

# PAC General Meeting Minutes

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**Date:** Wednesday, January 18th 2023      **Type of meeting:** PAC General Meeting

**Meeting start time:** 7:00PM @ Brantford Library

**Attendees:** Navdeep Aujla (*Principal*)      **Absent:** Jean Su (*DPAC*)  
Michelle Mark (*Chair*)  
Anita Chin (*Vice Chair*)  
Selena Lee (*Member at Large*)  
Karen Johal (*Fundraising*)  
Brenda To (*Secretary*)  
Sandra Wu (*CPF*)  
Cathy Safadi (*Treasurer*)

*PARENT ATTENDEES:*  
*Parm, Nindy, Lan, Brody, Jen, Lori, Todd*

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## Minutes

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**Agenda Item #1:** Principal's Report

**Presenter:** Navdeep Aujla

### After School Programs

- 6 different programs running at Brantford at this time (most times we don't have programs for Kindergarten) Parent Link on Website
- Musical Theater, Lego, Craft Creations, Young Rembrandts, Robokids and Neighbourhood Art Studio.
- Programs fill up almost immediately and there is a great demand at the school.
- We will continue to look for programs to bring to the school.

### Photographer

- Lifetouch is our current photographer and we have had them with us for a few years.
- Each year they try to get the renewal done for the next year and they are reaching out to me right now.
- I wanted to get feedback from parents about how they like working with Lifetouch.
  - Parm said photos were kind of blurry. Photos came quickly.
  - Artona offers different packages, more options (Brody will reach out to Artona director)
  - Ms. Aujla will continue to look into other companies

### Basketball

- Both the boys and girls teams are up and running with teacher coaches.
- There weren't enough girls for a team and grade 5's were invited to join.
- Boys games are on Tuesday after school and girls games are on Thursday.

### Young People's Concerts

- We will be going to our second Young People's Concert (YPC) on January 20th

### Report Cards

- Report cards were sent home last week due to my illness.

- The spring reports should be going home just before spring break. Next report cards will be March 9<sup>th</sup> before spring break

### Illnesses at School

- There were very high number of illnesses before Christmas break and we still have of students who were sick.
- Please keep students who are sick at home and wait until they are symptom free as our numbers are getting high once again.

### High School Transition for Grade 7's

- Grade 7's are being transitioned to high school based on the catchment area that they are in (determined by home address). Byrne, Central, South, Moscrop and sometimes North French Immersion: Moscrop or Cariboo
- High schools have been connecting with us to organize course selections and visits by counsellors.
- There will be opportunities for students to visit the high schools in May and June.

### On-line Safety Presentation Gr. 6-7 Classes

- Online safety is always a concern with young people and we continue to work to educate students.
- The three gr. 6/7 classes will be having a presentation on how to keep themselves safe online.

### Hot Lunch

- Thank you to the parents who are coming to support us with our hot lunch program.
- The program runs very smoothly and the parents have been supporting us for the whole lunch hour and making sure each child has a lunch.
- Sometimes families do forget if they have ordered lunch – please look for an email the night before from Munch-A-Lunch to confirm that you have ordered for the next day

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### Agenda Item #2: Treasurer Report

**Presenter:** Cathy Safadi

Bank reconciliation balances as of January 16:

General account: \$25,384

Gaming account: \$12,435

Key sources of funds going into accounts since last reported reconciliation in Nov 2022:

- Hot Lunch (Winter Term) revenue: About \$4K (credit card fees reduce profit to about \$3300)
- Popcorn profit (winter term): about \$400
- Bake sale profit (Dec): \$662
- HT photography profit (Nov): \$600 (24 families)
- Purdys profit (Nov): 359 (13 orders)
- District Grant: \$178
- Unused teacher consumable money from 2021/2022 school year: \$344
- Earthquake donations (still pending from school): \$400
- Popcorn profit (winter term): about \$400

Key expenses since last reported reconciliation in Nov 2022:

- Pancake breakfast (Dec): \$220 spent of \$575 budgeted
- Teacher consumables: \$331 spent to date of \$4100 budgeted
- School field trips: \$533 spent to date of \$7200 budgeted

- Art Starts Performance: \$389 spent to date of \$800 budgeted
- PAC cheque order: \$153

### **PAC Private FB group**

- Angela offered to admin a private fb group as another means to convey information to families.
- Emailed Michelle and Anita information and Anita indicated interest in pursuing the fb group.
- A mock set up was created if PAC members want to have a look - please let me know and Angela will send you an invite to join.
- Would like feedback from PAC on having the fb group go live in February.

### **Hot Lunch Winter Term**

Good response for orders from all the new vendors. In general, Fresh Slice and White Spot are still the most popular/profitable with an average of about \$175 to \$200 profit (before cc fees) per lunch compared to new vendors that bring in \$100-\$140 per lunch.

