

Chantrell Creek Elementary School PAC General Meeting Minutes

November 3, 2022, 7-8pm
Zoom Meeting

Website: www.chantrellcreekpac.ca
Email: hello@chantrellcreekpac.ca

*** **subscribe to our PAC newsletter at www.chantrellcreekpac.ca** ***

Attendees:

Sophia Z, Vin Z, Ivy C, Jessie L, Evans J, Kiran S, Lebing L, Amanda D, Nancy, Ingrid, Kun X, Iris L, Ji, Jin, Kaley N, Li Z, Lisha, Nancy G7, Monica, Wendi, Yin, Xinyu, A.M Z, Lily Y, Hong Q, Kristin, Annie L, Eileen H, Alison, Jessie, iphone, ipad(2), Yanna Z

Special Guest: Principal Mr. Linklater

Minutes:

7:00pm – Meeting started, giving parents a few mins to join. Welcome and call to order (Sophia)

At 7:05pm, Sophia thanked everyone for joining today's general meeting and went through logistics in Zoom: raise hand, unmute to speak; use emoji (green check mark, red cross mark) to vote. Sophia introduced the executives. Today to vote Evans Jia as Vice Chair.

2022-23 PAC Executive Team:

Chair: Sophia Zhang

Vice Chair: Evans Jia (Candidate)

Treasurer: Vin Zhang

Secretary: Vacant

Hot Lunch/Tech Coordinator: Kevin Zhang

Safety/Traffic Coordinator: Christine Ma

Care Fund Coordinator: Kiran Surendranath

Book Fair Coordinator: Ivy Chen, Jessie Lu

Fruit and Vegetable +Milk Coordinator: Julia Magalhaes

Members at Large: Yuan Ren

Sophia reminded the basics – Respect. Make the best use of everyone’s time. Keep it simple. NO overengineering.

1) Adoption of agenda. No question or objection raised before or on the meeting. Agenda as presented is passed.

2) Adoption of PAC general meeting minutes – October 6, 2022. No question or objection raised before or on the meeting. The minutes posted on PAC website are passed.

<https://static1.squarespace.com/static/5ef2b0aa1781ab6c55cd6073/t/6340f83d98994c6f1d3183e8/1665202238450/PAC+General+Meeting+Minutes+Oct+6+2022.pdf>

7:10pm – Financials update (Vin)

Budget projection balance - general account 4.4k, gaming \$1.8k.

Staff appreciation budget available. Appreciation could be luncheon like it was before COVID, or Purdy’s that we did last year.

\$3055 product rewards earned from Fall book fair, for library /classroom books. Details covered in book fair update.

Budgets presented were approved on PAC AGM in June.

7:20pm – Book Fair (Ivy, Jessie)

<https://www.scholastic.ca/bookfairs/>

Fall Book Fair Wrap Up - Total sales \$5471.28, 66% cash, 31% card payment, 3% online – driven by great participation from students, parents, teachers. The early dismissals helped increase numbers. Parents came for parent teacher meeting, able to participate in book fair too.

Parents volunteered as cashiers, assistants. Thanks to Annie S, Kaley N, Kun L, Li Z, Janet Y, Kristin X, Akari O, Jen N, Julia M, Jun L, Sharan W, Panna L.

- Total sales \$5471.28
- Net sales \$5091.70
- Product rewards earned \$3055.02
- Products taken from Fair \$847.5, for classrooms, library
- Rewards orders \$126, for classrooms - to be delivered to school
- Remaining product rewards \$2056.52 – for library

For the next book fair, teachers to have more time to preview to complete wish list. Principal agreed with Spring Book Fair plan schedule.

- April 18 Fair arrives at school
- April 18 & 19 Set up. Teachers preview, fill in the wish list, and pile up the books in each box/bag
- April 20 & 21 In-school fair at lunch time (11:30-12:30) and after school (2:30-4:00)
- April 20-22 Virtual fair

7:25pm – Fruit and Vegetables (BCSFVNP) +Milk (Julia)

<https://bcaitc.ca>

Sophia presented the updates - received the first delivery (Pear, Milk) last Wednesday on Oct 26. Super job by Julia M, Jun L, Kaley N, Li Z, Jessie L, Akari O!

