

Prince Charles Elementary

Parent Advisory Council Meeting

Multi-Purpose Room, 35410 McKee Road
January 8th, 2019

IN ATTENDANCE: Michelle Bastien, Shannon Rose, Michelle Waddell, Liz Welton, Joanna MacKenzie, Gavin McIntosh, Tracy Kryz, Saranna Greveling, Yvonne Brodka, Royce Eberding

QUORUM: Quorum has been met (minimum of 5 voting members; 3 Executives and 2 other than the Executive).

1) CALL TO ORDER –

Michelle Bastien, President, called the meeting to order at 6:41pm.

2) PRINCIPAL'S REPORT –

Please see the attached principal's report provided by Tracy Kryz.

3) HOT LUNCH / POPCORN DAYS–

Hot lunch & popcorn dates for the winter session:

- a. January 18th – Panago Pizza
- b. January 24th – Panago Pizza
- c. January 31st – Popcorn
- d. February 13th – Popcorn
- e. February 21st – FUEL Catering
- f. March 8th – Popcorn
- g. March 15th – Windmill Deli

There was a discussion about the Hot Lunch Policy under “Note to Parents” on Munch a Lunch:

“Please note that since this is a school fundraiser, no refunds for missed orders (i.e. student is ill, on vacation, forgot what was ordered, etc.) will be issued. Special consideration will be given if there has been a third party vendor error that the PAC is unable to accommodate. By ordering through MunchaLunch, you are agreeing to this Prince Charles PAC Policy.”

4) FINANCIAL REPORT –

Shannon Rose presented the financial report, please see attached. The bank account balances as of December 31st, 2018 are as follows:

General account	\$26,064.86
Gaming account	\$4,369.42
Petty Cash	<u>\$200.00</u>
Total	\$30,634.28

Hot Lunch: December's hot lunch was Boston Pizza and netted a profit of \$580.29. Our next two hot lunch dates are January 18th (Friday) and January 24th (Thursday) from Panago Pizza. These the hot lunch dates where the grade 5 students will participate in the handing out of the pizza.

Popcorn Day: Our fourth popcorn day of the school year was scheduled on December 21st; however, since the school was closed due to power outage on that day, this popcorn day has been rescheduled for Friday, January 11th.

Christmas Bake Sale: Our Christmas bake sale, combined with the concession, had a gross sale of \$1,224.42. The cost associated with the concession has yet to be determined as the inventory could not be completed on the last day of school prior to Christmas break due to power outage. Inventory will be counted by end of first week back to school in January and the cost associated with the concession is expected to be minimal.

5) DPAC Meeting / Report –

There was no DPAC Meeting scheduled in December 2018. The next DPAC Meeting is scheduled on January 24th, 2019 @ 7:00pm.

6) FUNDRAISING –

Emily Press Labels: This is still ongoing. The PAC has received the first cheque for \$72 for the first term.

Cobs Bread Doughraiser Program: This is an ongoing program. When purchase bread or baked goods from Cobs Bread, just mention Prince Charles Elementary. Parents should also let friends and family know as well.

VIP Parking Bidding War (Winter term): This session of the bidding took place on January 4th – January 5th.

School Valentine's Dance "Red, White, & Pink Dance Party": This dance will take place on Friday, February 8th from 6:30pm – 8:30pm. \$5 per child for entry (kids under 3 are free). Budget for this event was set at \$450.

- Lights
- Music – Mr. Eberding will supply the music play list for the night
- Concession (large chocolate bars, sour keys, chips, water, etc.)
- Posters – to be put up in classroom windows
- Cake walk – will ask parents to donate some baked goods

- Volunteer List – a sign-up sheet will be posted for parents to volunteer at various spots (door, concession, cake walk)

Book Fair: The next book fair has been confirmed and will take place on March 11th – 15th, 2019. The theme for this book fair has yet to be announced.

Movie Night: This is going to take place on Tuesday, March 12th, 2019. The movie title has yet to be decided.

VIP Parking Bidding War (Spring term): this session of the bidding war will be opened from March 30th at 9pm until March 31th at 9pm. This could be replaced with a raffle ticket draw system once the gaming license is approved.

Spring Annual Fundraiser: This will take place during April 2019.

