

# Prince Charles Elementary PAC General Meeting – In Person September 27, 2022

## IN ATTENDANCE:

Michelle Bastien (Acting Chair), Catherine Parekh (Secretary), Jen Pratap (Acting Treasurer), Duane Penner (Principal), Rupi Rajwan, Shannon Patterson, Kuljeet Tiwana, Christina Fuller, Denise Armstring, Raelynn Markerth, Ashley Camp, Shannon Rose, Brittany Geddert, Elise Goertz and Jenni Mcewen.

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

## A. CALL TO ORDER –

Michelle Bastien, Acting Chair, called the meeting to order at 7:05 pm.

## 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 –

Welcome back to Mr. Penner!

Mr. Penner started in May last year. We have had some Administrator turnover the past years and Mr. Penner is hoping to be here to watch the Ks go through the school. He thinks this is a great school community and is excited to have fun with the kids especially with the mascot. PC has a veteran staff with lots of experience and that is a sign of a good school.

**Class Planning:** We had to reconfigure the classes due to the lower enrollment so we had to open up some split classes and lose a staff member. The initial class list was put together in May for the grade groupings by the teachers.

This year there will be lots of opportunities for Grade 5 Leadership.

September 27, 2022

The unnamed mascot was a hit at the BBQ and welcome back assembly. He will be making some more appearances this year and we will be giving him a name. Mrs. Smith is our new administrative assistant and has been off to an outstanding start. Welcome to Prince Charles Mrs. Smith!

**Support Staff:** Our support staff had lots of changes and we hired about 6 new EAs.

\*Please see the Principal's Report from Mr. Penner attached\*

## **REVIEW AND APPROVAL OF THE PREVIOUS MINUTES –**

Jen Pratap did a review of the previous months' minutes. There were no suggested changes.

*Motion: Michelle Bastien made a motion to approve the June minutes. This motion was seconded by Catherine Parekh. The motion has passed.*

## **D. PRESIDENT/VP REPORT –**

Please see the attached Chair Report.

Michelle Bastien reads a letter to the PAC from Shannon Rose. Please see the attached correspondence dated September 7th, 2022.

**Review of Rules for Trustee Candidates** – Candidates running for the election for the position of School Trustee should not be campaigning on the school's property. Please be respectful of the candidates and do not put them in an uncomfortable position where they are compromising school board policies AP325 and AP515.

**Vacant PAC Positions that are available:** PAC Vice President, Member at Large, Parking Lot Coordinator, DPAC Rep (would go to District PAC meetings once a month and report back to the PAC. These meetings are held on the 4th Thursday of the month except for December, March and June). Please contact Michelle at the PAC email address or in person if you are interested in taking one of these roles on.

**Volunteer Forms** – these forms must be filled out every year in order to volunteer at school in any capacity. Please go through the office to submit this form. The second form is the Criminal Records check which must be done every 5 years through the school district office. Do not do this through the Abby PD. You do have to attend in person at the District head office to complete the criminal records check.



September 27, 2022

**Parking lot:** We are looking for parking lot volunteers to help in the parking lot before and after school. You do not have to commit to a regular spot because the schedule can be flexible and you can sign up for when you are available. This is an important role as it keeps the children safe.

Morning shift = 8.15-8.40am

Afternoon shift = 2.20-2.45pm

There are two parallel parking spaces reserved for parking volunteers at the top end of the carpark (near the exit driveway).

**Staff Requests:** Please see the attached staff request forms:

Lorna Henry – new to teaching Kindergarten this year. \$201.48

*Motion: Michelle Bastien made a motion to approve this request, seconded by Jen Pratap. The motion has passed.*

Ms. Nowak on behalf of Grade 4 classrooms – Noise cancelling headphones. \$280

*Motion: Michelle Bastien made a motion to approve this request, seconded by Christina Fuller. The motion has passed.*

Mrs. Bates for Grade 4 Classroom. \$250 – More flexible seating

*Motion: Michelle Bastien made a motion to approve this request, seconded by Raelynn Markerth. The motion has passed.*

## E. FUNDRAISING COORDINATOR

### Current and Upcoming Fundraisers

The Coupon book fundraiser is currently running. The person who sells the most coupon books wins a pizza lunch with Mr. Penner. They are sold through MunchaLunch. Sales end October 12.

