



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, October 21, 2021: 7:04pm – 8:48pm Zoom

Executive in Attendance:

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

Parent Attendance:

Isha Sehgal
Deepika P
Nigel H
Sher Sekhon
Grace M
Sharan D

Regrets:

Anju Seikham – Fundraising Coordinator
Kiran Bains – Hot Lunch Coordinator

Staff Attendance:

Ms. Reiter
Ms. Watson
Mr. Mohammed

Minutes recorded by Kiran Bhandal

- Motion to begin meeting at 7:04pm by Suzy. Seconded by Preet
- Introductions
- Motion to approve the minutes from September 23, 2021 by Preet. Approved by acclamation.
- PAC Executives
 - Chair - Vacant
 - Vice Chair - Vacant
 - Treasurer - Vacant
 - Yearbook Committee – Vacant
 - Discussion about the vacant positions and confirmed they can be shared by two parents and all roles would be supported by the PAC executive
 - Parents are encouraged to attend PAC meetings and get a feel if they would like to join the executive
 - Parents are asked to email the PAC email (chimneyhillpac@gmail.com) if they have any questions or would like more information on these positions.



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- **Treasurer's Report and Budget**

- **Operating Account:**

- Oct 21, 2021 Statement Balance \$10,286.96

- Expenses
 - Cheque: \$60.94
 - System Charge: \$1.50
 - Night Deposit Box Charge: \$10.50

- **Gaming Account:**

- July 31, 2021 Statement Balance: \$29,998.81

- Deposits
 - Gaming Grant: \$12,800.00
- Expenses
 - System Charge: \$1.50

- **Updates:**

- Budget Item Requests
 - School mural on wall across from the office - \$530.00. Painted by Mr. Langereis over the summer and this amount is for the paint supplies. The mural was approved by Ms. Colgate at the end of last year but had been in the works for a few years.
 - Discussion about adding PAC acknowledgment on the mural, and reminder of process to request funding for items prior to purchase.
 - **Motion to approve funding for \$530.00 with PAC acknowledgment on the mural by Suzy. Seconded by Ruby.**
 - **Approved by acclamation**
 - Recurring annual line items - funding for crossing guard gift cards \$100.00, Staff Appreciation \$100.00, PAC Inspiration Award \$400.00
 - Question about increasing the PAC inspiration award from \$400 to \$500.
 - The Gaming rules have been adjusted this year to indicate the awards cannot be issued from Gaming funds and must come from the Operating funds. As we have not been able to fundraise over the last couple years, we are unable to increase the award at this time.
 - **Motion to approve \$100.00 crossing guard gift cards, \$100.00 staff appreciation, \$400.00 PAC Inspiration Award by Preet. Seconded by Suzy.**
 - **Approved by acclamation**



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- Hot Lunch Online Platform (Munchalunch) application - \$340.00
 - Question about how profitable online hot lunches can be. Confirmed to range from \$400-\$700 per hot lunch day
 - **Motion to approve \$340.00 Munchalunch fee by Preet. Seconded by Suzy**
 - **Approved by acclamation**

- Request from Ms. Reiter to have funding for a washer and dryer for the school this year. This will be used to launder team jerseys and pinnies.
 - A site visit will be conducted by the School District to confirm cost (approximately \$1200) and determine an appropriate location in the school based on electrical requirements
 - The pinnies are currently not being washed and are used by all students and the sports teams. Some coaches choose to gather jerseys and launder them at home and then bring them back to the school.
 - Machines would help promote sanitization, longevity and wear, and reduce chance of loss for team jerseys
 - Discussion about whether the jerseys laundering can be incorporated into student leadership opportunities.
 - **Ms. Reiter to gather more information. Tabled for Nov PAC meeting**

- Question from parent whether a freezer can be funded for the PAC kitchen and a regular afterschool freezie sale can be held to raise funds for the school.
 - Option for students in grades 6 and 7 can organize and hold the afterschool sales.
 - School community would be encouraged to support freezie sale where proceeds benefit the students and school in lieu of supporting the ice cream truck.
 - **If district facilities rep does a site visit, Admin will ask them to look for space for a PAC freezer as well**
 - **Tabled for November PAC meeting**

- Funding requests for extracurricular activities (from gaming funds)
 - Staff committee would like to request Divas for Diwali & Christmas Ornaments again this year for PAC school spirit/holiday celebrations
 - **Motion to approve \$1200.00 for Diwali divas and Christmas ornaments by Kiran Bhandal. Seconded by Ruby.**
 - **Approved by acclamation**

 - Mr. Mohammed will forward the receipt for Fit Kids shirts and equipment but has noticed the existing equipment is breaking, possibly because the equipment is being used outside this year due to covid protocols.
 - Mr. Mohammed requests additional funding for Fit Kids this year as the equipment is not lasting as long.
 - Mr. Mohammed requests additional \$1000.00 for Fit Kids funding
 - **Motion to approve \$1000.00 by Preet. Seconded by Suzy.**
 - **Approved by acclamation**