Used Book Sale: Takes place before and after school from April 30th – May 3rd, 2019. More details to come in the next PAC meetings.

Paint Party: A tentative date of Friday, May 10th, 2019 has been set for the paint party.

Family Fun Night: This will take place on June 7th, 2019.

7) **Family Fun Night –**

This fun filled event will take place on June 7th, 2019. A planning committee has been formed and will hold the first meeting on Tuesday, January 15th, 2019 to start the planning and booking.

8) **Lice Check -**

We set the date of January 9th for a preventative Lick Check.

9) **Fruits & Veggie Program –**

Some dates for the upcoming Fruits & Veggie Program:

- January 28th, 2019 – Kiwi fruit
- February 11th, 2019 – Apple

Harvest Bin Project – application for this project has been submitted and we should have a response by the end of January. Mrs. Loewen and the Grade 5 Green Team will take the lead on this idea once it has been approved.

To be followed up at the next PAC meeting.

10) **OTHER BUSINESS –**

There is no other business to discuss.

11) ADJOURNMENT

Michelle Bastien, President, adjourned the meeting at 7:50pm.

The next PAC meeting is scheduled on February 12th, 2019 @ 6:30pm in the multipurpose room.



Principal's Report

January 2019

1. **Update on staff:**

Michelle Hiebert off UFN- Emily Derksen in place
Alison Haist- Baby Fraser; Jennifer Grootendorst in until April
Sarahlynn Zimmermann (EA) has returned
2. **Oh the parking lot...SO MUCH BETTER!**
3. **School Goals:**
 - a) Continued focus on number sense (building flexibility with numbers and understanding big idea of quantity; focus shifting to core competencies with content; learning goals, success criteria, SNAP whole school assessment and scope and sequence created); part of District SNAP project
 - b) Literacy imperative- guided reading daily and FACES intervention meetings every 3 weeks to target students needing support in early reading intervention; part of CR4YR project with District; meetings in grade like teams every 3 weeks; professional learning community focused on students of mystery;
 - c) Writing- new PM Kits for use in grades 3-5; focus on using variety of tech devices; engagement; mentor texts to increase writing focus on generation of ideas and organization of ideas;
4. Social Emotional Learning Room and Sensory Path- THANK YOU for the allocation. Items are arriving. Every classroom has some flexible seating in it, all classes are benefitting. Mentor texts IN and will be available for teacher sign out.
5. Kiran Sidhu from FVCDC will be presenting to parents 6-8pm on Wednesday January 23rd, 2019.
6. Wednesdays at 9-10:15 beginning January 23rd- Book club on Self-Reg for parents and caregivers;
7. Sensory Path leaders and future plans- Meeting with District OT
8. Positive Behaviour Interventions (Interactions) and Supports (PBIS)- Be Safe; Be Responsible; Be Respectful- Improves social, emotional and academic outcomes for all students; consistent expectations; discussion this week with staff at staff meeting; begin gradual roll out through assemblies and announcements in January (I Can be ROYAL);
9. **Website use and Twitter:** please follow us! Added in weekly email to families.
10. Emergency Kits- few students have not brought in; we will provide food and water items for them.

**Prince Charles Elementary
Parental Advisory Council Meeting
Treasurer's Report
January 8, 2019**

The following report covers the period of December 1st to December 31st, 2018.

BANK BALANCE

The bank balances at December 31st, 2018 are as follows:

General account	\$26,064.86
Gaming account	4,369.42
Petty cash	<u>200.00</u>
Total	\$30,634.28

HOT LUNCH

December's hot lunch was Boston Pizza and netted a profit of \$580.29. Our next hot lunch is Friday, January 18th, followed by January 24th and both will be from Panago. These are the hot lunch dates where the grade 5 student participate in the handing out of the pizza.

POPCORN DAY

Our fourth popcorn day of the school year was scheduled for December 21st, however school was cancelled for the day due to the power outage from the wind storm the previous day. The popcorn day has been rescheduled for this Friday (January 11th).

CHRISTMAS BAKE SALE

Our Christmas bake sale, combined with the concession, had gross sales of \$1224.42. The cost associated with the concession has yet to be determined as inventory was to be counted on the Friday, however could not be completed due to the power outage. Inventory will be counted the first week back to school in January and the cost associated with the concession is expected to be minimal.

