

Prince Charles Elementary
PAC Annual General Meeting
Library Learning Commons
June 19th 2023

IN ATTENDANCE:

Shannon Rose (Chair), Duane Penner (Principal), Michelle Mitchell, Ashley Camp, Michelle Bastien (Treasurer), Catherine Parekh (Secretary)

QUORUM:

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

A. CALL TO ORDER

Shannon Rose, President, called the meeting to order at 8.05 pm.

B. ACKNOWLEDGEMENT

Note: The land acknowledgement below had been made at the June PAC meeting which immediately preceded the AGM, with the same people in attendance.

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. ACCEPTANCE OF PREVIOUS AGM MEETING MINUTES

The minutes from the 2022 June AGM, which were approved at the September 2022 PAC meeting, were accepted.

D. PRESENTATION OF ANNUAL REPORTS

- a. **Chair report** - See attached report
- b. **Treasurer report** - See attached report
- c. **DPAC report** - See attached report
- d. **Fundraising report** - See attached report
- e. **Hot lunch report** - See attached report
- f. **Grade 5 committee report** - See attached report
- g. **Playground committee report** - See attached report
- h. **Family Fun Night committee report** - No report submitted
- i. **Nomination Committee Report** - See attached report

E. ELECTIONS

- a. **Nomination Committee Report** -
See attached report with details on nominations received.

b. Election of executive –

At this point, a call for nominations was made from the floor three times. No further nominations were submitted and nominations were declared closed.

The following positions were accepted:

Michelle Bastien chaired this part of the meeting, as current chair Shannon Rose had been nominated for Chair position.

- **Chair:** Shannon Rose - nominated by Michelle Bastien, seconded by Ashley Camp. Chair by acclamation.

Once the position of chair was closed, Shannon Rose resumed chairing the meeting.

- **Vice Chair:** Kuljeet Tiwana - nominated by Michelle Bastien, seconded by Michelle Mitchell. Vice chair by acclamation.
- **Secretary:** Catherine Parekh - Nominated by Kuljeet Tiwana, seconded by Michelle Bastien. Secretary by acclamation.
- **Treasurer:** Michelle Bastien - Nominated by Shannon Rose, seconded by Kuljeet Tiwana. Treasurer by acclamation.

c. Election of Non-executive -

• **Members at large:**

1. Ashley Camp nominated by Shannon Rose, seconded by Michelle Mitchell.
2. Brittany Geddert - nominated by Shannon Rose, seconded by Ashley Camp.
3. Jen Pratap - nominated by Shannon Rose, seconded by Ashley Camp.

- **DPAC representative** - Shannon Rose
- **Fundraising coordinator** - Kuljeet Tiwana
- **Hot lunch coordinator** - Shannon Rose and Jenn de Vries
- **Book fair coordinator** - Michelle Bastien and Shannon Rose
- **Fruit and veggie program coordinator** - Joni Witmer

- **Parking lot coordinator** - Shannon Rose
- **Family Fun Night Coordinator** - Michelle Bastien, Shannon Rose and Ashley Camp
- **Grade 5 coordinator** - Jen Pratap

F. BANK SIGNING AUTHORITY

Current banking signing authority is Shannon Rose, Michelle Bastien, Jen Pratap and Sarah Ferraro.

Shannon Rose motioned to have current banking signing authority remain status quo for convenience of cheque signing at the school. Seconded by Ashley Camp. Motion has passed.

G. ADJOURNMENT

Shannon Rose adjourned the meeting at 8.40pm



Prince Charles Elementary PAC

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PAC Annual General Meeting Agenda: June 19th, 2023

- 8:30 pm** Acknowledgement/Introductions/Establish Quorum for the meeting
- 8:35 pm** Acceptance of Minutes from the 2022 AGM
- 8:35 pm** Presentation of Annual Reports
- Chair Report
 - Treasurer Report
 - DPAC Report
 - Fundraising Report
 - Hot Lunch Report
 - Grade 5 Committee Report
 - Playground Committee Report
 - Family Fun Night Committee Report
- 8:45 pm** Elections
- Presentation of Nominations Committee Report
 - Election of Executive
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - Election of Non-Executive
 - Members At Large (4)
 - DPAC Representative
 - Fundraising Coordinator
 - Hot Lunch Coordinator
 - Book Fair Coordinator
 - Fruit, Vegetable & Milk Program Coordinator
 - Parking Lot Coordinator
 - Family Fun Night Coordinator
 - Grade Five Committee Coordinator
- 9:00 pm** Adjournment

Prince Charles Elementary

Parental Advisory Council

Chair Report - Annual General Meeting

June 19th, 2023



This school year started out with some apprehension and uncertainty, however it ended with normalcy and familiarity. We started the year in September with no restrictions in place, but not knowing if or when the restrictions would return. We were slow and hesitant to plan too far into the year due to the risk of cancelling our plans. However, we managed to get through the entire school year with no restrictions.

