

# Prince Charles Elementary Parent Advisory Council Meeting

Library Learning Commons, 35410 McKee Road  
October 8<sup>th</sup>, 2019

**IN ATTENDANCE:** Michelle Bastien (President), Joanna MacKenzie (Vice President), Shannon Rose (Treasurer), Michelle Waddell (Secretary), Gavin McIntosh, Yvonne Brodka, Michelle Mitchell, Jessica Phillips, Sarah Ferraro, Shannon Vanderlinde, Tracey Lamoureux, Catherine Parekh, Rikke Dano, Rupi Rajwan, Heather Hemmerich (Gr. 5 Teacher), Rene Hegberg (Gr. 4 Teacher), Tracy Krys (Principal)

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

## 1. CALL TO ORDER –

Michelle Bastien, President, called the meeting to order at 6:33pm.

## 2. PRINCIPAL'S REPORT –

- Social Emotion Learning (SEL) at Prince Charles
- A short slide show presentation on SEL
- Video clips about “Self Awareness”, “Self-Management”, and “Social Awareness”
- Book Club “Raising Human Beings” starts at the end of October
- School Budget for 2019/2020 school year

For more information on SEL, check out [casel.org](http://casel.org)

## 3. APPROVAL OF AGM MINUTES –

This item has been tabled and will be reviewed during the next PAC meeting on November 12<sup>th</sup>, 2019.

## 4. FINANCIAL REPORT JUNE ~ SEPTEMBER & REVIEW OF BUDGET FOR 2019/2020 –

Shannon Rose, Treasurer, presented the financial report that covered the period between July 1<sup>st</sup> to September 30<sup>th</sup>, 2019. The back account balances as of September 30<sup>th</sup>, 2019 are as follows:

General account	\$25,241.43
Gaming account	\$6,410.33
Total	<u>\$31,651.76</u>

Gaming Fund: Our gaming funds were deposited into our account on September 30<sup>th</sup>, 2019. We received \$6,560.00 which is \$20 per student for the 328 students (our student count in September 2018)

Meet the Teacher BBQ: The BBQ took place on September 18<sup>th</sup>, and it was a successful night! The BBQ was put on by the PAC and was by donation. Our PC families donated \$922.95, the food and supplies cost was \$402.82; therefore, gave us a net profit of \$520.13. (\$783.87 in 2018)

Coupon Books: So far in the month of September, coupon books sale grossed \$4,134.95 (equates to 414 books sold and paid for). The cost of these books is \$2,173.50, which gives the PAC a net profit of \$1,961.45. In 2018, a total of 875 books were sold (\$3,866.80 net profit). The coupon books sale closes on October 9<sup>th</sup>.

Popcorn Day: The first popcorn day of the school year was on September 26<sup>th</sup>. Gross sale was \$348.00 with a cost of \$60.63, for a net profit of \$287.37.

Proposed Budget: Refer to the attached pages for the proposed budget for the 2019/2020 school year.

**Motion**: Michelle Bastien made a motion for the approval of the proposed budget for the 2019/2020 school year. The motion was seconded by Shannon Rose. The motion was passed without opposition.

## 5. FUNDRAISING PLAN REPORT FOR 2019/2020 SCHOOL YEAR–

Below is a list of the fundraising plans for the 2019/2020 school year:

- Coupon Books: ends on October 9<sup>th</sup>, 2019
- Scholastic Book Fair: October 22<sup>nd</sup> ~ 24<sup>th</sup>, 2019
- Movie Night: October 22<sup>nd</sup>, 2019
- Royal Artisan Market: October 26<sup>th</sup>, 2019 from 10~2pm
- Paint Night: November 29<sup>th</sup>, 2019 – Ticket price \$35/per
- Purdys Chocolate: November 1<sup>st</sup> ~ 27<sup>rd</sup>, 2019. Pick up by December 13<sup>th</sup>, 2019 Sarah Ferraro has taken the lead on this fundraiser.
- Christmas Concert Bake Sale: December 2019 during the school Christmas concert
- Valentine's Day Dance: February 13<sup>th</sup>, 2020
- Spring Scholastic Book Fair / Movie Night: March 2020
- Spring Annuals: April 2020
- Paint Night: May 2020 - Shannon Vanderlinde has offered to lead this Fundraiser paint night to help reduce our costs. This will be discussed more in the new year.
- Raffle Baskets Family Fun Night: May 29<sup>th</sup>, 2020
- **Emily Press Labels (on-going)**: any sales that are made through our link or if you mention our school name at checkout, we will get 25% back from the sales. ([www.emilypress.com/princecharles](http://www.emilypress.com/princecharles)). Please feel free to share this with your family and friends.