Respectfully submitted,



Shannon Rose
Treasurer

Prince Charles Elementary School PAC
Balance Sheet As at 2018-12-31

ASSET

Current Assets		
Petty Cash	200.00	
Bank - General Account	26,064.95	
Bank - Gaming Account	4,389.42	
Undeposited Funds	72.71	
Total Cash		30,706.99
Accounts Receivable		86.99
Prepaid Expenses		40.00
Total Current Assets		30,833.98

Inventory		
Candy Bags		12.56
Chips		28.30
Chocolate Bars		33.33
Coffee		49.64
Cookiec		17.66
Hot Dogs and Buns		84.29
Juice Boxes		13.31
Pop		70.69
Popcorn Supplies		75.27
Popcicles		8.00
Water		23.01
Total Inventory		418.07

TOTAL ASSET 31,252.06

LIABILITY

Current Liabilities		
Accounts Payable		4,121.44
Kindness Crew		450.27
Deferred Revenue - Hot Lunch		-23.00
Total Current Liabilities		4,548.71

TOTAL LIABILITY 4,548.71

EQUITY

Surplus		
Net Surplus - Previous Year		17,407.67
Current Surplus		9,295.87
Total Surplus		26,703.54

TOTAL EQUITY 26,703.54

LIABILITIES AND EQUITY 31,252.06

REVENUE

Revenue		
Artisan Market - Admission	273.35	
Artisan Market - Concession	445.75	
Artisan Market - Vendor Tables	865.00	
Total Artisan Market		1,584.10
Christmas Bake Sale		1,224.10
Concession Sales - General		26.00
Coupon Books		3,836.80
Emily Press Labels/Slick People		72.71
Gaming Funds		7,776.00
Hot Lunch - Juice	297.00	
Hot Lunch - Meals (Third Party)	5,395.75	
Hot Lunch - Milk	467.50	
Total Hot Lunch		6,160.25
Meet The Teacher BBQ		1,208.90
Movie Night - Concession	345.35	
Movie Night - Pizza (By The Slice)	65.00	
Movie Night - Pizza (Pre-Order)	209.00	
Total Movie Night		619.35
Paint Night		1,103.75
Popcorn Days		1,242.10
SCHOOL BOOK F&F		5,982.87
VIP Parking		225.00
Total Revenue		31,161.73

TOTAL REVENUE **31,161.73**

EXPENSE

Expenses		
Artisan Market - Advertising	342.80	
Artisan Market - Concession	182.21	
Artisan Market - Supplies	54.82	
Total Artisan Market		579.83
Bank Charges		270.70
British Columbia Societies Fees		40.00
Capital Expenditures		89.44
Christmas Bake Sale		16.54
Coupon Books - Individual Prizes	150.00	
Coupon Books - Class Prize	79.46	
Total Coupon Books		229.46
Emergency Preparedness		55.90
Fruit and Veggie Program		100.00
Gaming - Arts	750.00	
Gaming - Books	1,052.32	
Gaming - SELL	2,443.32	
Gaming - Spots	2,983.90	
Total Gaming Funding		6,809.14
Hot Lunch - Fees (Credit Card)	238.09	
Hot Lunch - Fees (Transaction)	80.70	
Hot Lunch - Fees (Stripe Transf..	2.20	
Hot Lunch - Juice	128.06	
Hot Lunch - Meals (Third Party)	3,862.84	
Hot Lunch - Milk	155.66	
Hot Lunch - Subscription Fees	336.00	
Total Hot Lunch		4,801.55
Inventory Loss		30.04
Meet The Teacher BBQ		515.03
Movie Night - Candy Bags	27.37	
Movie Night - Chocolate Bars	56.97	
Movie Night - Chips	17.79	
Movie Night - Pizza (By The Slice)	45.00	

