

# Prince Charles Elementary PAC General Meeting April 3, 2023

**IN ATTENDANCE:** Shannon Rose (Chair), Michelle Bastien (Treasurer), Duane Penner (Principal), Shannon Vanderlinde, Catherine Parekh (Secretary) Brittany Geddert

**QUORUM:** Quorum has been met with minimum of five voting members (three executives and two other than the executives).

## A. CALL TO ORDER –

Shannon Rose, Chair, called the meeting to order at 7:11pm.

## B. ACKNOWLEDGEMENT –

We acknowledge that the Prince Charles Elementary is located on the traditional territory of the Stó:lō people, the Semá:th and Mathxwí First Nation. With this, we respect the long standing relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples endure in Canada, and we accept responsibility as a public educational institution to contribute toward revealing and correcting miseducation as well as respectful relationships with Indigenous communities through our teaching and community engagement.

## C. PRINCIPAL'S REPORT (Please find the attached report)

**Staffing Update:** Mr. Warkentin accepted the PE position until the end of the school year. Mrs. Bate has accepted the .4 position in grade 4 until the end of the school year.

It has been suggested that an email be sent out to the school community to share this news as not all parents read PAC minutes to see this news.

**New LSS position (Monday & Friday):** Mrs. Christensen has started her new position with a focus on S.E.L. Many small field trips planned for students like bowling, swimming, hikes, trips to have nails done. The goal is to create a connection with the school and students.

**Guitar Lessons:** this was a success, we will look into bringing this back again next year.

**Artist in Residence (Indigenous Mural):** this has been put on hold. Looking for a new artist.

**Abbotsford Community School Programs:** these programs start April 17-May 29, some classes are almost full. Can the PAC please do a push on the Facebook page.

**Jump Rope for Heart:** Students and families raised \$3615. They reached their goals of \$2000 and received extra recess time. They will receive 1 more extended lunch to celebrate.

## D. REVIEW AND APPROVAL OF FEBRUARY MEETING MINUTES –

As we did not have Quorum at this time we tabled this until next month.

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**E. CHAIR REPORT**

No special report

**F. FINANCIAL REPORT (presented by Michelle Bastien)**

Michelle reviews Treasurer's Report for February & March (please see attachment)

**G. DPAC REPORT (presented by Michelle Bastien)**

Director of Instruction, Kat Hannah, provided update on Learning Support Services Department and how it affects the district. She discussed home-school partnerships, learning and success for every student, and growing adult connections, skills, and competencies so that students can grow in those areas too. LSS is working on increasing the capacity of staff to implement inclusive instructional practices through initiatives such as monthly departmental professional learning, a district-wide workshop series, and individual and team consultations. She listed key projects and activities in the district that support the strategic plan pillars. Ms. Hannah explained Augmentative and Alternative Communication (AAC) tools and shared a YouTube video demonstrating the use of a core word board. She also reminded parents about the Student and Family affordability fund for 2022-2023. All inquiries will be kept confidential.

Next Parent Info Night: Cybersafe from Exploitation – April 5<sup>th</sup> @ 7pm via Zoom

Next meeting April 27 at 7pm via Zoom, guest is Perry Smith, Assistant Superintendent of Curriculum.

**H. FUNDRAISING (presented by Michelle Bastien)**

All fundraisers were reviewed in the Treasurer's report attached.

Purdys fundraiser had \$749 in sales with a profit of \$196.61, pick up will be this week after school. We are under budget with Purdys fundraiser this year by around \$800.

We have no other set fundraisers for the year at this point. Leaving the possibility open to hold an in-person bottle drive in early June for a "kick off" for the playground.

Fundraiser suggestion: Lunchtime Dance party, charge students \$2 to enter. The question of who would supervise and if we could find a staff sponsor for such an event.

**I. GRADE 5 COMMITTEE (presented by Michelle Bastien)**

-Cinnamon bun fundraiser was a success, selling 75 boxes for a total profit of \$375. Thank you to everyone who helped support our grade 5's.

-First Grade 5 concession went really well, selling \$232 worth of items. We'll be running the concession every week until June.