- **Cobs Bread (on-going):** We receive 5% back on each sale that is made under our school's name at the Abbotsford Cobs Bread (Gladwin location only). Please feel free to share this with your family and friends.
- **Once Upon a Child (on-going): Abbotsford location only.** If you have gently used clothes, toys or books that you are looking to sell, simply bring them to the store and any offers the store made, you can choose to donate it toward the school account. Please feel free to share this with your family and friends.
- **Boston Pizza (on-going): Abbotsford locations only.** This is new fundraiser that we joined this year. We will receive 5% back on all orders. Write our schools name and your child's division number on top of the bill and give back to the store manager. The class that has the most orders at the end of the year will receive a Pizza Party from Boston Pizza.

## 6. HOT LUNCH REPORT –

First hot lunch of the year was on October 3<sup>rd</sup> from J's Pizza, ~\$700

Upcoming Hot Lunch Dates:

- October 23<sup>rd</sup> Wrap and Sushi Day
- November 8<sup>th</sup> Favorites Day
- November 15<sup>th</sup> Popcorn Day
- November 18<sup>th</sup> Cookie & Milk Day
- November 29<sup>th</sup> Burger Day
- December 13<sup>th</sup> Boston Pizza Day
- December 20<sup>th</sup> Popcorn Day

## 7. DPAC REPORT –

Meeting topics include Career Program and Grade 11 / 12 curriculum.

Upcoming event: SOGI123 Information Night – will take place on October 17<sup>th</sup> @ 7:00pm in the Abby Art Centre.

## 8. NEW BUSINESS –

- Grade 5 Fundraiser – “Bottle Drive” at Express Return Depot. Ongoing until Spring 2020. Take your unsorted bottles, containers, empties etc in a clear plastic bag, to an **Express** depot. Using the phone number **604-870-2149**, log in at an Express kiosk. Print your tags, tag your bags, and leave at the depot. The Express staff will sort & count bottles etc, and credit our Express acct with the refund. \$104 raised so far.
- Staff Birthdays – Michelle Mitchell has kindly volunteered to handle this.
- Movie Night (October 22<sup>nd</sup> @ 6:00pm) – showing “Toy Story 4”. Pre-ordered pizza through MunchaLunch by Oct. 17<sup>th</sup>. Limited pizza will be sold by the slice at the movie night concession stand.
- Scholastic Book Fair (October 22<sup>nd</sup> ~ 24<sup>th</sup> in the Library Learning Commons) – theme is “Arctic Adventure, A Blizzard of Books”. Volunteers are needed, a sign-up genius sheet will be posted soon.
- Royal Artisan Market (October 26<sup>th</sup> @ 10:00am) – 28 vendors (31 tables sold) this year. Volunteers are needed, a sign-up genius sheet will be posted soon.
- By-Laws & Constitution Update: will be posted on FaceBook PAC Page soon

- **Highlighter Team:** Volunteers are still needed, Shannon Rose will post which days and time we need more volunteers.

**Motion:** Michelle Bastien made a motion for the PAC to spend \$500 from the capital expenditure to buy 5 new tables. The motion was seconded by Gavin McIntosh. The motion was passed without opposition.

#### 9. **OPEN FLOOR / Q & A –**

- Garbage clean up in the school yard - It was mentioned that there has been an increased amount of trash around the school year, and the question was asked as to who take cares of clean it up. It was also mentioned that there is an increased amount of trash in the school parking lot. Tracy Krys will have class assigned once or twice a week to clean up the yard.
- Traffic light at McKee & McKinley – already approved by the city and should be installed by approximately beginning of the next school year. Michelle Bastien has emailed the city to see if there is a timeline for the install.
- Pine cone collections – Shannon Vanderlinde asked about pine cones being collected by the younger grades around the school yard, she suggested that maybe can be bagged them to be sold to raise funds.
- Leveled Literacy Intervention – Question was asked as to why the school choose to use part of their budget to have Sandra Breslin come in to run this program. It was explained that this is a program for grade 3 students that are at risk of not meeting grade level. Question was asked as to how the students were picked for the program. Mrs. Krys explained that teachers brought students forward they felt were at risk and testing took place from there.
- Grow Operation of McKinley – The smell from the grow operation has been getting worse and worse lately. There have been a number of parents and staff that have mentioned the smell when out in the morning and afternoon. We are going to look into the bylaws about this and see if there is anything we can do as a community to make a change.