Created by Kids – Art Card Fundraiser: launches October 17, final products delivered week of December 5-9. More details coming in the next few weeks.

November we will have a Poinsettia sale and Purdy's Chocolate Fundraising campaign.

Book Fair: November 22-24.

Movie night on November 22 (Movie TBA).

## **F. GRADE 5 COMMITTEE**

Grade 5 Committee is seeking Grade 5 parents to join: Catherine Parekh and Raelynn Markerth would like to join. Please contact Michelle Mitchell if you would like to join this committee or email the PAC email address.



September 27, 2022

## G. FINANCIAL REPORT/BUDGET –

Shannon reviews Treasurer’s Report for June (please see attachment).

*Motion: Michelle Bastien makes a motion to approve the June Financials, seconded by Shannon Rose. The motion has passed.*

Michelle Bastien and Jen Pratap review the proposed Budget for the 2022-23 school year (please see attachment).

*Motion: Michelle Bastien made a motion to accept the proposed budget as written, seconded by Raelynn Markerth. The motion has passed.*

## H. HOT LUNCH REPORT:

Hot Lunch: we will be opening hot lunch shortly through the program MunchaLunch. If you have not created an account yet, this will be needed to place and pay for your orders.

### Upcoming dates:

October 14: Popcorn

October 28: Js Pizza

November 4: Popcorn

November 18: Fuel Catering

December 2: Boston Pizza

December 9: Mini cinnamon bun treat day

December 16: Popcorn Day

I. **DPAC REPORT** – The DPAC is hosting an event for all School Board Trustee candidates forum on October 3 – 7:30 pm at Abby Arts Center.

PAC 101 presented by BCCPAC – anything about how PAC runs. This will be held on October 5th at 7pm via zoom..

The next DPAC Meeting is October 27 at 7PM. Might be via zoom or in person.

There is a parent survey that is currently out on the DPAC Facebook page. Please take the time to fill it out to see what the parents are looking for.

This school year elementary school enrollment is up by 33 students.

The District donated 1200 backpacks this year to students who were in need.

The Trustee Shirley Wilson was there.



September 27, 2022

**NEED DPAC REP:** The meetings are the fourth Thursday of the month except for December, March and June. Prince Charles is currently not getting a vote at the table as our school has no representative. Please consider volunteering for this role on behalf of the PC PAC.

**OPEN FLOOR –**

Staff Birthdays: The PC PAC gives the teachers a birthday card with a gift card inside. We are seeking a parent volunteer to take this task on for the school year. Please contact Michelle Bastien at the PAC email address to sign up for this task.

Fruit and Veggie: the next delivery day is Pears on October 17.

Class Parent: the survey results are in and this initiative was liked by the majority of the parents. The teacher's favorites lists were also a hit last year. We will continue this program.

World Teacher Day: This falls on November 5. Last year we ordered Cobbs Bread treats for the staff. The PAC will organize treats for that day.

Parent Survey Results re: PAC Meetings. Tuesday was the preferred night to hold PAC meetings. Alternating meetings between in person and ZOOM received the highest amount of votes.

Parking Lot Safety and Dogs on School Property: We will need to give a review of parking lot safety. A friendly reminder that no dogs are permitted on school grounds.

Folding Tables: Last year 15 folding tables that the PAC owns were loaned out and not returned. They are \$75 each. They were leant out to Elections Canada by a temporary administrator. Upper Sumas received some so they may have been destroyed during the flood. Mrs. Smith and Mr. Penner are helping to track them down.

Artisan Market: The Artisan Market will not run. We do not have a parent volunteer to organize this and we do not have a staff sponsor.

**J. ADJOURNMENT –**

Michelle Bastien, Chair, adjourned the PAC General meeting at 8:59 p.m. Seconded by Catherine Parekh.