-Bottle drive is currently sitting at \$150. This will be ongoing until May. If you have extra bottles/cans/milk containers at home and would like to support the fundraiser, please visit your closest Return-It Express Depot, print off a tag and use the number 604-850-7897.

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**J. HOT LUNCH REPORT (presented by Shannon R)**

Treat Day February 3 profit: \$241.20

Subway Day February 9 profit: \$518.97

Popcorn Day March 3 profit: \$293.80

Taco Day March 10 profit: \$627.69

Hot lunch for the Spring term has been opened for ordering, please check the school website for all the cut off days.

- Boston Pizza Day - Friday, April 14<sup>th</sup>
- Favourite's Day - Thursday, April 27<sup>th</sup>
- Popcorn Day - Friday, May 12<sup>th</sup>
- Wok Box Day - Thursday, May 18<sup>th</sup>
- Hot Dog Day - Friday, June 16<sup>th</sup>

**A. PLAYGROUND COMMITTEE REPORT (presented by Shannon R)-**

Nothing to report at this time. Planning a meeting for the coming days to review different ideas.

**B. FAMILY FUN NIGHT COMMITTEE REPORT (presented by Shannon V)-**

Family Fun Night is booked for May 26<sup>th</sup>. Nothing too much to report. A tentative floor plan for sun plan and rain plan were shown. The sun day plan needs to be reworked to make better use of the outdoor spaces and aim to have everything at the back of the school. Rain plan would be to bring the event inside the school, otherwise the aim is to be mostly outside. Everything has been rented.

Tentatively the budget is as follows:

Rentals:\$3205.40

Supplies:

Food:\$2600

Candy&Popcorn:\$300

Misc: \$100

It has been requested that a firm budget and plan be ready by mid-April as Munchalunch needs to go live by May 1<sup>st</sup> at the latest. Next Family Fun Night Meeting will be April 12<sup>th</sup> after school.

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### **C. OLD BUSINESS**

- a. **Water Fountain** – no update at this point.
- b. **Spirit Wear** – this will not be happening this year. Mr. Penner will aim to have this live around October next year so we can have in time for Christmas.
- c. **Mats** – we still need to get quotes from Uline & Cintas for mats. Shannon will send information to Michelle and she will seek out quotes.
- d. **Playground/Sandbox Quote** – see attached quote

Mr. Penner will put in a work-order ASAP for the sandbox in hopes we can have in before the end of the school year.

***Motion: Shannon Rose motioned to approve \$1500 for a sandbox by the Kindergarten playground and \$200 for toys. Seconded by Catherine Parekh. This motion has passed.***

### **D. NEW BUSINESS**

- a. **Staff Requests** – no requests this month
- b. **Parking lot/Volunteers & locks for signs**– our new signs have been helping in the parking lot, we need to find a better storage solution for these. Mr. Penner has approved us locking the signs to the fence each night. We need to buy some locks.

***Motion: Shannon Rose motioned to approve \$50 for locks for the signs. Seconded by Catherine Parekh This motion has passed.***

We are in need of more volunteers to help in the parking lot before and after school. The question was asked if Mr. Penner would be able to send a message out to families via the school messenger to ask for more volunteers. Mr. Penner will look into this matter and see if he is allowed to send out a message.

- c. **Staff liaison at PAC meetings** – in 2019 we used to have staff attend our PAC meetings so they were able to receive first hand information and be able to report back at staff meetings. We have asked if this is something that we could bring back in the 2023/24 school year. Mr. Penner will bring this forward to the staff and get back to us.
- d. **Ready, Set, Learn** – happening on May 2, this likely happening during the day this year as then we can have coverage for the teachers to attend. PAC will provide their usual treat and letter to parents to give them information about PAC. PAC has asked Mr. Penner to let them know if they need anything else from us to support this event.
- e. **Administrative Professionals' Day** – this is happening on April 26, we have a \$75 budget for a gift for Ms. Smith. Cat will be in charge of organizing this gift. Will use the staff favourite's list.
- f. **BCCPAC Conference**- This is taking place on May 5<sup>th</sup> in Richmond, we have budgeted \$650 for 2 members to attend this conference. This includes an overnight stay in Richmond on May 4<sup>th</sup> as it is an early morning start. Shannon will reach out to the PAC Executive team to see if anyone would like to attend.