#### 10. **ADJOURMENT –**

Michelle Bastien, President, adjourned the PAC meeting at 8:43pm.

Next PAC meeting November 12 at 6:30 pm in the LLC

**Prince Charles Elementary  
Parental Advisory Council Meeting  
Treasurer's Report  
October 8<sup>th</sup>, 2019**

The following report covers the period of July 1<sup>st</sup> to September 30<sup>th</sup>, 2019.

***BANK BALANCE***

The bank balances at September 30<sup>th</sup>, 2019 are as follows:

General account	\$25,241.43
Gaming account	<u>6,410.33</u>
Total	\$31,651.76

***GAMING FUNDING***

Our gaming funds were deposited into our gaming account on September 30<sup>th</sup>, 2019. We received \$6,560.00, which is \$20 per student for 328 students (our student count in September 2018).

***MEET THE TEACHER BBQ***

Meet the Teacher was a successful night! The weather cooperated and gave us beautiful weather for the entire evening. The BBQ was put on by the PAC and was by donation. Our PC families donated \$922.95 and the food and supplies cost us \$402.82. This gave us a net profit of \$520.13 (\$783.87 in 2018).

***COUPON BOOKS***

In the month of September, coupon books grossed \$4,134.95. This equates to 414 books sold and paid for. The cost of these books is \$2,173.50, which nets the PAC a profit of \$1,961.45. In 2018, 875 books were sold for a profit of \$3,866.80. Coupon books sales close on October 9<sup>th</sup> so keep selling!

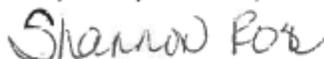
***POPCORN DAY***

Our first popcorn day of the school year was September 26<sup>th</sup>. Gross profits for our first popcorn day were \$348.00, with a cost of \$60.63, for a net profit of \$287.37.

***PROPOSED BUDGET***

Please find attached the proposed budget for the 2019/20 school year.

Respectfully submitted,



Shannon Rose  
Treasurer

**Prince Charles Elementary School PAC  
Balance Sheet As at 2019-09-30**

**ASSET**

<b>Current Assets</b>		
Petty Cash	0.00	
Bank - General Account	25,241.43	
Bank - Gaming Account	6,410.33	
Bank - Playground Account	0.00	
Undeposited Funds	0.00	
Total Cash		31,651.76
Investments		0.00
Accounts Receivable		1,836.19
Prepaid Expenses		10.00
<b>Total Current Assets</b>		<b>33,497.95</b>

<b>Inventory</b>		
Candy Bags		35.26
Chips		26.79
Chocolate Bars		0.00
Coffee		27.57
Cookies		0.00
Hot Dogs and Buns		84.73
Juice Boxes		112.42
Pop		41.77
Popcorn Supplies		117.88
Popsicles		0.00
Water		23.43
<b>Total Inventory</b>		<b>469.85</b>

**TOTAL ASSET** 33,967.80

**LIABILITY**

<b>Current Liabilities</b>		
Accounts Payable		466.13
Kindness Crew		0.00
Deposits on Hand		0.00
Playground		0.00
Deferred Revenue - Hot Lunch		10,294.00
Deferred Revenue - Artisan Market		0.00
<b>Total Current Liabilities</b>		<b>10,760.13</b>

**TOTAL LIABILITY** 10,760.13

**EQUITY**

<b>Surplus</b>		
Net Surplus - Previous Year		15,334.18
Current Surplus		7,873.49
<b>Total Surplus</b>		<b>23,207.67</b>

**TOTAL EQUITY** 23,207.67

**LIABILITIES AND EQUITY** 33,967.80

**Prince Charles Elementary School PAC  
Income Statement 2019-07-01 to 2019-09-30**

**REVENUE**

<b>Revenue</b>		
Artisan Market - Vendor Tables	700.00	
Total Artisan Market		700.00
Concession Sales - General		4.00
Coupon Books		4,134.95
Gaming Funds		6,560.00
Meet The Teacher BBQ		922.95
Popcorn Days		348.00
<b>Total Revenue</b>		<u>12,669.90</u>