We were able to run a number of fundraisers during the year to support our school initiative, and these will be outlined in the Fundraising Report.

We held three Scholastic book fairs during the year. Our fall book fair saw \$150 rewarded to each division to purchase books for the classroom. The spring bookfair raised \$2,045 in rewards to be purchased for the LLC. The BOGO book fair that is held every year at Family Fun Night did not hit the \$1,500 sales amount that is required to earn rewards. Our BOGO book fair is not used as a fundraiser, however it is used to make sure our students have plenty of books to read over the summer. A huge thank you to Michelle Bastien and Michelle Mitchell for co-chairing the Book Fair Committee. All your hard work every year does not go unnoticed. Also, a huge thank you to all of our parents that volunteer countless hours to ensure the book fair runs smoothly.

Once again, we supported our classrooms by providing a \$200 budget so staff could purchase consumable supplies. The recipients of the \$200 were each division, ELL, LLC, LLS, SEL and gym. We also supported our student's learning by purchasing 11 classroom licenses for RAZ kids. By purchasing RAZ kids, our children are able to take what they are reading in the classroom home with them at the end of the day. The PAC received staff requests for the purchase of more noise cancelling headphones, additional flexible seating and supplies for a new kindergarten classroom. All requests were granted.

We supported field trips again this year by allocating \$10 per student from our BC Gaming grant to cover the cost of transportation.

In addition to the funds that the Grade 5 Committee has fundraised, the PAC donated \$1,000 towards the purchase of their hoodies and year books. This is a tradition that has continued on for many years.

The PAC thanked our staff this year by hosting two staff appreciation luncheons. We held a Christmas luncheon in December and a year end luncheon at the beginning of June. A huge thank you to Michelle Bastien, Michelle Mitchell, Jen Pratap and Joni Witmer for helping me put everything together to host the luncheons.

The PAC has continued to support our families helping the school run a drive thru drop-off and pick-up every day. This service would not be possible without the combined volunteer time of 358 hours by our amazing Highlighter team. A million thank yous to Michelle Bastien, Cheryle Dahirot, Ashley Camp, Amy Condie, Sarah Ferraro, Andrew Geddert and Bryanna Duclos for the countless hours they have spent out

Prince Charles Elementary
Parental Advisory Council
Chair Report - Annual General Meeting
June 19th, 2023



in the rain, cold and snow to keep our children safe. A big thank you as well to the parents that continue to follow the rules and ensuring the safety of our children.

And on a sad note, we are saying goodbye to Mrs. Perrie, Selyca and Mrs. Nowak. We wish them all the best and hope they enjoy retirement!

I would like to thank the executive team and coordinators for all of your efforts this year. It has been my pleasure to work with all of you as we work towards our goal of supporting the school and our children's education.

Respectfully submitted,

A handwritten signature in black ink that reads "Shannon Rose".

Shannon Rose
PC PAC Chair

**Prince Charles Elementary
Parental Advisory Council Meeting
Treasurer's Report – Annual General Meeting
June 19, 2023**

This was a fun school year as we eased back into a normal type of year. We kicked the year off with our first Welcome Back BBQ in September since 2019.

Coupon books were sold virtually this year, there were two Purdy's fundraisers, Art Cards fundraiser, poinsettia fundraiser, hot lunch and popcorn days in the Winter, Fall and Spring terms, and finally, a Family Fun Night. We also held 2 Scholastic Book Fairs and Movie Night events. We were able to provide our school with \$3974.70 in rewards to be used towards books and supplies for our classrooms and LLC.

The BC Gaming grant that we received this year was \$6,000, which equates to \$20 per student that was registered at Prince Charles in September 2021 (300 students). This year, gaming funds were spent on bussing for field trips (\$1,430 to date) and a sandbox for the Kindergarten playground (\$1,500). A balance of \$13,593.24 remains in the gaming account and will be spent during the 2023/24 school year.

