



**Ranch Park Elementary PAC
Annual General Meeting
Minutes: Tuesday, May 3, 2016**

1. Welcome & Introductions

Attendees: Nicole Darling, Tanya Kadach, Carol Dingley, Sascha Rex, Anja Rex, Jacquie Bekar, Nicole Wood, Michele Danielov, Jason Luty, David Preddy, Karen Pyne, Julia Zado, Lacey Forsyth, Don Hutchinson

2. Approval of Minutes

Motion to approve AGM Minutes May 2015: Nicole Darling, Second – Tanya Kadach.
All in Favour.

3. Principal's Report: presented by Don Hutchinson

1. New Initiatives for 2015-2016:

- APL: Literacy (Reading and Comprehension) as the Goal
- Power Up each morning at 8:50 in the gym
- Lunch Period: Play first 12:00-12:30, Eat 12:30-12:55
- Family Groupings: Meet Monthly
- Monthly School Wide Runs: Following Recognition Assembly
- Westcoast Recess:
- Recycle/Compost Program
- National Anthem: Monday before Power Up
- **Health Promoting School:** A Health Promoting School focuses on the following aspects: Healthy Eating, Active Living, School Connectedness and Safe Schools.
- **At My Best Family Grouping and Recognition Assembly:** Focus on Ability, Belonging and Caring

2. Before and After School Programs:

- **Big Brothers:** Thursdays 3:00-4:30
- **Music Adventure:** Wednesdays 3:00-4:00

3. April in Review:

- **Track Attack**
- **Public Speaking Festival**
- **Hillcrest visit and orientation for Grade 5s**
- **Como Lake Relays**
- **Dentist Visit**
- **Grade 5 Basketball Jamboree**
- **Fieldtrips:** Capilano Suspension Bridge, Seussical and Jungle Book

4. Others:

- **Emergency Prep Release:** Thursday May 5
- **Welcome to K Night:** Thursday May 19
- **District Track Meet:** Wednesday May 25
- **Coquitlam Block Party:** Friday June 24

Comment: Block party is going to be organized by the Como Lake Alliance church. If PAC decides to support this event, Nicole D. will contact organizers.

5. Next Year:

- **Organization and Staffing**
- **School Supplies and Planner Order**

May-June Calendar

Date	Event
Tuesday, May 3 rd	PAC Meeting 7:00
Wednesday, May 4 th	Grade 5's visit Hillcrest 10:45-12:00 Divisions 1 and 2 Baker Drive Music Jamboree
Thursday, May 5 th	Mother's Day Market
Thursday, May 5th	Emergency Preparation Student Release
Friday, May 6 th	Divisions 8 and 9 Ecology Centre at Stanley Park 9:000-3:00 Divisions 5 and 7 Place Des Arts and Mackin Park
Tuesday, May 10 th	Teacher Appreciation Luncheon
Friday, May 13 th	Curriculum Redesign Pro D day
Monday, May 16 th	Class and Panorama Photos
Tuesday, May 17 th	Grade 5's to Hillcrest for Cinderella Performance
Wednesday, May 18 th	Grade 2 Hearing Testing
Thursday, May 19 th	Welcome to Kindergarten Night 6:30-7:30
Friday, May 20 th	Divisions 8 and 9 Mother/Father Day Performance/Hot Lunch
Wednesday, May 25 th	District Track and Field Meet Grades 3-5
Friday, May 27 th	Divisions 5 and 7 Public Library visit 11:00-11:45
Monday, May 30 th	Pro D Day
Tuesday, May 31 st	Parent Tea 8:15/Division 6 to Science World
Friday, June 3 rd	Sports Day Early Dismissal 2:00
Tuesday, June 7 th	PAC Meeting 7:00
Tuesday, June 14 th	Grade 5 Luncheon
Friday, June 17 th	Father's Day Market
Monday, June 20 th – Tuesday June 21 st	Grade 5 Camp- Loon Lake
Monday, June 27 th	Spani Pool
Wednesday, June 29 th	Last Day of School
Thursday, June 30 th	Administrative Day

4. President's report: presented by Nicole Darling

As the 2015/16 school year comes to a close I would like to take a moment to reflect on the highlights and learnings, and of course, thank all of our wonderful and amazing volunteers, teachers, staff, supporters and Ranch Park Families. A huge thank you to the Ranch Park PAC Executive Members and their families, the countless hours and support of our many events that you have contributed to has been the heart of the success that makes up our PAC. Without your dedication and support we would not be where we are today, thank you!

The PAC hit the ground running again this year and we welcomed three new Executive members, Karen Pyne: Fundraising Coordinator, Keri Sutherland: Member-at-Large and Jason Luty: Member-at-Large. All three have thrived and excelled in their positions and I look forward to working with them again this term and with all Executive members of the Ranch Park PAC.