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- Ms. Reiter requests clarification for the \$3000 previously approved for playground recess/lunch equipment
 - Confirmed that this is for recess/lunch equipment for each classroom.
 - Admin will need to proceed with the order and then submit a cheque requisite with the receipts for reimbursement from gaming funds.
- Ms. Watson requests confirmation if the school garden can be funded through the gaming account.
 - Preet confirms that to be funded from the Gaming account, the school garden has to be considered extracurricular and not part of the curriculum.
 - Ms. Watson confirms the funding would be for a School Garden Club.
 - Only 10 schools are selected by the School District each year and Chimney Hill's application has been submitted.
 - **Tabled for future discussion if Chimney Hill receives approval for the school garden.**
- **Principal's Report – Ms. Reiter**
 - Next week there will be activities everyday kicking off with a pumpkin patch on Monday morning on the gravel field. Grade 7's will set up the pumpkin patch with hay bales.
 - Payments have been received on schoolcashonline for about half of the students
 - Pumpkin run on Wednesday– Mr. Taggart and other grandparents will supervise the running route
 - Gallery walk on Thursday to view pumpkins
 - Friday – primary outdoor costume parade. Intermediate students get to be audience members. Spooky flashlight reading in the afternoon.
 - Parents may attend the outdoor costume parade – outside perimeter, stand back to watch outside. Will be in the morning, after recess. Admin to send email out with information or post update on school website.
 - Treats may be sent in with students as long as they are individually wrapped for children and students are not sharing the treats in class.
 - Remembrance Day assemblies will be held with students split into 2 groups based on odd/even division numbers
 - Students have been working hard with the music teacher for special performances
 - Admin to provide more information for parents.
 - Diwali – diva painting activity – with funding from PAC
 - With the health & safety protocols, Admin feels there is more space and certain activities can be approved now as long as they are within protocols. Return to fun and exciting learning spaces.
 - Volleyball
 - Mr. Mohammed and Mr. Langereis are coaching the teams
 - Parents can attend as spectators and admin will set up an entrance tables for parents to sign in before entering the gym



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- **Vice Principal's Report – Ms. Watson**
 - Salima Noon has been contacted regarding the health/body science presentation for intermediate students
 - More information will be provided soon
- **Committee Reports:**
 - **Hot lunch**
 - Kiran Bains is coordinating hot lunch items and will set up the munchalunch account online.
 - Admin confirms Kiran should communicate with Ms. Watson or Ms. Reiter to compare proposed hot lunch dates with the school calendar to assess potential conflicts.
 - **Fundraising**
 - Krispy Kreme Fundraiser
 - Gift Certificates for a dozen donuts can be purchased for \$5.95 each and can be sold for \$10 or \$12
 - Krispy Kreme will need a letter from the school. **Ms. Reiter to draft the letter on school letterhead and forward to Ruby**
 - Other fundraising possibilities that will be looked into further include:
 - Purdys Christmas Catalogue
 - Amazon or Indigo sales
 - **Social Events**
 - Discussion surrounding a potential outdoor event with a bouncy castle, hockey nets and face painting
 - Admin confirms we should hold off on a social event for now
 - **Ms. Reiter will confirm what the current health and safety protocols are for outdoor events**
 - **DPAC**
 - DPAC has posted a Surrey schools ventilation report to the DPAC website
 - The report was provided by the school district upon request by DPAC
 - DPAC is reviewing the ventilation report and considering if any changes need to be made at any of the Surrey schools
 - DPAC Meetings are open to all parents to attend by only the DPAC reps from each school PAC can vote on items
 - October meeting – PAC Bylaws and Finance 101
 - November general meeting – mental health and cyber bullying
 - **Other Business:**
 - Yearbook Committee
 - Call out for any parents or staff members who would like to coordinate yearbooks for this year.
 - **Ms. Reiter to include details in upcoming school newsletter. Would work best as a coordinated effort between 1-2 parent volunteers and staff members.**



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- Discussion surrounding parking lot safety
 - There are concerns also about parents dropping off students in the back of the school, in the culdesac on 147A St.
 - Admin has asked for school RCMP liaison to conduct a site visit to attend and make recommendations for traffic concerns.
 - Ms. Reiter and Ms. Watson are outside in the afternoons reminding parents in the parking lot that they cannot park and leave their cars as it is a drive through drop off or pick up zone only.

 - School Playground Concerns
 - Admin had requested District to conduct a site visit and they deemed the slide was unsafe and is now closed for use. Admin will follow up to confirm more details

 - Playground replacement usually is funded by the PAC and will need to be fundraised for. District can inspect and advise how long the playground can continue to be used safely and what costs will be to replace the playground.
 - **Preet will follow up with Ms. Reiter and Ms. Watson with previous PAC-Admin email chain regarding playground funding grant applications.**
 - Question about parents setting up online donations for playground fundraising.
 - Admin confirms they will look into this and confirm if this can be coordinated.
 - There is also possibility about funding from Canadian Tire
 - **Tabled for November PAC meeting**

 - There is a limited number of students allowed at a time on the monkey bars or tire swings so students are encouraged to find other spaces to play
 - Question about whether some of the extra space near the playground can be used to add more playground equipment, such as slides
 - **Admin will contact School District to discuss grounds options**

 - PAC meeting schedule – 3rd Thursday of November, January, February, April, May
 - PAC exec to confirm and advise if meeting times will alternate between afternoon and evening.
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- **Motion to close the meeting at 8:48pm by Preet. Seconded by Kiran Bhandal.**

Next Meeting: November 18, 2021