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Movie Night - Pizza (Pre-Order)	108.00	
Movie Night - Popcorn	17.85	
Movie Night - Water	7.73	
Total Movie Night		282.71
PAC Meetings		22.94
Paint Night		637.75
Popcorn Days		176.75
Books - Teachers	3,568.06	
Scholastic Merchandise	2,422.56	
Total Scholastic Book Fair		5,990.62
Staff - Miscellaneous	20.26	
Staff Appreciation Lunch -Christ...	496.40	
Staff Birthdays	100.00	
Staff Funding	201.65	
Staff Welcome Back	49.01	
World Teacher's Day	121.31	
Total Staff Events		988.63
Supplies - Office	90.57	
Supplies - PAC Kitchen	78.36	
Total Supplies		168.93
Total Expenses		21,866.06
TOTAL EXPENSE		21,866.06
NET INCOME		9,295.67

Prince Charles Elementary School PAC
Comparative Income Statement

	Actual 2018-07-01 to 2018-12-31	Budget 2018-07-01 to 2019-05-30	Difference
REVENUE			
Revenue			
Artisan Market - Admission	273.35	350.00	-76.65
Artisan Market - Concession	445.75	300.00	145.75
Artisan Market - Vendor Tables	895.00	850.00	45.00
Total Artisan Market	1,584.10	1,500.00	84.10
Christmas Bake Sale	1,224.10	1,500.00	-275.90
Christmas Concert - Concession	0.00	100.00	-100.00
Total Christmas Concert	0.00	100.00	-100.00
Concession Sales - General	26.00	0.00	26.00
Coupon Books	3,836.80	3,800.00	36.80
Emily Press Labels/Stick People	72.71	0.00	72.71
FFN - Concession	0.00	500.00	-500.00
FFN - Food (Pre-Order)	0.00	900.00	-900.00
FFN - Food (Non Pre-Order)	0.00	1,800.00	-1,800.00
FFN - Silent Auction	0.00	500.00	-500.00
FFN - Wrist Bands	0.00	1,300.00	-1,300.00
Total Family Fun Night	0.00	5,000.00	-5,000.00
Gaming Funds	7,776.00	6,480.00	1,296.00
Hot Lunch - Chips	0.00	300.00	-300.00
Hot Lunch - Juice	297.00	1,300.00	-1,003.00
Hot Lunch - Meals (PAC)	0.00	1,500.00	-1,500.00
Hot Lunch - Meals (Third Party)	5,306.75	11,300.00	-5,993.25
Hot Lunch - Milk	467.50	600.00	-132.50
Total Hot Lunch	6,160.25	15,000.00	-8,839.75
Meat The Teacher BBQ	1,296.90	1,200.00	96.90
Movie Night - Concession	345.35	700.00	-354.65
Movie Night - Pizza (By The Slice)	65.00	0.00	65.00
Movie Night - Pizza (Pre-Order)	209.00	0.00	209.00
Total Movie Night	619.35	700.00	-80.65
Paint Night	1,103.75	1,800.00	-696.25
Popcorn Days	1,242.10	3,000.00	-1,757.90
Popsicle/Freeze Days	0.00	1,750.00	-1,750.00
Scholastic Book Fair	5,992.87	10,000.00	-4,007.13
Sports Day - Concession	0.00	300.00	-300.00
Used Book Sale	0.00	500.00	-500.00
VIP Parking	225.00	600.00	-375.00
Total Revenue	31,161.73	63,230.00	-22,068.27
TOTAL REVENUE	31,161.73	63,230.00	-22,068.27
EXPENSE			
Expenses			
Artisan Market - Advertising	342.90	350.00	-7.10
Artisan Market - Concession	182.21	200.00	-17.79
Artisan Market - Supplies	54.82	50.00	4.82
Total Artisan Market	579.93	600.00	-20.07
Bank Charges	270.70	350.00	-79.30
British Columbia Societies Fees	40.00	40.00	0.00
Capital Expenditures	89.44	500.00	-410.56
Christmas Bake Sale	16.54	50.00	-33.46
Christmas Concert Concession	0.00	75.00	-75.00
Coupon Books - Individual Prizes	150.00	150.00	0.00
Coupon Books - Class Prizes	79.46	60.00	19.46
Total Coupon Books	229.46	210.00	19.46
Emergency Preparedness	55.90	0.00	55.90
FFN - Concession	0.00	300.00	-300.00
FFN - Food (Non Pre-Order)	0.00	400.00	-400.00
FFN - Food (Pre-Order)	0.00	1,700.00	-1,700.00

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Prince Charles Elementary School PAC
Comparative Income Statement