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- g. **Talent Show/Volunteer Tea** – the question was asked if we will be having a Talent Show and Volunteer Tea that we used to have before Covid. Mr. Penner said he will bring this up with the staff.
- h. **Nominations Committee** – as per our bylaws we are to form a Nominations committee is April if the membership wishes to. It was decided that we would form a committee, a call will be put out via Class Parent and on the FB page to form the committee. *Catherine Parekh would like to be part of the committee.*
- i. **Reminders-** *SinAmen pick up on April 5 and Purdys ready for pick up after school all week.*
- j. **Spirit Day** – *Crazy Hair Day, April 27<sup>th</sup>*
- k. **District Budget Info Night** - *happening May 4<sup>th</sup> at 6pm at the School Board Office.*

E. **OPEN FLOOR** –

**Family Fun Night:** We will be putting out letters to the school community and local business to source donations for our Silent Auction. Are there any rules that need to be followed? Shannon V. will send the letter to the PAC executive to proof read and to be added to the PAC letter head.

The profits from the Silent Auction will be going towards our playground improvement fund. If you would like to donate to the Silent Auction please reach out to the PAC.

**Garden Beds by Hand in Hand:** A question was brought forward on who is in charge of taking care of those garden beds. At this point no one takes care of them. A suggestion was made for the next school year that if we planted “winter crops” that would grow over Winter and be ready to harvest by the end of the school year. We will revisit this in the new school year.

**Mascot:** A question was brought forward as to when we will be naming the Mascot. Mr. Penner is still trying to figure out how they are going to do this. Parents are wondering if we are going to be seeing the Mascot more at events like Family Fun Night or Sports Day.

**Sports Day:** Is Sports Day a go for June 16<sup>th</sup> as previously planned? Yes, with the help of the staff Mr. Warkentin will be planning Sports Day for June 16<sup>th</sup>.

**Stage:** Can we please confirm that the district stage has been booked for the Grade 5 Farewell.

F. **ADJOURNMENT:** Shannon Rose adjourned meeting at 8:51pm

The next PAC General Meeting will take place on Monday, **May 9<sup>th</sup> @ 7 pm in the LLC**

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### **PAC Principal's Report**

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Welcome back from Spring Break!

#### **1. Staffing Update**

- Mr. Warkentin accepted the 0.6FTE PE position until the end of the school year and Mrs. Bate accepted the 0.4FTE grade 4 classroom position bumping her up to 1.0FTE until the end of the school year.

#### **2. New LSS (0.4 FTE) position (Mon/Fri)**

- Mrs. Christensen (Focused on S.E.L.)
- Super successful making connection with students

#### **3. Guitar Lessons for Intermediate students**

- Students really enjoyed the 6-week program with DJ Temple Music Academy

#### **4. Artist in Residence (Indigenous Mural)**

- Paused.

#### **5. Abbotsford Community School Programs**

- The following 6 week after school programs will run from April 17<sup>th</sup> – May 29<sup>th</sup> :
  - Hip Hop Dance Program Gr 3&4
  - Drama Explorations Gr 2&3
  - Kids Cooking Program Gr 4&5
  - Arts & Crafts Gr K-2
  - Art Program Gr 3-5

See flyers for more details. ACS has asked it to be promoted on the PAC Facebook page.

#### **6. Jump Rope for Heart (Heart & Stroke Foundation Fundraiser)**

- Students and families raised \$3615

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- Students received an extra lunch recess for reaching a goal of \$2000 and will receive another extra lunch recess TBD if they raised \$4000. Mr. Penner will round up to give them an extra lunch recess 😊.

**Upcoming Dates:**

Apr 7 – Good Friday

Apr 10 – Easter Monday

Apr 14 – Vaisakhi

Apr 15 – Abby Canucks School Spirit Program

Apr 21 – Earth Day

Apr 28 – N.I.D

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## Treasurer's Report

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The following report covers the period of February 1 - March 31, 2023.