I'm excited to say that we launched our PAC dedicated website and it has been well received and the feedback has been positive. It's a wonderful tool and will only get better as we keep growing. I encourage everyone to continue to visit the site and keep the feedback coming. With our new website we also piloted our email communications method, removing the arduous task from our Home Room Parent volunteers. The once-a-week communication from the PAC provides direct access to the Executive, reduces the clutter received and gives a great snapshot of the week's events. Ranch Park Families and the home room parents seem to appreciate the new communications systems and therefore we will continue until otherwise.

After much work and research Carol Dingley introduced the Legacy Wall this year! Congratulations Carol!! I know this was near and dear to her heart. The concept has been very well received by both the retiring teachers and our Ranch Park Families. We are making headway with our Ms. Long & Ms. Cowley Outdoor classroom and moving forward with Mrs. Chan's music program and Mrs. Kangur's Relaxation Room. We hope to have all in place within the next while. Thank you Carol, this is a wonderful contribution to the school and an excellent way to honour those who have made a tremendous difference.

The Scholastics Book Fair was once again triumphant and Sascha Rex has stepped into the Scholastic Book Fair Coordinator role. We know he will be every bit as successful as Leah has been over the past decade and I wish him all the best in this rewarding and demanding position, thank you Sasha. Leah Holland deserves a huge shout out for all the years she has ran the fair, sometimes twice in one year. Each book fair has raised well over \$3,000, supplied the library with new books and adds new guided reading sets for the classrooms. Leah's contributions will be greatly missed and I wish her well at Kaitlyn's new school.

Our two seasonal events, the Family Pumpkin Carving Night and the Santa Pancake Breakfast were once again extremely well attended and we are so looking forward to hosting them again. The Santa Breakfast came with a bit more excitement than last year, as we arrived for our final set up we found the school in complete darkness, it was a true Christmas miracle that the lights went on just as we were to open the doors. All the elves went into hyper-mode and we pulled off another wonderful breakfast. Thank you to a certain Elf who shall remain nameless in order to protect their identity but I think they may have pulled a few strings with their direct contact at hydro.....

After hosting and running all the fundraising events last school year we had learned we were suffering from wallet and volunteer exhaustion, so we restructure our fundraising platform. We did much better this year, but there is still room for improvement – these next three months have been fundraising heavy and therefore we will continue to refine our strategy. Grants and corporate

money are still been sought but the process is lengthy plus we have to source the ones we qualify for.

I would like to end my report by thanking the Executive, Volunteers, Teachers, Staff, Supporters and Ranch Park Families. The efforts, dedication, determination and enthusiasm shown by everyone is overwhelming and inspiring.

Thank you Executive:

Michele, Tanya, Carol, Nicole, Heather, Karen, David, Keri, Jason and Sascha – you are truly valued!

Thank you Teachers and Staff:

Ms. Karim, Mrs. Kripps, Mrs. Caverly, Ms. Dosen, Ms. Way, Ms. Fennell, Mrs. Menard, Mrs. M’Lot, Mrs. Oldejans, Mrs. Pare, Mrs. Dodd, Ms. Cleak, Ms. Couto, Ms. Jekova, Ms. Lee, Ms. Marraffa, Mrs. Peron, Ms. Poirier, Ms. Rogers, Ms. Charles, Ms. Ghuman, Ms. Jiao, Mr. Kaniah, Ms. Kuang, Ms. Peters, Mr. Samson – thank you for continued dedication to our children!

Thank you to our Principal, **Mr. Hutchinson**, you are a true leader and of such tremendous importance to our school. We have benefited greatly from your leadership and your teachings have provided our children with life long skills; not just that of academic but of self-worth, esteem, kindness, problem-solving, encouragement and so much more. You are building our children to be successful and true citizens of society. I personally thank you for all your support while in my President role as well as all that you do for Jesse.

Thank you to our Home Room Co-ordinator and Parents:

Laura, Merete, Kelly, Penny, Lacey, Sandra, Corrine, Keri, Deborah, Alison – thank you for keeping the communications flowing in your classrooms!

Thank you Volunteers, Supporters and Ranch Park Families, your constant contribution to this school is why we are so successful with all of our initiatives and adventures. But mostly, I want to thank you for allowing me to be your President, I will continue to serve you to the best of my abilities.

With much gratitude,

Nicole

5. Treasurers Report: presented by Nicole Wood

We started the year with \$7,200 in the Gaming account and have received \$4,480 in gaming grant funds from the government and an additional \$462 from the provincial government. We have spent \$2,200 from the gaming account on field trip transportation and there will be some additional disbursements for field trip bus costs still to come. This will leave an approximate balance in the

Gaming bank account of \$10,000. We have budgeted to receive approximately \$4,500 for the Government next year and to continue to support the students with classroom speakers and buses for field trips. The PAC is required to spend the gaming grants within 3 years of when they are received.