### **Fall term vs Winter term sales:**

- Fall term (Sept to Dec) had 24 lunches and profit before cc fees of \$4,064
- Winter term (Jan to Mar) had 26 lunches and profit before cc fees of \$4015
- Even though had 2 more hot lunch dates we made about the same in winter term compared to fall term because on average we made a bit less on each of the 10 new vendor dates compared to Fresh Slice and White Spot dates which were all the lunches for Fall term. However, without adding the extra 10 dates this winter term we would have likely made only \$2700 this term.
- Observation that there is more waste from new vendors - Fresh Slice boxes are compostable vs packaging for Subway, Hong Sushi, Basil Pasta are all garbage (Basil Pasta can be recycled if washed). Anita: Can you please comment on packaging for Mr Ho, HiFive and White Spot.
- Any ideas/interest in trying any other new vendors in the spring term? Maybe just one new one for spring term if there are any ideas?

### **February PAC Newsletter**

Would like feedback on any information PAC would like included in the next newsletter. Some considerations include:

- Fundraisers?
- PAC fb group?

**Agenda Item #3:** Chair Report

**Presenter:** Michelle Mark

Funfair is coming up, so we decided to sub divide categories and have volunteers take charge each to recruit their own volunteers and responsible for the planning and making it happen. May 26<sup>th</sup> at 4pm

**Agenda Item #4:** Vice - Chair Report

**Presenter:** Anita Chin

### **Pancake Breakfast Debrief**

We can see if Lan or other parent volunteers have additional comments/feedback to the notes below. Overall, the feedback from staff and students was wonderful and they had a great time!

1. We were short about 1 bag of pancake mix. Only 5 bags were purchased. Used the gluten free pancake mix to compensate. We spent well under the budgeted amount.
2. Need to purchase eggs for the gluten free mix.
3. We had excess bottles of syrup (Lan to confirm qty) and were short maybe 2 cans of whip cream.

4. Would suggest parent volunteers be assigned to monitor the grade 7s for QC on pancake size, ensure they clean as they go, etc.
5. Recommend pre-determined volunteer assignments for kitchen crew, clean-up crew, table service, etc.

### **Fun Fair Planning Kick Off**

Michelle and I talked about kicking off planning in the New Year and it's already that time.

- PAC execs: Who would like to help with planning the Fun Fair? Who prefers to just help on the day of?
- Invite PAC execs to sign up for planning roles (ex. carnival games, free entertainment, food, cakewalk, 50/50, craft tables, etc.).
- Once roles are filled for the planning committee, respective leads could meet up monthly (or as needed) to update one another and assist as needed.

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### **Agenda Item #5: CPF Report**

**Presenter:** Sandra Wu

#### The French Film Festival

CPF is to confirm whether the movie is still happening; due to the price increase from the Theatre; and sorting out the movie rights. CPF should already have a meeting with the Theatre last Friday, we are waiting for updates.

If moving forward, schools need to arrange the busing and collect payment. The Deadline for submitting # of attendees is Jan 27. CPF is to provide forms to the schools. CPF will pay 50% for the busing, however the school is to arrange its own busing. The invoice needs to state CPF. CPF can pay first, then the school pays CPF back; or the bus company can split the invoice (school pay half, and CPF pays the other half).

#### Arts Performance

I've asked if we can submit the invoice at a later date, and it was mentioned that receipts should be sent to CPF in Feb.

Payment-school and CPF can split the invoice; or CPF pays first, then school pays CPF back. (CPF will cover 50% and up to \$500).

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### **Agenda Item #6: DPAC Report**

**Presenter:** Jean Su

1. DPAC had the presentation on 2022-2023 Mental Health Focus in November. Here is the slide sharing: [https://onedrive.live.com/view.aspx?resid=1291760AB836355F!1376&ithint=file%2cpptx&authkey=!ACb\\_H6EKXndhxxk](https://onedrive.live.com/view.aspx?resid=1291760AB836355F!1376&ithint=file%2cpptx&authkey=!ACb_H6EKXndhxxk)

2. DPAC January meeting learnt about long range facility plan (LRFP) that will come up in 2024. There will be community engagement from January to March 2023. The revised capital plan submission will be in June 2023.

3. DPAC January meeting had a presentation on what "safe and caring schools" look like from community coordinator, Nick Christofides. The presentation also covered the 'code of conduct' and 'progressive discipline' at school.

4. DPAC discussed what emergency plans should cover at school. Besides earthquake drills, power outages or communication failures were considered good plans to practice drills at school. Also, the drill should consider the situation in that parents could not pick up kids during emergencies.

### **Meeting adjourned: 8:06pm**

*\*\*There was no official Executive Meeting for the month of January \*\**