Next delivery is on Nov 16, Mandarins, Milk

Oct to May. volunteersignup.org/4DAR8

Delivery Schedule

Date	Status	Product	Product	Log Sheet
Sep 21st	Cancelled due to enrollment suspension	Blueberries	Milk	
Oct 5th	Cancelled due to enrollment suspension	Plums, Prune Organic	Milk	
Oct 26th	On schedule	Pears, Anjou	Milk	
Nov 16th	On schedule	Mandarins, Halo	Milk	
Nov 30th	On schedule	Mandarins, Halo	Milk	
Jan 18th	On schedule	Pears, Bosc	Milk	
Feb 1st	On schedule	Apples, Ambrosia	Milk	
Feb 15th	On schedule	Snap Peas (12x24oz)	Milk	
Mar 8th	On schedule	Pears, Anjou	Milk	
Apr 19th	On schedule	Armstrong Cheese Sticks, Marble Cheddar	Milk	
May 3rd	On schedule	Tomatoes, Grape (12 X 2 lb)	Milk	
May 17th	On schedule	Apples, Organic	Milk	

7:27pm – Care Fund (Karin)

Kiran presented Care Fund - to support families in need in sister school, Senator Reid. Kiran has contacted Principal Mr. Taylor, expecting the list by next week.

Fundraising ideas:

1. “Week of giving” (Ms. Chapman) - Students go out a few days to collect cash donations

Mon-Thursday - Leadership students collect Cash donations from students through classroom teachers, distribute candy canes for each donation, e-transfer donation option open to families

Weds/Thursday - Stuff the Stocking Campaign after school outside to collect cash donations from families

Friday - After School Bake Sale/Candy Sale and Final Stuff the Stocking collections

Need 2 parents to count cash. Amanda is willing to help.

2. Purdy's fundraiser

3. Arts & Crafts for sale

Parent wrote in Zoom chat, shared how it is done in another school - wish list is posted. Parents can sign up which items they will donate. It looks like easier to organize.

Phil to talk with Mr. Taylor to get updates and list.

Care fund further discussion on executive meeting on Nov 17.

7:40pm – School Supply: schoolstart.ca renewal and vote (Sophia)

<https://schoolstart.ca/>

Majority voted Yes to renew, having schoolstart.ca as an option to purchase school supply from.

7:43pm – PAC New Executive – Vice Chair candidate and vote

PAC C&B <https://www.chantrellcreekpac.ca/pac-constitution-bylaws>

Evans is willing to take the role of Vice Chair. Majority voted Yes for accepting Evans Jia (G5 parent) as Vice Chair, having signing authorities. Congrats to Evans! Thank you for volunteering.

Sophia to prepare documents, arrange for signing authorities to be added at the bank.

7:48pm – Hot lunch update; Concession discussion and vote (Kevin, Sophia)

- Candy?
- Next year, Friday afterschool concession?
- Cooler, Insulated bag

Shall ask why's: "Why We Have Hot Lunch Program?", "Why Families Support?" before jumping to hot lunch, concession discussions.

Sophia presented the Hot Lunch Program Past and Present, so new parents or parents in the school for years get clarity. We have had a simplified version of hot lunch since last Oct. Suppliers deliver to school at 11:45am, vs 11:15am before COVID. Parent volunteers come to help at 11:45am, vs 11:10am before COVID.

Also presented lunch helpers tasks. (Note the page will be updated. Less time, less volunteers are needed, with concession being cancelled on Wednesday, per vote on the meeting)