	Actual 2018-07-01 to 2018-12-31	Budget 2018-07-01 to 2019-06-30	Difference
FFN - Rentals	0.00	2,500.00	-2,500.00
FFN - Supplies	0.00	100.00	-100.00
Total Family Fun Night	0.00	5,000.00	-5,000.00
Fruit and Veggie Program	160.00	220.00	-60.00
Gaming - Arts	750.00	750.00	0.00
Gaming - Books	1,052.32	0.00	1,052.32
Gaming - Capital Expenditures	0.00	4,980.00	-4,980.00
Gaming - SEL	2,443.32	0.00	2,443.32
Gaming - Sports	2,563.50	750.00	1,813.50
Total Gaming Funding	6,809.14	6,480.00	329.14
Grade Five Farewell	0.00	1,000.00	-1,000.00
Hot Lunch - Chips	0.00	150.00	-150.00
Hot Lunch - Fees (Credit Card)	236.09	600.00	-363.91
Hot Lunch - Fees (Transaction)	80.70	200.00	-119.30
Hot Lunch - Fees (Stripe Transact..)	2.20	0.00	2.20
Hot Lunch - Juice	123.26	500.00	-371.94
Hot Lunch - Meals (PAC)	0.00	850.00	-850.00
Hot Lunch - Meals (Third Party)	3,862.84	8,200.00	-4,337.16
Hot Lunch - Milk	155.86	500.00	-344.34
Hot Lunch - Subscription Fees	336.00	336.00	0.00
Total Hot Lunch	4,901.55	11,336.00	-6,534.45
Inventory Loss	30.04	0.00	30.04
Meet The Teacher BBQ	515.03	850.00	-334.97
Movie Night - Candy Bags	27.37	75.00	-47.63
Movie Night - Chocolate Bars	58.97	75.00	-16.03
Movie Night - Chips	17.79	90.00	-72.21
Movie Night - Pizza (By The Slice)	45.00	50.00	-5.00
Movie Night - Pizza (Pre-Order)	108.00	75.00	33.00
Movie Night - Popcorn	17.85	25.00	-7.15
Movie Night - Water	7.73	50.00	-42.27
Total Movie Night	282.71	400.00	-117.29
Outdoor Learning Centre	0.00	15,000.00	-15,000.00
PAC Meetings	22.94	200.00	-177.06
Paint Night	637.75	1,050.00	-412.25
Popcorn Days	178.75	950.00	-771.25
Popside/Freeze Days	0.00	254.00	-254.00
Ready, Set, Learn	0.00	50.00	-50.00
Books - Learning Commons	0.00	2,500.00	-2,500.00
Books - Teachers	3,588.06	2,500.00	1,088.06
Scholastic Merchandise	2,422.56	5,000.00	-2,577.44
Total Scholastic Book Fair	5,990.62	10,000.00	-4,009.38
Sports Day - Concession	0.00	150.00	-150.00
Sports Day - Event Funding	0.00	200.00	-200.00
Total Sports Day	0.00	350.00	-350.00
Administrative Professional's Day	0.00	50.00	-50.00
Staff - Miscellaneous	20.25	1,000.00	-979.74
Staff Appreciation Lunch - Christ..	498.40	600.00	-101.60
Staff Appreciation Lunch - Year ...	0.00	800.00	-800.00
Staff Birthdays	100.00	350.00	-250.00
Staff Funding	201.85	2,000.00	-1,798.35
Staff Welcome Back	49.01	50.00	-0.99
World Teacher's Day	121.31	125.00	-3.69
Total Staff Events	968.83	4,775.00	-3,786.37
Supplies - Office	90.57	350.00	-259.43
Supplies - PAC Kitchen	78.35	600.00	-521.64
Total Supplies	168.93	850.00	-681.07
Total Expenses	21,886.05	60,210.00	-38,343.94
TOTAL EXPENSE	21,886.05	60,210.00	-38,343.94

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Prince Charles Elementary School PAC
Comparative Income Statement

	Actual 2018-07-01 to 2018-12-31	Budget 2018-07-01 to 2019-06-30	Difference
NET INCOME	<u>9,295.67</u>	<u>-6,980.00</u>	<u>16,275.67</u>