



École Charleswood School

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March 21, 2024 Meeting
Ecole Charleswood School Library, 6:30 p.m – 7:30 p.m.

Meeting Minutes

1. Call to Order, Attendance (Lori/Lisa)
2. Welcome and Introductions (Lori/Lisa)
3. Minutes and Agenda (Lori/Lisa)
 - Additions or amendments to the agenda
 - Review and adoption of minutes from previous meeting
4. Council Reports
 - Lunch Program (Pam)
 - Treasurer (Susan) – Approx \$6,936 bank balance
 - Fun Lunch (Susan) – Bar Burrito was good but Cinnaholic was late which caused some issues but overall the fun lunch went well. There were a good amount of options. April 9 fund lunch is subway and May will be Boston Pizza
 - Fundraising (Ashleigh) – this was the first raffle and there was learning in how to do this in a middle school environment, Grade 5 won pizza with most tickets sold and were excited. A plan for next time to have less involvement for office staff and get tickets out for sale. See attached report below.
5. Old Business
6. New Business
 - Staff Appreciation- recap and extra money – the staff had some great snacks and treats during the week plus lunch. They were felt appreciated and thank ECS community and PAC for the week. There was \$102 left over that will be given to Peggy for spending before the end of year as she sees fit.
 - Boston Pizza menu options for future Fun Lunch
 - Allocating funds raised: without a “capital” plan funds raised should be spent in the year to benefit the kids. A vote for allocating \$500 to each grade team (7 different grade teams). A motion is put forward by Lisa and to have a second vote at the April PAC meeting
 - Office systems
7. Principal/Vice Principal Report (Peggy/Calvin)
 - Report card writing in June will be June 14. Leaves two weeks after where there will be activities planned and a plan to allow for teachers to have time to prep and support activities and classes as needed. Grade 8 farewell will be during the last week on the Monday.
 - Wish list includes garden beds for the court yard
 - Teachers have asked for a list of kids who have ordered fun lunch to help have the grades organized, especially for which kids need to pick up (or get lunch delivered to the room) as some kids forget that they are getting one. Discussed having Grade 5 delivered and the other grades pick up their fun lunches. School leaders can help
 - It has been a struggle to bring in enough subs for teachers doing PD or away with illnesses. School manages the best they can with staffing
Question: Can PAC help with funds for field trips: answer is yes.
8. Announcements
 - Spring Break March 25-29, classes resume on April 1
 - April 9- Fun Lunch
9. Adjournment

École Charleswood School

2023/24 School Year

March Fundraising Report

- Raffle Fundraiser
 - 844 out of 2000 tickets sold
 - Tickets drawn by City Councillor Evan Duncan after staff/student dodgeball game in the gym on March 1 at 12:45.
 - All prizes were claimed/delivered by March 2nd
 - M. French's class (grade 5) won the classroom contest for selling the most tickets. Prize was a pizza party with drink and dessert from Boston Pizza (\$167.50 all in)

Total Funds Received (Gross earnings)	\$ 4,215.00
Ticket Printing	-\$ 168.00
Prizes	-\$ 2,100.00
Raffle bin rental	-\$ 26.21
Pizza party	-\$ 167.50
TOTAL FUNDS EARNED	\$ 1,753.29

❖ Lessons Learned

- It took quite a few attempts to effectively communicate the draw information to the families
- Coordinating tickets distribution/drop off through the office had its challenges
- Only school events during the sale period was the open house and basketball games (narrowed customer base)
- Suggest holding the raffle later in the fall next school year to allow for ample time to communicate the fundraising effort and to encourage momentum and excitement for the classroom contest incentive
- Have clear goal for raised funds to help promote the fundraiser

2) K Bosch Greenhouses Gift Certificates

- Will be available for purchase through Munch A Lunch the first week of April (Munch A Lunch staff on Spring Break)
- \$25.00 Gift Certificates for sale (ECS profits \$5.00 per Gift certificate)
- Sales deadline: April 21
- Gift Certificates available week of April 29th