Hot Lunch Program Past and Present				
School Year	Program Detail	Suppliers	Concessions	Parent Volunteers
2019 and before	<ul style="list-style-type: none"> Multiple suppliers on each hot lunch day. Delivery to school at 11:15am The items, such as booster juice, 2% milk, chocolate milk, bottled water, Dad's cookies, Rice Krispie, Welch's fruit snack...were listed on hot lunch ordering Coolers for each division were used because parent helpers MUST distribute and place these items into the coolers, including booster juice, 2% milk, chocolate milk, bottled water, Dad's cookies, Rice Krispie, Welch's fruit snack... 	<ul style="list-style-type: none"> White Spot Freshslice Wok Box Yamako Booster Juice Dairyland Milk supplier Rice Triangles 	<ul style="list-style-type: none"> Ran concession sales: chips, cookies, Rice Krispie, Welch's Fruit Snack... Purchased extra lunch items for sale too! 	6 parent volunteers a day. From 11:10 am to 12:45 pm
2020 - 2021	<ul style="list-style-type: none"> Not Offered due to COVID 			
2021 – 2022 Started from Oct 27, 2021	<ul style="list-style-type: none"> ONE supplier on each hot lunch day, rotate with the vendors. Delivery to school by 11:45am. The items, such as booster juice, 2% milk, chocolate milk, bottled water, Dad's cookies, Rice Krispie, Welch's fruit snack..., are NOT offered in the simplified version of hot lunch 	<ul style="list-style-type: none"> White Spot Freshslice A&W Maguroguy Sushi & Grill 	<ul style="list-style-type: none"> NO concession sales Oct-April Ran concession sales May-June: chips, cookies, Rice Krispie, Welch's Fruit Snack, Fruit by Foot, Fruitsations, Kernels 	3 parent volunteers a day. From 11:45 am to 12:30 pm
2022 – 2023 Started from Sep 28, 2022	<ul style="list-style-type: none"> ONE to TWO suppliers on each hot lunch day, rotate with the vendors. Delivery to school by 11:45am. The items, such as booster juice, 2% milk, chocolate milk, bottled water, Dad's cookies, Rice Krispie, Welch's fruit snack..., are NOT offered in the simplified version of hot lunch 	<ul style="list-style-type: none"> White Spot Freshslice A&W Maguroguy Sushi & Grill Jiacheng Food Cobs Bread 	<ul style="list-style-type: none"> Ran concession sales: chips, cookies, Rice Krispie, Welch's Fruit Snack, Fruit by Foot 	5 parent volunteers a day. From 11:45 am to 12:45 pm.

Hot Lunch Helper Tasks

Time	Tasks
11:45 am	<ul style="list-style-type: none"> • Arrive and sign in at the office. Help supplier to bring lunch bags inside and place at the kitchen area. • Hand out the cheque to the supplier. • Wash hands at the kitchen. Use hand sanitizers. Put on disposable gloves.
11:45 am – 12:00 pm	<ul style="list-style-type: none"> • Handle parents requests that have been sent to PAC (hello@chantrellcreekpac.ca) by 10:30 am, for example, pick up hot lunch in the afternoon; send a sibling's lunch to another
12:00 pm – 12:15 pm	<ul style="list-style-type: none"> • Students are helping take hot lunch bags to the classrooms. • For K-G2, Division 11 to 15, lunch helpers put hot lunch items on children's place mats.
12:00 am – 12:45 pm	<ul style="list-style-type: none"> • Check and resolve students' inquiries about order items, or whether parents place any order for them • Hand out the make up items to close any prior missing case, or fix errors, if any • Parent volunteers open concessions. Two parents count cash, verify and sign, and put cash in a bag.
12:20 pm – 12: 45 pm Organize vendors bags (Freshslice, White Spot), or recycle boxes (A&W)	<ul style="list-style-type: none"> • Parent volunteers make sure the empty bags (White Spot, Freshslice) are returned to the kitchen. <p>Freshslice: Place all the empty bags in the kitchen for supplier to pick up in the afternoon, or supplier takes back immediately after the delivery. Help drop off bags to the store, when required.</p> <p>White Spot: Drop off to the store in the afternoon (White Spot Morgan Crossing)</p> <p>A&W, Cobs, Maguroguy Sushi & Grill: Recycle boxes, bags</p> <p>Jiacheng Food: supplier takes back cooler after the delivery.</p>
12:45 pm	Sign off and leave the site.

Note: one parent volunteer goes to the stores to pick up orders at 11:30am. A&W – the King George store. Cobs Bread - the Semiahmoo store.

Amanda proposed more varieties for concessions, small treats for example. Sophia, Principal commented, to keep simple is preferred.

Lunch time is short. Kids line up to buy concessions on Wednesday. Waiting lines are long. Kids do not have time to eat or are not eating their lunches well due to concessions. Fruit and Vegetables +Milk are on Wednesdays too. Proposal to move concession from Wednesday to Friday after school. Parents can see what their kids are buying.

Motion to cancel Wednesday concession. Majority voted for Yes. No Wednesday concessions going forward.

Motion to have Friday after school concession. 22 voted for No. 3 voted for Yes. No concessions on Fridays.

Concession items we have in the kitchen to be processed - boxes of items not opened to be returned for refund; boxes opened to be distributed to classes.

Amanda mentioned the needs to email to parents about concession cancellation, to receive broader feedback.

Sophia to send out today's meeting minutes. Parents can send feedback to PAC email.

Note: Updates being made on Sep-Jan volunteersignup.org/9R7R9 since concession sales are voted to cancel on Wednesdays. Less time, less parent volunteers are needed going forward.

