

Prince Charles Elementary PAC Annual General Meeting

June 20, 2022

IN ATTENDANCE:

Michelle Bastien (President), Sarah Ferraro (Vice President), Shannon Rose (Treasurer), Jen Pratap (Secretary), Duane Penner (Guest), Sophia Prachnau, Saranna Greveling, Catherine Parekh (Member at Large), Rupi Rajwan, Jag Rajwan, Michelle Mitchell, Shannon Patterson, Jen Bernier, Krista Tebbutt, Ashley Camp, Bryanna Duclos, Kuljeet Tiwana, Michelle Mitchell, Carmen Smith, Karey Mann (Member at Large), Jenn de Vries, Shannon Vanderlinde and Jim Rose.

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, President, called the meeting to order at 6:35 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 –

Please see the attached Principal's Report.

REVIEW AND APPROVAL OF MAY MEETING MINUTES –

Jen Pratap did a review of the previous months' minutes.

Motion: Michelle Bastien made a motion to approve the May minutes. This motion was seconded by Shannon Rose. The motion has passed.

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D. NOMINATIONS COMMITTEE

Catherine Parekh read the nominations for the 2022/2023 school year. Please find the Report attached.

At this time, some concerns were brought forward about the amendments to the Constitution & Bylaws that were voted in on December 6, 2021. The concern was the change that required PAC members to attend 2 meetings before April to be eligible to be on the PAC Executive. It was felt by some members in attendance that because the February PAC meeting was cancelled this change was unfair.

It was explained that the change for the eligibility requirement was added for Executive Members to protect the interest of the PAC. It is only the four Executive positions that require members to have attended two meetings before April. There are still many more positions within the PAC for parents to be involved with.

It was explained that the February PAC meeting was cancelled due to Covid protocols that came into place in January which shut down all PAC activities. At that time, the PAC had nothing to report to members at a meeting and with the support of the Principal Brittney Wallace the Executive team cancelled the February meeting.

It was suggested that we should "void" that clause in the Bylaws for this election as this wasn't equitable to all members. As our Bylaws state that a notice of 14 days must be given for amendments to be presented and voted on at a meeting this is not possible. The Bylaws are the rules used for the PAC to conduct business and therefore must be followed.

E. PRESIDENT/VP REPORT –

Please see the attached Chair Report.

F. FUNDRAISING/GRADE 5 COMMITTEE

Please see the attached Grade 5 Committee Report. The PAC is excited for the Grade 5 Farewell on Thursday Night!

Annual Fundraising Report – please see attached with a summary of the fundraising efforts.

G. FINANCIAL REPORT/BUDGET – Shannon reviews Treasurer's Report for May. Shannon reviews the Annual Treasurer's Report (please see both attachments).

H. DPAC REPORT – Please see the attached DPAC Report.

I. BUDGET AMENDMENTS

Motion: Michelle Bastien made a motion to amend the budget to add \$280 under staff gifting. The motion is seconded by Shannon Rose. The motion has passed.

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J. OPEN FLOOR –

Krista Tebbutt made a motion to present at the next PAC meeting a proposed amendment to the Bylaws to strike the need for the two meeting attendance at PAC meetings in the Prince Charles Bylaws. This motion was seconded by Kuljeet Tiwana. At this time the topic was opened to the floor for discussion.

After a lengthy conversation about the eligibility requirements, communication and fostering parent involvement at Prince Charles, Michelle Bastien called the question and the motion was defeated with a vote of 18 to 3.

Motion: Krista Tebbutt made a motion to present at the next PAC meeting a proposed amendment to the Bylaws to strike the need for the two meeting attendance at PAC meetings in the Prince Charles Bylaws. The motion is seconded by Kuljeet Tiwana. The motion is defeated.

K. ELECTION

The following are the positions being voted on for the 2022/23 school year.

Chair: Shannon Rose for Chair. Saranna Greveling seconds. Shannon has won by acclamation.

Vice Chair: No accepted nominations. This position remains vacant until next year.

Treasurer: Michelle Bastien for Treasurer. Michelle Mitchell seconds. Michelle has won by acclamation.

Secretary: Catherine Parekh for secretary. Saranna Greveling seconds. Catherine has won by acclamation.