The next PAC meeting will take place on **October 18, 2022 @ 7:00 p.m. via ZOOM**





## PAC Principals Report

Date: September 27, 2022

Time: 7:00 pm – 9:00pm

Location: Library Learning Commons

### 1. Start-Up

- Grade Groups
- Reconfigured Class Assignments and Student Placements
- Welcome Back Assembly (With Mascot!)
- PAC BBQ + Meet the Teacher Night

### 2. 2022/23 Enrolment/Class Configurations

- 292 Students
- 13 Divisions

### 3. Updated Teacher Assignments

- Mrs. Henry - Kindergarten
- Mrs. MacDonald – Gr.1
- Mrs. Pawliw/Mrs Christensen Gr. 4/5
- Mrs. Bate/Mr. Eberding Gr. 4

### 4. Support Staff Update

- Mrs. Smith (Clerical)
- Mrs. Simpson, Mrs. Reuter, Mrs. Calder, Mrs. Banman, Mrs. Tubbs & Mrs. Kruselniki

5. **Terry Fox Run** – Very close to reaching our goal of \$1000

6. **Cross Country** – Has Begun! (Mrs. Bulat organizing)

7. **Soccer** – Information coming soon from Mr. Eberding

8. **FSA Administration to begin Soon**

## Upcoming Dates:

Sep 28 – Orange Shirt Day

Sep 29 – N.I.D. #1 Walking Forward Together Conference

Sep 30 – National Truth & Reconciliation Day

Oct 7 – Photo Day

Oct 19 – Parent/Teacher Interviews (Half Day)

Oct 20 – Parent/Teacher Interviews (2 Hour Early Release)

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**PRINCE CHARLES ELEMENTARY PAC**  
**FINANCIAL STATEMENTS**  
(Unaudited)  
**JUNE 30, 2022**

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**PRINCE CHARLES ELEMENTARY PAC**  
**STATEMENT OF FINANCIAL POSITION**  
(Unaudited)

**JUNE 30,** **2022** **2021**

**ASSETS**

**CURRENT**

Cash	\$	19,921	\$	19,326
Accounts receivable		238		-
Prepaid expenses		346		10
Inventory		118		114
		\$	20,623	\$ 19,450

**LIABILITIES**

**CURRENT**

Deferred revenue	\$	-	\$	4
Restricted funds - water station		2,886		-
		2,886		4

**NET ASSETS**

<b>UNRESTRICTED</b>		<b>17,737</b>		<b>19,446</b>
		\$	20,623	\$ 19,450



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**PRINCE CHARLES ELEMENTARY PAC**  
**STATEMENT OF CHANGES IN NET ASSETS**  
(Unaudited)

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<b>FOR THE YEAR ENDED JUNE 30,</b>	<b>2022</b>	<b>2021</b>
BALANCE, beginning of year	\$ 19,446	\$ 17,249
NET SURPLUS (DEFICIT)	(1,709)	2,197
BALANCE, end of year	\$ 17,737	\$ 19,446

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**PRINCE CHARLES ELEMENTARY PAC**  
**STATEMENT OF REVENUE**  
(Unaudited)

<b>FOR THE YEAR ENDED JUNE 30,</b>	<b>2022</b>	<b>2021</b>
<b>REVENUE</b>		
Abbotsford Bingo Association	\$ 296	\$ -
Artisan Market	-	340
Community fundraising programs	200	285
Concession - general	125	-
Coupon books	1,075	565
Family Fun Night	1,252	-
Gaming grant	6,180	6,500
Grade Five Farewell	-	1,000
Hot lunch	15,194	-
Popcorn days	1,410	-
Purdy's	2,064	2,477
Scholastic book fairs	12,475	523
Sports Day	281	-
Spring annuals	-	388
	<b>\$ 40,552</b>	<b>\$ 12,078</b>

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**PRINCE CHARLES ELEMENTARY PAC**

**STATEMENT OF EXPENSES**

(Unaudited)

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**FOR THE YEAR ENDED JUNE 30,**