**TOTAL REVENUE** 12,669.90

**EXPENSE**

<b>Expenses</b>		
Bank Charges		41.00
BCCPAC		75.00
Concession - General		0.56
Gaming - Sports	1,050.00	
Total Gaming Funding		1,050.00
Hot Lunch - Fees (Credit Card)	293.14	
Hot Lunch - Fees (Transaction)	60.00	
Hot Lunch - Fees (Stripe Transf...	0.40	
Hot Lunch - Subscription Fees	336.00	
Total Hot Lunch		689.54
Inventory Loss		11.80
Meet The Teacher BBQ		402.82
PAC Meetings		9.42
Paint Night		525.00
Popcorn Days		60.63
Staff Funding	1,695.20	
Staff Welcome Back	88.00	
Total Staff Events		1,783.20
Supplies - PAC Kitchen	147.44	
Total Supplies		147.44
<b>Total Expenses</b>		<u>4,796.41</u>

**TOTAL EXPENSE** 4,796.41

**NET INCOME** 7,873.49

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**PRINCE CHARLES ELEMENTARY PAC****PROPOSED REVENUE BUDGET**(Unaudited)

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**FOR THE YEAR ENDED JUNE 30,****2020****2019**

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	<b>BUDGET</b>		<b>ACTUAL</b>
<b>REVENUE</b>			
Abbotsford Bingo Association	\$ 150	\$	153
Artisan Market	1,500		1,584
Christmas bake sale	600		1,012
Christmas concert	100		212
Community fundraising programs	400		259
Concession - general	50		278
Coupon books	3,800		3,867
Dance	1,100		1,119
Family Fun Night	4,500		4,221
Gaming grant	6,560		7,776
Hot lunch	18,000		17,520
Meet the Teacher	1,200		1,299
Movie nights	750		1,083
Paint nights	1,800		2,025
Popcorn days	3,000		3,242
Popsicle and freezie days	1,200		1,242
Scholastic book fairs	10,000		11,810
Sports Day	300		300
Spring annuals	500		562
Used book sale	-		340
VIP parking	-		618
	\$ 55,510	\$	60,522

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**PRINCE CHARLES ELEMENTARY PAC****PROPOSED EXPENSE BUDGET**(Unaudited)

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FOR THE YEAR ENDED JUNE 30,

2020

2019

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	BUDGET	ACTUAL
<b>EXPENSES</b>		
Artisan Market	\$ 450	\$ 580
Arts and sports	6,560	3,424
Bank charges	400	457
Books	2,000	2,721
British Columbia Societies fees	40	40
Capital expenditures	500	4,028
Christmas bake sale	50	17
Christmas concert	50	82
Coffee Morning	15	14
Conferences	700	656
Coupon books	250	229
Dance	350	457
Emergency preparedness	50	587
Family Fun Night	4,500	4,214
Fruit and veggie program	-	160
Grade Five Farewell	1,000	1,000
Hot lunch	13,000	12,301
Inventory loss	-	122
Kindness Krew	-	119
Learning Commons	1,000	2,456
Meet the Teacher	600	515
Movie nights	450	583
PAC gifts	100	40
PAC meetings	200	78
Paint nights	1,200	1,171
Popcorn days	700	593
Popsicle and freezie days	250	206
Ready, Set, Learn	50	15
Scholastic book fairs	10,000	11,810
Social Emotional Learning	-	9,353
Sports Day	250	230
Staff events and funding	4,275	3,844
Supplies	600	486
VIP parking	-	10
	<b>49,590</b>	<b>62,596</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ 5,920</b>	<b>\$ (2,073)</b>

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**PRINCE CHARLES ELEMENTARY PAC****PROPOSED FUNDRAISING BUDGET**(Unaudited)

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**FOR THE YEAR ENDED JUNE 30,****2020****2019**

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	<b>BUDGET</b>	<b>ACTUAL</b>
Artisan Market	\$ 1,050	\$ 1,004
Christmas bake sale	550	996
Christmas concert	50	130
Community fundraising programs	400	259
Concession - general	50	278
Coupon books	3,550	3,637
Dance	750	663
Family Fun Night	-	7
Hot lunch	5,000	5,219
Meet the Teacher	600	784
Movie nights	300	500
Paint nights	600	854
Popcorn days	2,300	2,649
Popsicle and freezie days	950	1,036
Scholastic book fair	-	-
Sports Day	50	71
Spring annuals	500	562
Used book sale	-	340
VIP parking	-	608
	<b>\$ 16,700</b>	<b>\$ 19,597</b>

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