This year we gave back to the school from our general account in the following ways:

- Raz-kids for 11 classrooms
- \$200 classroom budget
- Noise cancelling headphones for the grade 3 & 4 students
- \$1,000 donation to the grade 5 class
- \$1,000 budget for the LLC
- \$300 budget for the Leadership students
- End of season parties for sports teams
- Flexible seating for grade 4
- Supplies for a new Kindergarten room
- Birthday gifts for staff
- Treats for World Teachers Day
- Staff Christmas and year-end lunch

Respectfully submitted,

Michelle Bastien
Treasurer

**Prince Charles Elementary
Parental Advisory Council
DPAC Report – Annual General Meeting
June 19, 2023**

All general meetings were held virtually this year and the AGM was held in-person in May. At each of the monthly meetings there were representatives from District staff who provided a presentation. The presentations included Assistant Superintendent Carla Danielsson and Trustee Shirley Wilson in September where they discussed new students coming from Afghanistan, and the history of Strong Start in the district amongst other topics. October was Assistant Superintendent Gino Bondi and Trustee Preet Rai where there was discussion on the operational plan for Abbotsford Secondary Schools, focusing on inquiry-based learning experiences. November district presenters were Superintendent Dr. Kevin Godden and Trustee Korky Neufeld who provided updates on the school experience, Afghan refugees, the affordability fund, teacher staff shortages, child and youth mental health and attendance rates. The next DPAC meeting was held in January 2023 where the updates were provided by Assistant Superintendent Nathan Ngieng and Trustee Stan Petersen. The focus was on middle school success, inquiry-based learning, the Equity framework and the districts commitment to Truth and Reconciliation. A video was shared titled "Student Voice in our Middle School" focusing on changes to promote our students feeling valued and heard. The second part of the presentation focused on the District Career Programs. February's meeting had presentations by Director of Instruction Kat Hannah around the Learning Support Services department. Trustee Mike Rauch was also in attendance. April's meeting included Assistant Superintendent Perry Smith, who provided an update on Student Progress Reporting Order. Trustee Jared White was also in attendance.

DPAC partnered with the Abbotsford School District this year to start a Parent Night series. This year the series included a presentation from Dr. Jean Clinton called Rising to Resilience. The second presentation was Cybersafe from Exploitation. A full line-up of 8 presentations is slated from the 2023/24 school year so stay tuned for more information.

BCCPAC's Conference and AGM was attended by Shannon Rose and Michelle Bastien and was held May 5th to 7th, 2023. DPAC was able to obtain proxies from 28 of the 46 schools in Abbotsford and Shannon and Michelle were able to vote on their behalf. Abbotsford had a strong voice at the election, which was amazing.

I am pleased to announce your DPAC executive for the upcoming 202/24 school year.

Chair – Shannon Rose (Prince Charles Elementary)
Vice Chair – Michelle Bastien (Fraser Middle)
Secretary – Winsome Rauch (Abby Senior)
Treasurer – Tracey Lamoureux (Bateman Secondary)

Special Education Representative – Heidi Vinois (ASIA Sumas)
Inclusion Committee – Clara Chahwan (McMillan Elementary)
Director – Kara Dickson (Irene Kelleher Toti:Itawtxw)
Director – Amy Dickson (Thomas Swift Elementary)

Respectfully submitted,

Tiffany Wickham

Tiffany Wickham
Prince Charles DPAC Representative

**Prince Charles Elementary
Parental Advisory Council Meeting
Fundraising Report – Annual General Meeting
June 19, 2023**

We ran a number of different fundraisers this year to support our PAC budget. Two new ones being the Art Cards & Christmas Windsor Greenhouse. We also saw the return of our Royal Artisan Market, first time in person since 2019.

Profit for the fundraisers for the 2022/2023 school year where as follows:

Meet the Teacher: \$457.29
Coupon Books: \$632.80
Art Cards: \$1,230
Royal Artisan Market: \$1,410.10
Windsor Green House: \$100.66
Purdys Christmas Sale: \$539.69
Purdys Easter Sale: \$196.61
Emily Press Labels: \$15.02
Cobbs Bread: waiting on update
General Concession: \$445.55
Movie Night Concession: \$438.16

Respectfully submitted,

Michelle Mitchell
Fundraising Coordinator

Prince Charles Elementary
Parental Advisory Council
Hot Lunch Report - Annual General Meeting
June 19th, 2023



We had a full hot lunch schedule this year!! We added a few new vendors to our list and we hope to add a few more in the upcoming school year. Our lunch dates and profits for the 2022/23 school year were as follows:

Pizza Day	J's Pizza	October 28, 2022	\$627.61
Favourite's Day	FUEL Catering	November 11, 2022	\$531.92
Boston Pizza	Boston Pizza	December 2, 2022	\$829.72
Treat Day	SinAmen Bun Co.	December 9, 2022	\$287.02
Pizza Day	J's Pizza	January 23, 2023	\$417.54
Treat Day	SinAmen Bun Co.	February 3, 2023	\$275.33
Sub Day	Subway	February 9, 2023	\$525.34
Taco Day	Taco del Mar	March 10, 2023	\$635.47
Boston Pizza	Boston Pizza	April 14, 2023	\$536.41
Favourite's Day	FUEL Catering	April 27, 2023	\$498.86
Wok Box	Wok Box	May 18, 2023	\$321.11
Hot Dog Day	PC PAC	June 16, 2023	\$631.19

Our net profit from our hot lunch program was \$5,100.23, after factoring in our credit card fees of \$796.92, transaction fees of \$234.33, stripe transfer fees of \$5.80, MunchaLunch subscription fee of \$336.00 and our bottle deposit refund of \$355.76.

We held 6 popcorn days throughout the school year that combined for a net profit of \$1,697.87

Respectfully submitted,

Shannon Rose
 Hot Lunch Coordinator

Prince Charles Elementary
Parental Advisory Council Meeting
Grade 5 Committee Report – Annual General Meeting
June 19, 2023

The Grade 5s have been busy fundraising for their year end activities and have done an amazing job raising all the funds they needed. In the beginning of the year, the Grade 5s set a budget to raise \$2,600, in addition to the annual \$1,000 donation they receive from the PAC. The Grade 5s ended up reaching their goal by June 9 and have one more concession sale coming up to sell off their remaining inventory. A huge thank you to the entire Grade 5 Committee, as well as all the grade 5 parents that helped our kids run these successful fundraisers.

The revenue generated was as follows:

SinAmen Bun Co. \$ 375.00

Concession \$1,831.25

Bottle drive \$432.30

Total \$2,638.55

With their donation from the PAC, the grade 5s were able to buy their grade 5 hoodies at a reduced cost and fund half of the cost of their yearbook keepsake. With the funds they raised, the grade 5s were able to pay for their year end field trip to Cultus Lake Waterslides, pay for the balance of their year books and pay for all the decorations for their farewell. They have enough funds left over that they can enjoy an ice cream treat on the last day of school.

Respectfully submitted,

Michelle Mitchell

Michelle Mitchell
Grade 5 Committee Chair

Prince Charles Elementary
Parental Advisory Council
Playground Committee Report - Annual General Meeting
June 19th, 2023



After many years of talking about replacing the playground on the upper field, the PAC finally decided that it was time to start the process. In the early spring, I met with Facilities to determine what the approved vendors are with the District, the cost of removal or relocation of our existing equipment, and some general information on what is allowed and what is not. From here, a playground committee was formed and we started to do some research.

We ended the year with a list of equipment that we would like to see on the new playground and pricing for most items, although we are still waiting for some prices for equipment that is either not yet available or being reconfigured to meet Canadian standards. We are currently narrowing down our choices for equipment in hopes of determining which vendor or vendors we will be using. The playground committee will continue to meet throughout the summer so there is a plan ready in September so we can kick off our fundraising efforts.

Respectfully submitted,

Shannon Rose
Playground Committee Chair

**Prince Charles Elementary
Parental Advisory Council Meeting
Nomination Committee Report – Annual General Meeting
June 19, 2023**

Our nomination period was open in the office by ballot from May 17 -June 7. Nominees were announced on June 9th.

We received the following nominations by ballot:

Position	Nominee	Accept/Decline	Nominated by	Note
Grade 5 Coordinator	Jen Pratap	Accept	Michelle Mitchell	
Fruit & Veggie Coordinator	Joni Witmer	Accept	Jen Pratap	
Grade 5 Coordinator	Jen Pratap	Accept	Michelle Bastien	
Chair	Shannon Rose	Accept	Michelle Bastien	
Hot Lunch Coordinator	Shannon Rose & Jenn deVries	Accept	Michelle Bastien	
Treasurer	Michelle Bastien	Accept	Shannon Rose	

Respectfully submitted,

Michelle Bastien & Catherine Parekh
Nomination Committee