**2022**

**2021**

**EXPENSES**

Arts and sports	\$	-	\$	517
Bad debt		8		-
Bank charges		280		198
Books		1,189		1,083
Capital expenditures		1,186		1,587
Concession - general		66		-
Conferences		35		70
Emergency preparedness		50		-
Family Fun Night		1,971		-
Field trips		2,301		-
Fruit and veggie program		413		-
Grade Five Farewell		1,441		1,525
Hot lunch		10,748		335
Inventory loss		26		52
Kindness Krew (recovered)		(163)		-
Learning Commons		998		523
PAC gifts		-		50
PAC meetings		348		-
Popcorn days		604		-
Ready, Set, Learn		53		-
Scholastic book fairs		12,475		-
Sports Day		120		-
Sports teams		132		-
Staff events and funding		7,864		3,930
Supplies		116		11
		42,261		9,881
<b>NET SURPLUS (DEFICIT)</b>	<b>\$</b>	<b>(1,709)</b>	<b>\$</b>	<b>2,197</b>

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**PRINCE CHARLES ELEMENTARY PAC**

**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

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**1. FUNDRAISING REVENUE (LOSS), NET OF EXPENSES**

	2022	2021
Artisan Market	\$ -	\$ 340
Community fundraising programs	200	285
Concession - general	59	-
Coupon books	1,075	565
Family Fun Night	(719)	-
Hot lunch	4,447	(336)
Popcorn days	806	0
Purdy's	2,064	2,477
Sports Day	161	-
Spring annuals	-	388
	<u>\$ 8,093</u>	<u>\$ 3,719</u>

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**2. GAMING GRANT**

	2022	2021
<b>GAMING GRANT REVENUE</b>	<b>\$ 6,180</b>	<b>\$ 6,500</b>
<b>GAMING GRANT DISBURSEMENTS</b>		
Arts	-	1,000
Bank charges	75	79
Capital expenditures	626	-
Field trips	2,301	-
Family Fun Night	1,220	-
Sports	517	3,573
	<u>4,740</u>	<u>4,652</u>
<b>GAMING GRANT REVENUE IN EXCESS OF DISBURSEMENTS</b>	<b>\$ 1,440</b>	<b>\$ 1,848</b>

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**PRINCE CHARLES ELEMENTARY PAC**  
**BUDGET**  
**(Unaudited)**  
**JUNE 30, 2022**

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**PRINCE CHARLES ELEMENTARY PAC**  
**REVENUE AND EXPENSE BUDGET COMPARISON**  
(Unaudited)

**FOR THE YEAR ENDED JUNE 30,**

**2022**

	<b>ACTUAL</b>		<b>BUDGET</b>		<b>VARIANCE</b>
<b>REVENUE</b>					
Abbotsford Bingo Association	\$ 296		\$ -		\$ 296
Community fundraising programs	200		200		-
Concession - general	125		-		125
Coupon books	1,075		550		525
Dance	-		1,000		1,000
Family Fun Night	1,252		2,500		1,249
Gaming grant	6,180		6,460		(280)
Hot lunch	15,194		11,700		3,494
Popcorn days	1,410		1,750		340
Popsicle and freezie days	-		1,000		1,000
Purdy's	2,064		1,500		564
Scholastic book fairs	12,475		9,500		2,975
Sports Day	281		150		131
Spring annuals	-		300		(300)
	\$ 40,552		\$ 36,610		\$ 3,939

