

CLES Parents' Advisory Council Meeting

April 8, 2024

1:00 pm

CLES Library

Meeting Minutes

Call to Order:

In Attendance: Christy Fell, Nicole Warrington, Cheri-Ann MacKinley, Angela Jordan, Meagen Knoop, Lakeisha Stach, Andrea Barron, Jennifer Adams

#	Item	First	Second
1	Adoption of Agenda	Lakeisha	Angela
2	Adoption of Last Meeting Minutes	Christy	Meagen
3	Principal's Report – See Link (not posted yet)		
4	<ul style="list-style-type: none"> • Treasurer's Report and Financials – • PAC Account Balance : \$1,843.10 • Gaming Account Balance : \$1,248.96 • Position Changes: Cheri-Ann MacKinley is stepping down as treasurer, Nicole Warrington is taking over the role. • Account changes: Cheri-Ann MacKinley and Breanne Boehmer will be removed from the CLES PAC Regular Account (#106476) and Gaming Account (# 212225). Christy Fell (Chair) will continue as signer on both accounts. Nicole Warrington (Treasurer) and Meagen Knoop (Secretary) are to be added as signers to both accounts. 	Meagen	Christy
5	<p>Fort Steele Class Trip</p> <ul style="list-style-type: none"> • Fundraising <ul style="list-style-type: none"> ○ Firewood Sale Done - \$1045 raised. Winners have been contacted and are arranging for drop off/pick up with Dean. ○ Birdhouse fundraiser is next, students will be painting and selling birdhouses ○ Bottle Drive – set to happen in May 		
6	Constitution and Bylaws – Meagen and Christy will be reviewing these in June		
7	<p>Spring Fundraisers</p> <ul style="list-style-type: none"> • Photo Poster and Information – Poster is done and will be distributed. Jennifer to send out the sign-up link in an email this week to all parents. 10 spots are available and will be filled first come first serve. • Hanging Baskets – 40 baskets are ordered, confirmed purchases of 29. Will need to be picked up the week of mothers day – may need some volunteers to help transport them to the school. 		
10	<p>Hot Lunches</p> <ul style="list-style-type: none"> • Pizza update <ul style="list-style-type: none"> ○ Training – Christy is doing the next lunch, offered to have others come with her to see how it is done 		

	<ul style="list-style-type: none"> ○ May 1 - Andrea ○ June 5 – Angela volunteered to help ○ Need to update the pizza slice prices for the 24/25 school year to better reflect the different costs. ○ Looking to offer a teacher option if they want a different pizza type but they will need to commit to purchase the entire pizza with our mark up included. ● Taco Day <ul style="list-style-type: none"> ○ Date – Tuesday June 18 ○ Organization: <ul style="list-style-type: none"> ▪ Agreed to do taco chips, cooked ground beef, sliced romaine lettuce, shredded cheese, salsa and sour cream. ▪ Will brown the meat the day before and use chafer dishes to keep warm ▪ Set up on 2 serving tables by the kitchen and have classes come to the station. ▪ Students are to bring their own tuperware from home to have the food served on. ○ Price out – Meagen will be going to Save on foods to price out costs and determine what we should be charging. She will pick up the ingredients the Friday before when she goes to Costco. 		
12	<p>Teacher Funding Requests – Process/Form</p> <ul style="list-style-type: none"> ○ Times a year – October and February ○ Amounts – TBD each time depending on what funds are available in the account. Decided by the PAC prior to approving applications. 	Sheri-Ann	Meagen
13	<p>Large Project or Goal – supporting the development of an outdoor learning space close to the playground. Jennifer is looking into what grants are available and what existing resources can be used to reduce costs.</p>		
14	<p>Additional Fundraisers:</p> <ul style="list-style-type: none"> ● Mabel's Labels – Meagen to go onto the website and get it set up. Once done will email link out to parents. Look at having some samples available for parents to see at the next school event. ● Cheque Writing – Look at having this added on to all fundraising requests as an option for parents 		
15	<p>Focus on Youth</p> <ul style="list-style-type: none"> ● Occurring the first full week of May ● Need 5-6 volunteers for performances (1.5 hours each) and art show (2 hours) ● Jennifer to send out information to all parents 		

Adjournment: 2:14pm

Next Meeting: Tuesday May 14 @ 1pm