Members at Large:

Shannon Patterson. Seconded by Catherine Parekh. Shannon has won by acclamation.

Jen Pratap – Shannon Rose seconds. Jen has won by acclamation.

Sarah Ferraro is nominated by Jen Pratap and accepts her nomination. Shannon Rose seconds. Sarah has won by acclamation.

One vacant position can be filled next year.

Book Fair Coordinator – Partnership of Michelle Mitchell and Michelle Bastien, second by Shannon Rose. Michelle and Michelle are appointed to this position.

June 20, 2022

Fundraising Coordinator – Michelle Mitchell, Jen Pratap seconds. Michelle is appointed to this position.

Grade 5 Coordinator – Michelle Mitchell – seconded by Saranna Greveling. Michelle is appointed to this position.

Hot Lunch Coordinator – Shannon Rose. Seconded by Michelle Bastien. Shannon is appointed to this position.

Parking Lot Coordinator – This position is vacant and can be filled next year.

DPAC Rep – This position is vacant and can be filled next year.

Fun Night Coordinator – Shannon Vanderlinde. seconded by Catherine Parekh. Shannon is appointed to this position.

Fruit and Milk Coordinator – Jen Pratap, seconded by Michelle Mitchell. Jen is appointed to this position.

As per our Bylaws Section XIII – Financial Matters subsection 5 Signing authority, the following members of the PAC executive will hold signing authority for the PAC bank accounts that are held at RBC for the 2022/2023 school year: Shannon Rose (Chair), Michelle Bastien (Treasurer) and Catherine Parekh (Secretary). The previous Secretary Jennifer Pratap & Vice Chair Sarah Ferraro to be removed from all signing authority for the PAC bank accounts.

L. ADJOURNMENT –

Michelle Bastien, Chair, adjourned the PAC General meeting at 8:09 p.m. Seconded by Jim Rose.

The next PAC meeting will take place in September.

Jennifer Pratap, PAC Secretary

Report: Nominations for PAC Election
For the 2022-23 School Year

Position	Nominee	Accept / Decline	Nominated by	Note
President	Shannon Rose	Accept	Michelle Bastien	
President	Jen Bernier	Ineligible	Rupi Rajwan	Did not attend two PAC meetings
President	Rupi Rajwan	Ineligible	Colin Kilpatrick	Did not attend two PAC meetings
Vice President	Sarah Ferraro	Decline	Michelle Bastien	
Vice President	Jen Bernier	Ineligible	Rupi Rajwan	Did not attend two PAC meetings
Vice President	Rupi Rajwan	Ineligible	Shannon Vanderlinde	Did not attend two PAC meetings
Treasurer	Michelle Bastien	Accept	Shannon Rose	
	Danielle Kilpatrick	Ineligible	Rupi Rajwan	School District employee
Secretary	Jen Pratap	Decline	Michelle Bastien	
	Catherine Parekh with Jen Pratap as back up (as needed)	Accept	Jen Pratap	
Fundraising Coordinator	Michelle Mitchell	Accept	Shannon Rose	
	Rupi Rajwan	No response so deemed to be declined	Shannon Vanderlinde	
Hot Lunch Coordinator	Shannon Rose	Accept	Michelle Bastien	
DPAC Rep	No nominations			
Member at Large	Shannon Patterson	Accept	Shannon Rose	
	Jen Pratap	Accept	Karey Mann	

	Gavin McIntosh	No response so deemed to be declined	Shannon Rose	
Book Fair Coordinator	Michelle Bastien	Accept	Shannon Rose	
	Michelle Mitchell	Accept	Shannon Rose	
	Sophia Prachnau	Ineligible	Shannon Vanderlinde	No longer has a student at PC
Fruit, Veggie and Milk Program Coordinator	Jen Pratap	Accept	Karey Mann	
	Jen Pratap	Accept	Michelle Bastien	
Parking Lot Coordinator	No nominations			
Family Fun Night Coordinator	Shannon Vanderlinde	Accept	Rupi Rajwan	
Grade 5 Committee Coordinator	Michelle Mitchell	Accept	Shannon Rose	



Prince Charles Elementary PAC

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Chair Report: AGM June 20, 2022

This school year has been another one for the books as we still had to roll with the punches. We started the school year easing ourselves back into a somewhat normal plan for the year while still having to keep up with ever changing Public Health Orders.