### BANK BALANCE

The bank balances on February 28, 2023 were as follows:

<b>General account</b>	<b>\$16,231.07</b>
<b>Gaming account</b>	<b>\$13,809.74</b>
	<hr/>
<b>Total</b>	<b>\$30,040.81</b>

The bank balances on March 31, 2023 were as follows:

<b>General account</b>	<b>\$15,515.41</b>
<b>Gaming account</b>	<b>\$ 13,803.74</b>
<b>Petty Cash</b>	<b>\$200</b>
	<hr/>
<b>Total</b>	<b>\$29,519.15</b>

<b>Inventory</b>	
Candy Bags	0.00
Chips	0.00
Chocolate Bars	0.00
Coffee	0.00
Cookies	23.73
Hot Dogs and Buns	55.82
Juice Boxes	6.12
Pop	8.88
Popcorn Supplies	163.15
Popsicles	0.00
Water	56.93
<b>Total Inventory</b>	<hr/> <b>314.63</b> <hr/>



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### **Book Fair**

Our Book Fair was held March 6-8, we had total sales of \$3,726.45 with net sales of \$3,465.60. This left us in the 50% reward level, we had a 10% second fair bonus of \$346.56. We earned a total of \$2,045 in rewards. With the help of our students Mrs. Bulat was able to pull \$934.75 books from the Fair and has banked the rest for now.

We currently have \$72.29 leftover from previous years in our rewards bank.

### **Movie Night**

We had our second Family Movie Night on March 7th where we showed The Bad Guys. We had a large turn out of families and sold out of our concession items.

We collected \$390.90 in concession sales. Thank you to FreshCo for the donation of chocolate bars & chips for our concession.

### **Grade 5 Concession Stand**

The first Concession took place on March 31<sup>st</sup>, they brought in a total of \$232.35.

### **General Account Transactions:**

Feb 1: Withdrawal Bank Fees \$14.76

Feb 6: Deposit Slip 250 \$579.71

Feb 6: Deposit from Munchalunch \$329.08

Feb 6 Withdrawal Cheuqe #1928 (Cozy Blanket Foods) \$470

Feb 7: Deposit from Regional Recycling \$46.96

Feb 13: Deposit from Munchalunch \$136.56

Feb 16: Withdrawal Cheque #1929 (Shannon Rose) \$2936.75

Feb 20: Deposit from Munchalunch \$42.32

Feb 28: Deposit from Regional Recycling \$31.28

March 1: Withdrawal Bank Fees \$13.50

March 3: Withdrawal Cheque #1932 (Petty Cash) \$400

March 6: Deposit from Munchalunch \$50.68

March 6: Withdrawal Cheque #1931 (Subway) \$839.68

March 10: Deposit Saranna Greveling \$50

March 10: Deposit Slip #126 \$2863.35

March 13: Deposit from Munchalunch \$524.74

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March 20: Deposit from Munchalunch \$51.64

March 21: Deposit from Regional Recycling \$42.40

March 23: Withdrawal Cheque #1930 (Prince Charles Elementary) \$1000

March 27: Deposit from Munchalunch \$227.16

March 29: Withdrawal Cheque #1936 (Petty Cash) \$200

March 30: Withdrawal Cheque #1935 (Scholastic Book Fairs) \$2072.45

**Gaming Account Transactions:**

Feb 1: Withdrawal Bank Fees \$7.25

March 1: Withdrawal Bank Fees: \$6.00

Thanks,

Michelle Bastien

PC PAC Treasurer

Prince Charles Elementary						
Sandbox Quotes						
June 30, 2023						
	<u>Cost</u>	<u>10' x 10'</u>	<u>10' x 15'</u>	<u>15' x 15'</u>	<u>15' x 20'</u>	<u>20' x 20'</u>
		<i>100 sq ft</i>	<i>150 sq ft</i>	<i>225 sq ft</i>	<i>300 sq ft</i>	<i>400 sq ft</i>
Lumber	4.98	209.00	268.71	298.57	358.29	418.00
Sand	1	100.00	150.00	225.00	300.00	400.00
Labour (10 hrs -> 5 hrs x 2 people)		400.00	400.00	400.00	400.00	400.00
Hardware		60.00	60.00	60.00	60.00	60.00
TOTAL		769.00	878.71	983.57	1,118.29	1,278.00

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