**PRINCE CHARLES ELEMENTARY PAC**  
**REVENUE AND EXPENSE BUDGET COMPARISON**  
(Unaudited)

**FOR THE YEAR ENDED JUNE 30,**

**2022**

	<b>ACTUAL</b>		<b>BUDGET</b>		<b>VARIANCE</b>
<b>EXPENSES</b>					
Bad debt	\$ 8	\$	-	\$	8
Bank charges	280		400		(120)
BCCPAC Membership	-		75		(75)
Books	1,189		1,500		(311)
British Columbia Societies fees	-		40		(40)
Capital expenditures	1,186		-		1,186
Coffee Morning	-		15		(15)
Concession - general	66		-		66
Conferences	35		650		(615)
Coupon books	-		25		(25)
Dance	-		400		(400)
Emergency preparedness	50		50		-
Family Fun Night	1,971		6,000		(4,030)
Field trips	2,301		3,250		(949)
Fruit and veggie program	413		560		(148)
Grade Five Farewell	1,441		1,500		(59)
Hot lunch	10,749		7,872		2,877
Inventory loss	26		-		26
Kindness Krew	163		100		(263)
Learning Commons	998		1,000		(2)
PAC meetings	348		160		188
Popcorn days	604		375		229
Popsicle and freezie days	-		250		(250)
Ready, Set, Learn	53		75		(22)
Scholastic book fairs	12,475		9,500		2,975
Sports Day	120		50		70
Sports teams	132		150		(18)
Staff events and funding	7,864		9,045		(1,181)
Supplies	116		850		(734)
	<b>42,261</b>		<b>43,892</b>		<b>(1,631)</b>
<b>NET INCOME (DEFICIT)</b>	<b>\$ (1,709)</b>	<b>\$</b>	<b>(7,282)</b>	<b>\$</b>	<b>5,570</b>

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

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**FOR THE YEAR ENDED JUNE 30,**

**2022**

	ACTUAL		BUDGET		VARIANCE
Community fundraising programs	\$ 200	\$	200	\$	-
Concession - general	59		-		59
Coupon books	1,075		525		550
Dance	-		600		(600)
Family Fun Night	(719)		-		(719)
Hot lunch	4,447		3,828		619
Popcorn days	806		1,375		(569)
Popsicle and freezie days	-		750		(750)
Purdy's	2,064		1,500		564
Sports Day	160		100		60
Spring annuals	-		300		(300)
	\$ 8,093	\$	9,178	\$	(1,086)



**Prince Charles Elementary School PAC  
Balance Sheet As at 2022-08-31**

**ASSET**

**Current Assets**

Bank - General Account	10,959.73	
Bank - Gaming Account	9,080.49	
Total Cash		20,040.22
Accounts Receivable		70.68
Prepaid Expenses		10.00
<b>Total Current Assets</b>		<u>20,120.90</u>

**Inventory**

Hot Dogs and Buns		11.74
Juice Boxes		26.20
Pop		14.72
Popcorn Supplies		29.14
Water		36.75
<b>Total Inventory</b>		<u>118.55</u>

**TOTAL ASSET** 20,239.45

**LIABILITY**

**Current Liabilities**

Restricted Funds - Water Station		2,885.48
<b>Total Current Liabilities</b>		<u>2,885.48</u>

**TOTAL LIABILITY** 2,885.48

**EQUITY**

**Surplus**

Net Surplus - Previous Year		17,737.75
Current Surplus		-383.78
<b>Total Surplus</b>		<u>17,353.97</u>

**TOTAL EQUITY** 17,353.97

**LIABILITIES AND EQUITY** 20,239.45

**Prince Charles Elementary School PAC  
Income Statement 2022-07-01 to 2022-08-31**

<b>REVENUE</b>		
<b>TOTAL REVENUE</b>		<u>0.00</u>
<b>EXPENSE</b>		
<b>Expenses</b>		
Bank Charges	<u>47.78</u>	
Total Bank Charges		47.78
Hot Lunch - Subscription Fees	<u>336.00</u>	
Total Hot Lunch		<u>336.00</u>
<b>Total Expenses</b>		<u><u>383.78</u></u>
<b>TOTAL EXPENSE</b>		<u>383.78</u>
<b>NET INCOME</b>		<u><u>-383.78</u></u>