We continued to support our families the Drive Thru drop off/pick up system with the help of many volunteers. We thank you all for your help keeping our students safe.

We ran a number of different fundraisers this year to support our school/students. We also had a targeted fundraising project for a new water refill station that has now reached its goal. Thank you to our fundraising committee and volunteers for making this happen.

We had 3 Scholastic book fairs this year which supported Class Room Libraries with \$3,123.89 in books, the LLC with \$3,326.80 in books and supplies and \$243 for prizes for students. Thank you to Sophia for heading up our Book Fairs this year and to all volunteers that made them happen.

This year we supported our students/school with a \$200 budget per classroom for consumable supplies, \$1,000 budget for consumable supplies for the LLC, 11 classroom licenses for Raz-Kids, and \$10 per student from our gaming funds for busing for field trips. We gave \$1,000 to the Grade 5 class which was used for hoodies and yearbooks. We granted staff requests for 3 mini trampolines for SEL needs and 2 more classrooms to receive new speakers.

We held our first staff appreciation week which saw our staff receiving a small gift or treat each day. We also hosted 2 staff luncheons during the year as a thank you for all their hard work. Thank you to our executive team and volunteers for making this possible.

This year we started using Class Parents in hopes to streamline communication from the PAC and an effort to improve parent involvement. We will be getting feedback from staff & parents to see how they felt about this program and will revisit next year.

We said goodbye to our principal Ms. Wallace, I would like to thank Ms. Wallace for her support as we navigated this school year and trying to bring a sense of normal for our students. On May 1st we welcomed our new principal Mr. Penner, we look forward to working with him and helping him achieve his vision for Prince Charles.

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.

Thank you,

Michelle Bastien
PC PAC Chair

Prince Charles Elementary
Parental Advisory Council Meeting
Grade 5 Committee Report – Annual General Meeting
June 20, 2022

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 \$2,500, in addition to the annual \$1,000 donation they receive from the PAC. The Grade 5s ended up reaching their goal by the end of May and have one more concession sale coming up in June 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.	\$ 420.00
Concession	1,421.37
Bottle drive	<u>680.84</u>
Total	\$2,522.21

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 year end field trip to Cultus Lake Waterslides. With the funds they raised, the grade 5s were able to pay for the remaining balance of their year end field trip to Cultus, pay for the full cost 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,

Sarah Ferraro

Sarah Ferraro
Grade 5 Committee Chair



Prince Charles Elementary PAC

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Annual Fundraising Report: June 20, 2022

Fundraisers for the 2021/2022 school year where as follows:

Coupon Books: \$1,074

Purdys Christmas Sale: \$1,650.44

Purdys Easter Sale: \$414

Emily Press Labels: \$129

Cobbs Bread: waiting on update

Water refill station

Parent donations: \$1,510

Bottle Drive: We are still waiting for final report but estimated around \$900.

Cash donation: \$60

Principal for the day: \$575

Respectfully submitted,

Michelle Bastien
PC PAC Chair/ Fundraising Coordinator

**Prince Charles Elementary
Parental Advisory Council Meeting
Treasurer's Report
June 20, 2022**

The following report covers the period of May 1st to May 31st, 2022.

BANK BALANCE

The bank balances at May 31st, 2022 are as follows:

General account	\$16,522.19
Gaming account	12,150.99
Petty cash	<u>100.00</u>
Total	\$28,773.18

HOT LUNCH

May had two hot lunch days – Pita Pit Day on May 13th and Wok Box Day on May 27th. Pita Pit Day netted a profit of \$365.56 and Wok Box Day netted a profit of \$401.22.

Our final hot lunch of the school year was this past Friday, June 17th and was our Sports Day hot dog day!

POPCORN DAY

May's popcorn day was May 19th and netted a profit of \$264.33.

GRADE 5 FUNDRAISING

The Grade 5s have been busy fundraising for their year end activities. As of May 31st, they have raised the following amounts from these fundraisers:

SinAmen Bun Co.	\$ 420.00
Concession	1,421.37
Bottle drive	<u>680.84</u>
Total	\$2,522.21

One more concession sale will take place on June 20th to clear out remaining inventory.

