

## Jessie Wowk Parent Advisory Committee Meeting Agenda

Date/time: Oct 21, 2024; 5:30pm

Present:

Regrets:

Meeting location: Jessie Wowk library

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1. Land acknowledgement – Arnold
  - *We acknowledge and thank the First Peoples of the **hən̓q̓əmin̓əm̓** (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.*
2. Review of previous meeting minutes from Sept 23, 2024 – Arnold
3. Budget update (5 mins) – Crystal
4. Funding for new playground (5mins)– Arnold
5. Official communication (5 mins) – Arnold
6. Hot lunch program (15 mins) – Mable & Michelle
7. Special events (10 mins) –Michelle
8. Fundraising (10 mins) – Arnold/Michelle
9. Update from Wowk Principal (15 mins) – April

## Jessie Wowk PACT Meeting Minutes (Oct 21, 2024)

Date/time: Oct 21, 2024; 5:30pm

Present: Tiffany, Joy, Mabel, Arnold, Joy, Michelle, Belle, Candy, April, Victoria, Winton, Karen, Yvonne

1. Previous meeting minutes from Sept 23, 2024 – Approved
2. Budget Update – No expenditure except for movie license
3. Funding for new playground
  - Collective goal from teachers' wish list and parent.
  - Create a new budget line designated for development of new playground.
  - Decide if any funds from current budget can be allocated to this item.
  - Identify and be transparent on future fundraising portion that will go towards this development.
  - Thompson elementary recently had new playground. Ms. Pikkarainen to get in touch with Thompson's principal to determine company, approximate cost, and potential grants.
  - Playground suppliers can come and meet with PAC.
  - Can explore getting Tomorrow's TopKids to contribute.
4. Official communication
  - It has been requested by Ms. Pikkarainen that, please ensure information through committees or informal meetings are not communicated through private chats until the official communication from through the school weekly newsletter/emails or communication from the PAC is complete.
5. Hot Lunch Program
  - Collection program: Focus on little kids while older grades can do their own.
  - Grade 7 may be able to help and focus on the higher grade pods. Parents to ask for grade 7 volunteers, but not assigned schedule.
  - November filled with some December spots left.
  - Little corner in office desk for hot lunch items.
6. Special events
  - Existing: Halloween, Winter celebration, Lunar New Year, Valentine's Day, Spring Celebration.
  - Halloween – planned by student council.
  - Winter celebration (Dec 13, right after school 3 to 6:00pm) – Grade 7 fundraising booth, photo booth, games, used book sale, Santa, balloon, magic show, face painting, music list. Parents can help set up after lunch.
  - Ms. Pikkarainen to check the bubble dome

- If anyone has inflatable they can bring as decoration to the Winter Celebration, can email to PAC email
- Will stream music with bluetooth
- Can consider playing movie there
- Two magic shows, at 20min each
- Silent auction table (bidding available online in beginning of Dec)
- Grade 7 will host games and have prizes
- Grade 7 will meet biweekly before lunch time starting this Thurs, some art sales, book sales
- Grade 7 can help hand out food

## 7. Fundraising

- First sub-committee held on Oct 4
- Movie night:
  - If after school, Grade 5 or younger need to have an adult with them. Grade 6 onward can have signed form by parents (as soon as event is finished they are expected to go home).
  - No charge on admission. Start on Friday or Thursday. Look at mix between after school and evenings. Tentative discussion of dates:
    - Oct 24, Oct 25 pro D day. Oct wont work.
    - Nov 14 (Thursday) @ 3 end by 4:30
    - Dec 6 (Friday) @ 3 end by 4:30
    - Jan 16 (Thurs) @ 3pm
    - Feb 20 (Thurs) @ 3pm
    - Apr 11 (Fri) @ 5pm
    - May 9 (Fri) @ 5pm
    - June 6 (Fri)
  - Food options: Pizza, popcorn, juice packs, freezies
  - Bundle sale through Munch a Lunch
  - Walk-in options as well: popcorn, juice packs, freezies
- Silent auction
  - Administered through Galabid. Galabid will be used for silent auction, raffles, and donations.
  - Item and description posted online. Bin is online, minimum start point, and increments.
  - Aim to have items posted by Dec 1.
  - Collection of auction items:

- Class theme: Each class contributes towards a theme: Have 9 items at least for each class. Can have more if wanted.
- Bidding cut off at 430pm.
- Arnold to draft up a letter to bring to businesses to get sponsorships.
- Return in program
  - Sub-committee members will help with bottle drop offs.
  - Jennifer's husband – school presentation about recycling. Also suggested to have flexible plastic recycling bin. Jennifer to be the PAC volunteer to help with dropping the items off at the recycling depot.
- Raffle tickets
  - Parents purchased through Galabid.
  - Suggestion to have raffle ticket number generated and tracked by Excel.
  - Raffle ticket number then be emailed to parents through PAC email.
- Walkathon
  - Will reach out to Diefenbaker for more info.
  - To be decided with Ms. Pikkarainen on dismissal procedure, route of walk, date/time

#### 8. Update from Wowk Principal

- Thank you for parent volunteers for hot lunches
- Student conferences started today, some having it next week too
- Halloween
  - Have student council established
  - Gr 4-7 each class selected 4 representatives
  - Mr. Ray met with student council members, and they come together to plan 6 different events: two are fun, two connected to school story, two serving community
  - Johnny's towing is reaching out again to set up gym
  - Students can visit photo booth
  - Student council put together a dance during lunch time
  - Some classes doing pumpkin carving
  - Extra candy can be brought to the front of school and can be donated; bins will come towards end of this week
- EASE (everyday anxiety strategies for educators)
  - One of the counsellors are willing and available to having a parent workshop
  - Info will be sent to us

- From Nov to Apr, district is putting together parent workshops, Ms. Pikkarainen will send out when she has info, and they are virtual
- Wowk Wish list
  - Short Term:
    - Flexible seating options
    - Garden fund
    - Art supplies (for clubs)
    - Outdoor play equipment
  - Long Term:
    - New school logo → might grants available for it
    - New jerseys
    - Accessible play space - playground
    - Covered area for dig pit and garden
  - Educational and shared experience
    - Dance program
    - Physical activity
    - Music activity

## Treasurer Report for October 23, 2024:

As of October 23, 2024, this is our financial position

- General Account Balance - \$50,915.53
- Gaming Account Balance - \$5,347.25
- Note the balances are just a snapshot.

We have received the Gaming Grant for this school year, applied earlier in 2024 for a total of \$4,240.00. A cheque has been issued from PAC for \$600.00 from the Gaming account for the Orange Shirt Day Assembly POW WOW Dancer on September 27, 2024. The deadline for Gaming Grant 2023-2024 Reporting is at the end of November, we will submit the report by November 17, 2024.

Revenues comprise mainly the hot lunch program, Food Days held twice a week. For the first month of October, we had 10 Hot Lunch days that generated a total revenue of \$9,726.50 with a total net profit (after Stripe and cost of lunch) of \$2,565.81. The highest gross margin was from Subway Day at 31.71% and the second highest was Pizza Day at 30.63%.

Event	Gross Margin	Total Hot Lunch Days	Revenue	Net Profit
Subway Day	31.71%	1	833.50	264.31
Pizza Day	30.63%	5	5,093.00	1,559.99
Sushi Day	22.56%	2	1,867.50	421.35
Teriyaki Day	21.62%	1	832.00	179.87
Pasta Day	12.75%	1	1,100.50	140.29
Grand Total		10	9,726.50	2,565.81

The Fundraising committee spent a total of \$609.00 for an annual movie license in October. There is a budgeted break even for Movie Night costs but there is hope to make some profit for our first Movie Night on November 14, 2024, with food combos and holding a concession. The data will be shared and updated in December 2024 as the PAC Treasurer will be away in November.

The Special Events Committee did not incur any expenses in October 2024 because the Halloween event was organized by the Student Council this year. The Winter Celebration budget is currently at \$1,000.00 with 42% allocated to the Photo Booth.

The graduation committee has not submitted any reimbursements for spending the \$2,000.00 Grad PAC sponsorship amount.

A Google form has been created for reimbursement submission. The following is a link to Jessie Wowk PAC Reimbursement Request Form (<https://forms.gle/onhgYRAfvjXsuaTt5>). We received one submission for Gaming Account PowWow (JessDance) reimbursement. Draft budget version 1 was reviewed electronically with further changes to be reflected as Ms. Pikkarainen and Arnold are working to obtain a sample budget from Thompson

Elementary to determine the approximate cost and options for Jessie Wowk. We will set up a separate line on the budget report as “Playground Development Fund” to determine how much funds we can allocate from each fundraising activity for greater transparency and communication when fundraising this year. A draft budget version 2 is currently in progress.