Prince Charles Elementary School PAC  
 General Ledger Report 2022-07-01 to 2022-08-31  
 Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
<b>1020</b>	<b>Bank - General Account</b>					10,823.51	Dr
2022-07-05	Rainbow Ice Cream	290	J3	167.00	-	10,990.51	Dr
2022-07-22	Bank error on cheque #1902	Bank Error	J4	0.11	-	10,990.62	Dr
2022-07-31	July bank charges	Bank Charges	J1	-	6.00	10,984.62	Dr
2022-07-31	July bank charges	Bank Charges	J1	-	11.25	10,973.37	Dr
2022-07-31	July bank charges	Bank Charges	J1	-	0.75	10,972.62	Dr
2022-07-31	July bank charges	Bank Charges	J1	-	3.14	10,969.48	Dr
2022-08-31	August bank charges	Bank Charges	J2	-	6.00	10,963.48	Dr
2022-08-31	August bank charges	Bank Charges	J2	-	3.75	10,959.73	Dr
				<u>167.11</u>	<u>30.89</u>		

Prince Charles Elementary School PAC  
General Ledger Report 2022-07-01 to 2022-08-31  
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1030	Bank - Gaming Account					9,097.49	Dr
2022-07-31	July bank charges	Bank Charges	J1	-	6.00	9,091.49	Dr
2022-07-31	July bank charges	Bank Charges	J1	-	5.00	9,086.49	Dr
2022-08-31	August bank charges	Bank Charges	J2	-	6.00	9,080.49	Dr
				-	17.00		

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

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**FOR THE YEAR ENDED JUNE 30,****2023****2022**

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**BUDGET****ACTUAL**

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**REVENUE**

Abbotsford Bingo Association	\$	-	\$	296
Art Cards for Kids		500		-
Christmas concert		150		-
Community fundraising programs		150		200
Concession - general		-		125
Coupon books		550		1,075
Dance		1,000		-
Family Fun Night		6,000		1,252
Gaming grant		6,460		6,180
Grade Five Farewell		-		-
Hot lunch		14,300		15,194
Meet the Teacher		600		-
Movie nights		1,100		-
Popcorn days		1,400		1,410
Popsicle and freezie days		1,000		-
Purdy's		1,500		2,064
Scholastic book fairs		9,500		12,475
Sports Day		150		281
Poinsettia sale		300		-
	\$	44,660	\$	40,552

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

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**FOR THE YEAR ENDED JUNE 30,****2023****2022**

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**BUDGET****ACTUAL**

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**EXPENSES**

Arts and sports	\$	3,460	\$	-
Bad debt		-		8
Bank charges		400		280
Books		1,500		1,189
British Columbia Societies fees		40		-
Capital expenditures		-		1,186
Christmas concert		100		-
Coffee Morning		15		-
Concession - general		-		66
Conferences		650		35
Coupon books		25		-
Dance		400		-
Emergency preparedness		50		50
Family Fun Night		6,000		1,971
Field trips		3,000		2,301
Fruit and veggie program		330		413
Grade Five Farewell		1,000		1,441
Hot lunch		9,136		10,748
Inventory loss		-		26
Kindness Krew		300		(163)
Learning Commons		1,250		998
PAC meetings		280		348
Popcorn days		550		604
Popsicle and freezie days		250		-
Ready, Set, Learn		75		53
Scholastic book fairs		9,500		12,475
Sports Day		150		120
Sports teams		250		132
Staff events and funding		5,500		7,864
Supplies		300		116

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**44,511****42,261**

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**NET SURPLUS (DEFICIT)****\$****149****\$****(1,709)**

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**PRINCE CHARLES ELEMENTARY PAC**

**PROPOSED FUNDRAISING BUDGET**

(Unaudited)

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**FOR THE YEAR ENDED JUNE 30,**

**2023**

**2022**

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**BUDGET**

**ACTUAL**

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Art Cards for Kids	\$	500	
Community fundraising programs		150	200
Concession - general		-	125
Coupon books		525	1,075
Dance		600	-
Family Fun Night		-	(719)
Hot lunch		5,164	4,447
Popcorn days		850	806
Popsicle and freezie days		750	-
Purdy's		1,500	2,064
Scholastic book fair		-	-
Sports Day		150	160
Poinsettia sale		300	-

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\$ 12,239

\$ 8,158

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