. Friendly competition, decorating classroom doors
 - Box of 12 candy canes for about \$2.50 comes out to about \$150.00
 - **Motion to approve up to \$150.00 for candy canes from gaming account by Suzy. Seconded by Anju.**
 - **Approved by Acclamation.**
- Funding requests listed above including slide replacement, laptop bundle, classroom funds, rainy day activities, comes out to about \$13,670
 - Ms. Reiter will send itemized list of funding requests to Preet to include in the next PAC Meeting slides for voting
- **Committee Reports:**
 - **Hot lunch**
 - Proposed hot lunch dates 11/26 and 12/10
 - PAC to confirm hot lunch details to admin
 - **Community Relations**
 - Admin to confirm if white hatter presentation has been booked and email details to Preet.
 - **Fundraising**
 - Krispy Kreme Fundraiser
 - Ruby and Anju are still waiting on a letter from Admin. Asked Ms. Reiter to send this letter.
 - Ms. Reiter to look into whether fundraising payments for Krispy Kreme gift certificates can be accepted through school cash online
 - Another option is to have payments made through munchalunch once that's set up however if this is similar to the way hotlunches.net was, there may be a transaction fee collected by a third party (i.e., Bambora).
 - Details to be confirmed once munchalunch is set up.



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- Other fundraising possibilities that will be looked into further include:
 - Purdys Christmas Catalogue
 - Grocery Gift Cards

Social Events

- Discussion surrounding whether there is an update on health and safety protocols, whether an event can be held at the school.
 - Admin confirms we should hold off on a social event for now due to safety concerns

DPAC

- Presentation scheduled for Nov 24th on the Foundation Skills Assessment including discussion about the purpose behind these, and pros and cons. Information will be posted on DPAC website and Facebook page.
- Mental Health presentation to be held in January

• **Other Business:**

- Funding Receipts for Mural and Diwali Divas
- Diwali Divas
 - Question about whether the diva activity was held school wide as some students did not participate
 - If PAC is funding an activity such as this, it should be for every class.
 - Admin to discuss with staff and ensure the upcoming Christmas ornament activity is held school wide
- PAC drawer
 - The PAC drawer was moved from the Back room to the PAC Kitchen due to concerns about too many people being in the teachers prep area however the PAC kitchen has not been a viable option.
 - Drawer to be moved inside the main office area, by the front entrance.
- PAC meeting schedule – 3rd Thursday of January, February, April, May
 - PAC general meeting to be scheduled for December to go over the funding requests
 - Scheduled for December 9, 2021 at 7pm

- **Motion to close the meeting at 8:05pm by Kiran Bhandal. Seconded by Suzy.**

Next Meeting: December 9, 2021