In September, the General bank account started with almost \$29,000. Fundraising has contributed almost \$5,000 so far this year and expenditures to date are approximately \$4,500, which includes the payment of over \$1,000 for teacher classroom supplies, \$500 for the new website and 800 for Saleem speaker. The remaining fundraising for the year of the Golf Day and Mother/Father Day markets will contribute an estimated \$3,500 and estimated expenditures for the balance of the year are approximately \$500. There will be approximately \$25,000 in the General bank account at the end of the current year.

The school and the PAC's near future goal are to save funds for the purchase of additional new playground equipment while still providing for the learning environment and the family events such as the Christmas pancake breakfast.

Comment: Is there any chance to increase the technology amount, so the school could afford Computers on Wheels program? Additional information is required. Executive to decide.

Approval of 2016/2017 budget: (please see attached at the end of the minutes)

Motion to approve 2016/2017 budget: Michele Danielov, Second – Carol Dingley. All in favour.

6. Hot Lunch Coordinator Report: presented by Jacquie Bekar

Hot Lunch program brought around \$1500 to the budget. Reports for each lunch are attached at the end of the minutes.

It was decided not to continue with Subway lunch options and to look for new selections for next year. Involvement of Grade 5 parents in Hot Lunch program will be discussed in September. Payment for hot lunch orders will be available via PAC website next year.

7. DPAC Report: presented by Sascha Rex

Safe Schools

Safe schools are the foundation for learning. The following components are essential:

- Healthy Relationships (students, teachers, parents)
- Social Emotional Learning
- High Quality Teaching
- School/Community Involvement
- Safe and Caring Learning Environment

Self-Regulation

Self-Regulation is the ability to self-manage physical, emotional and cognitive demands in healthy, proactive ways to be able to learn in school. It is a critical factor for success in life.

Parents can support self-regulation with

- Routines
- Healthy nutrition
- Exercise
- Sleep
- Managing screen time

Comment: Ranch Park is one of eight schools in Healthy schools group, which focuses on self-regulation as one of the programs.

Coquitlam Teacher's Association - Feedback on new curriculum

Overall teachers are very happy with the direction taken. Some concerns exist regarding available resources for the transition.

Exams do not necessarily align with some changes introduced by the new curriculum (less emphasis on factual knowledge, no letter grades), but reflect knowledge still being very important.

Multicultural Day - presented by Christine Baker, Porter Elementary School

Classes are picking a country to represent and decorate their classroom accordingly. Students can bring items from this culture to present. The hallway is decorated with international flags. At the beginning of the day, students assemble in the gym (which is representing Canada) and then 'travel' to the other countries (through an actual 'border'). Students receive a "Canadian Passport" with some quiz questions about the destination countries they can find out about in the classrooms. The best classroom wins a prize.

The budget for the event was \$500 - \$1,000, which can be partially or fully covered by grants (e.g. Port Moody Community Foundation)

New DPAC Website

<http://www.dpac43.ca> – comments are welcome.

Gaming Grant

Applications are due End of June!!!

8. Election of Available Positions

President:

Nominations were called for the President role.

No nominations were received.

Nicole Darling accepts to remain in the President role for one more year.

Secretary:

Nominations were called for the Secretary role.

No nominations were received.

Tanya Kadach accepts to remain in the Secretary role for one more year.

½ Treasurer position:

Nominations were called for the Treasurer role.

No nominations were received.

Nicole Wood accepts to remain in the ½ Treasurer role for one more year.

Vice-president:

Nominations were called for position for Vice-President

Nomination from the floor for Carol Dingley by Nicole Darling

Nomination was accepted by Carol Dingley.

No other nominations were received

Carol Dingley by Acclimation

Carol Dingley is acclaimed for 2 year term as Vice-president

Member at Large:

Nominations were called for Member at Large

Nomination from the floor for Jackie Bekar by Nicole Darling

Nomination was accepted by Jackie Bekar

No other nominations were received

Jackie Bekar by Acclimation

Jackie Bekar is acclaimed for 2 year term as Member at Large

9. Fundraising Report:

Legacy wall: benches. David and Don to follow up with the school district about rules/restrictions regarding vendor choice, maintenance, location.

Future Grants: to come up with specific plans for school needs (ex. budget, how much we are ready to contribute and etc.). To discuss more at June meeting.

10. New Business:

Communication: to add a “check the PAC webpage” in the PAC section at the school’s “What’s on the Ranch” letter.