Sophia reported that concessions do not generate much revenue. Concessions 4 times close to that from a pizza day.

Parents wrote in the Zoom chat, request for adding another hot lunch day. To have 2 hot lunch days every week. Parents can join the executive meeting and office hour on Nov 17 to discuss and share ideas.

8:16pm - Information that you need to know

Sophia asked parents to check out the information in the agenda. PAC 101 presentation next week is great to attend.

1. Choose Safety over convenience: <https://www.chantrellcreekpac.ca/safety>

Sep-Dec volunteersignup.org/EQ8XY

2. Surrey DPAC www.surreydpac.ca

An Important Presentation: PAC 101 - November 10 at 6:30pm.

<https://us06web.zoom.us/j/82041314619?pwd=SGVURVcvcvd3BTQWF3dHNBWINKdTlBqdz09>

Overview of topics that will be discussed:

- overview of constitution and bylaws
- parents/ students rights
- positions and their duties
- running a meeting (minutes, agendas and budgets)
- Roberts Rules and motions
- voting and quorum
- PAC organization (PAC google drive, PAC email etc)
- Financials (Treasure 101)
- gaming
- other groups such as grade 7/dry grad

3. [Financial Support To Make School More Affordable For Families That Need It Most](#)

<https://www.surreyschools.ca/ci/p/135856>

8:18pm – Adjourn

Note: we did not cover “Planning: April Run; Year End Party (Family BBQ) Committee” on today’s meeting. To be included in next agenda.

Volunteering. Sign up, Show up!

	Events and Activities	Signup / Status
1	Traffic Safety	<ul style="list-style-type: none">Sep-Dec volunteersignup.org/EQ8XYJan-Mar signup link to be posted in JanMar-June signup link to be posted in Mar
2	Terry Fox Run	Completed
3	Hot Lunch	<ul style="list-style-type: none">Sep-Jan volunteersignup.org/9R7R9Feb-June signup link to be posted in Jan
4	Fruit and Vegetable +Milk	Oct-May volunteersignup.org/4DAR8
5	Book Fairs	<ul style="list-style-type: none">Oct 19 & 20 CompletedApril signup link to be posted in Mar
6	Cozy Christmas	Signup link to be posted in Dec
7	Musicals	Signup link to be posted in Mar
8	April Run	Signup link to be posted in Mar
9	Sports Day	Signup link to be posted in May
10	Year End Party	Signup link to be posted in May

Reminders

Chantrell Creek School website: <https://www.surreyschools.ca/chantrellcreek>

Chantrell Creek PAC website: <https://www.chantrellcreekpac.ca>

Sign up with your email at PAC website to receive PAC news and updates.

Parents/Guardians can send your ideas and suggestions to PAC at: hello@chantrellcreekpac.ca or submit by clicking “Contact” from PAC website www.chantrellcreekpac.ca

Choose Safety over convenience: <https://www.chantrellcreekpac.ca/safety>

PAC Meetings and Events: <https://www.chantrellcreekpac.ca/meetings-and-events>

PAC is not just the executives. **Every parent or guardian of a student at Chantrell Creek Elementary is a member of our PAC.**

Every parent/guardian is invited to attend PAC General Meetings, PAC Executive Meetings and Office Hours. PAC General Meetings are for elections of new executive members, vote, budget review and approval. PAC Executive Meetings and Office Hours are for planning, discussions, brainstorming, to carry on business between general meetings.

PAC General Meetings are held on the first Thursday of October, November, December, April, and June at 7pm. Upcoming meetings:

- December 1, 2022
- April 6, 2023
- June 1, 2023 (AGM)

PAC Executive Meetings and Office Hours

We had this year's first PAC Executive Meeting and Office Hour on September 21, 2022, the 3rd Wednesday. Starting October 20, PAC Executive Meetings and Office Hours are held on the 3rd Thursday of the month (Except for December and March) at 9:30am. Upcoming meetings and office hours:

- November 17, 2022
- January 19, 2023
- February 16, 2023
- April 20, 2023
- May 18, 2023

Great resources <https://bccpac.bc.ca/index.php/resources/16-dpac-pac>

- [Understanding PACs from A-Z and Why they are Important for Families](#)
- [Treasurer 101 Workshop](#)
- [2022 Gaming Grants Information](#)
- [2022 Parent Education Conference Presentations](#)

Thank you. Be well and stay safe.

Our next PAC General Meeting is on December 1, 7-8pm, via Zoom