Next Meeting – Tuesday, June 7, 2016 at 7:00pm

11. Adjournment - 9:05 pm.

RANCH PARK PAC
SUBWAY HOT LUNCH - FRIDAY DEC 4TH 2015

ORDER AMOUNT	Quantity	Cost	Total
Ham	37	\$4.50	166.50
Turkey	25	\$4.50	112.50
Roast Beef	1	\$4.50	4.50
Veggie	2	\$4.50	9.00
Pizza Pretzel	39	\$2.50	97.50
Chocolate Milk	70	\$1.50	105.00
Milk	7	\$1.50	10.50
Juice	18	\$1.00	18.00
Carrots	16	\$1.50	24.00
Cucumbers	11	\$1.50	16.50
Orange	13	\$1.00	13.00
Yogurt	9	\$1.00	9.00
Ice Cream	56	\$1.50	84.00
Chips	39	\$1.50	58.50
TOTAL			\$728.50

MONEY COLLECTED	\$10.00 x 2	20.00
	\$5.00 x 26	130.00
	\$2.00 x 63	126.00
	\$1.00 x 42	42.00
	\$0.25 x 71	17.75
	\$0.10 x 14	1.40
	\$0.05 x 7	0.35
	Cheques	391.00
Total		\$728.50
	Holdback for Julia Jo (hot dog money returned) Approved by Nicole Darling	\$2.50
	Holdback Tip	\$10.00
TOTAL		\$716.00

**RANCH PARK PAC
PANAGO PIZZA HOT LUNCH
FEBRUARY 26, 2016**

ITEMS ORDERED			
Item	Quantity	Cost	Total
Cheese Pizza Slice	59	\$3.00	\$177.00
Pepperoni Pizza Slice	57	\$3.00	\$171.00
Ham and Pineapple	21	\$3.00	\$ 63.00
Pizza Pretzel	21	\$2.00	\$ 42.00
Chocolate Milk	82	\$1.25	\$102.50
2% Milk	14	\$1.25	\$ 17.50
Carrots and Dip	24	\$1.00	\$ 24.00
Banana	7	\$0.75	\$ 5.25
Ice Cream	74	\$1.00	\$ 74.00
Chips	53	\$1.00	\$ 53.00
TOTA ITEMS ORDERED			\$729.25

MONEY COLLECTED	2 x \$10.00	\$ 20.00
	26 x \$5.00	\$130.00
	74 x \$2.00	\$148.00
	68 x \$1.00	\$ 68.00
	130 x \$0.25	\$ 32.50
	31 \$0.10	\$ 3.10
	19 x \$0.05	\$ 0.95
	Cheques	\$337.75
Money collected (includes day of sale orders of \$10.50)		\$740.30
Minus \$10.00 Tip		-\$ 10.00
TOTAL MONEY COLLECTED		\$730.30
Difference		+\$ 1.05

Expenses	
Pizza	\$217.61
Save-On-Foods (Pretzels, Carrots, Bananas, Ice Cream, Spoons, Dressing, snack bags)	\$ 48.63 \$ 41.05
Superstore (plates)	\$ 22.36

No Frills (gloves)	\$ 8.16
Milk	\$ 79.92
Chips (Nicole has this receipt)	\$ 44.92
TOTAL EXPENSES	\$ 462.65
PROFIT	<u>\$267.65</u>

RANCH PARK PAC
PANAGO PIZZA HOT LUNCH - FRIDAY OCTOBER 9, 2015

ORDER AMOUNT	Quantity	Cost	Total
Cheese Pizza	69	\$3.00	\$207.00
Pepperoni	70	\$3.00	\$210.00
Ham and Pineapple	34	\$3.00	\$102
Veggie	1	\$3.00	\$3.00
Pizza Pretzel	11	\$2.50	\$27.50
Chocolate Milk	90	\$1.50	\$135.00
Milk	15	\$1.50	\$22.50
Carrots	12	\$1.50	\$18.00
Cucumbers	10	\$1.50	\$15.0
Grapes	23	\$1.50	\$34.50
Yogurt	12	\$1.00	\$12.00
Ice Cream	77	\$1.50	\$115.50
Chips	42	\$1.50	\$63.00
TOTAL			\$965.00

MONEY COLLECTED	\$10.00 x 2	\$20.00
	\$5.00 x 39	\$195.00
	\$2.00 x 76	\$152.00
	\$1.00 x101	\$101.00
	\$0.25 x 178	\$44.50
	\$0.10 x 23	\$2.30
	\$0.05 x 15	\$0.75
	Cheques	\$434.50
	Discretionary Fund See Ms. Menard	\$6.00 (Owing)
	Luke Banks	\$10.50 (Owing)
TOTAL		\$966.55
Minus \$10 Tip		\$956.55
Difference		+\$1.55

EXPENSES	
Pizza	\$268.83
Pretzels, Carrots, Cucumbers, Grapes, Yogurt, Ice Cream, Chips, Plates, Spoons, Dip etc.	\$115.59
Milk	\$105.57
Chips	\$43.18
TOTAL EXPENSES	\$533.17
PROFIT	\$423.38