Respectfully submitted,



Shannon Rose
Treasurer

Prince Charles Elementary School PAC

Balance Sheet As at 2022-05-31

ASSET

Current Assets

Petty Cash	100.00	
Bank - General Account	16,349.99	
Bank - Gaming Account	12,150.99	
Undeposited Funds	172.20	
Total Cash		28,773.18
Accounts Receivable		1,762.59
Prepaid Expenses		47.76
Total Current Assets		30,583.53

Inventory

Candy Bags	28.68	
Chips	27.49	
Juice Boxes	116.42	
Pop	53.09	
Popcorn Supplies	94.42	
Water	56.54	
Total Inventory		376.64

TOTAL ASSET 30,960.17

LIABILITY

Current Liabilities

Accounts Payable	5,466.01	
Restricted Funds - Grade 5 Funds	696.91	
Restricted Funds - Water Station	1,496.58	
Deferred Revenue - Hot Lunch	2,592.00	
Total Current Liabilities		10,251.50

TOTAL LIABILITY 10,251.50

EQUITY

Surplus

Net Surplus - Previous Year	19,446.63	
Current Surplus	1,262.04	
Total Surplus		20,708.67

TOTAL EQUITY 20,708.67

LIABILITIES AND EQUITY 30,960.17

Prince Charles Elementary School PAC

Income Statement 2021-07-01 to 2022-05-31

REVENUE

Revenue

Community Fundraising Programs		424.90
Concession Sales - General		15.59
Coupon Books		1,074.69
Gaming Funds		6,180.00
Hot Lunch - Juice	1,313.00	
Hot Lunch - Meals (Third Party)	12,785.87	
Total Hot Lunch		14,098.87
Popcorn Days		1,410.00
Purdy's		2,064.00
Scholastic Book Fair		11,168.41
Total Revenue		36,436.46

TOTAL REVENUE

36,436.46

EXPENSE

Expenses

Bank Charges	246.15	
Total Bank Charges		246.15
Books		445.80
Capital Expenditures		559.99
Conferences		35.00
Emergency Preparedness		49.82
FFN - Supplies	44.76	
Total Family Fun Night		44.76
Fruit and Veggie Program		412.15
Gaming - Field Trips	1,237.50	
Total Gaming Funding		1,237.50
Grade Five Farewell		1,443.57
Hot Lunch - Credits	-1.00	
Hot Lunch - Fees (Credit Card)	671.86	
Hot Lunch - Fees (Transaction)	210.00	
Hot Lunch - Fees (Stripe Transf...	4.80	
Hot Lunch - Juice	527.49	
Hot Lunch - Meals (Third Party)	8,573.57	
Hot Lunch - Subscription Fees	336.00	
Total Hot Lunch		10,322.72
Inventory Loss		-3.60
Kindness Crew		-163.00
Learning Commons		201.13
PAC Meetings		348.24
Popcorn Days		602.71
Ready, Set, Learn		53.26
Books - Learning Commons	3,326.80	
Books - Teachers	3,123.89	
Scholastic Merchandise	4,719.12	
Total Scholastic Book Fair		11,169.81
Sports Teams		132.03
Administrative Professional's Day	73.94	
Staff Appreciation Lunch -Christ...	624.02	
Staff Appreciation Lunch - Year ...	503.69	
Staff Appreciation Week	936.83	
Staff Birthdays	310.00	
Staff Funding	5,217.96	
Staff Gifts	44.78	
Staff Welcome Back	107.60	
World Teacher's Day	126.16	
Total Staff Events		7,944.98
Supplies - Office	2.00	
Supplies - PAC Kitchen	89.40	

Prince Charles Elementary School PAC
Income Statement 2021-07-01 to 2022-05-31

Total Supplies	91.40
Total Expenses	<u>35,174.42</u>
TOTAL EXPENSE	<u>35,174.42</u>
NET INCOME	<u><u>1,262.04</u></u>

Prince Charles Elementary School PAC
General Ledger Report 2022-05-01 to 2022-05-31

Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1020	Bank - General Account					20,087.74	Dr
2022-05-02	MunchaLunch	281	J486	29.67	-	20,117.41	Dr
2022-05-02	Cobs Bread	1876	J540	-	96.05	20,021.36	Dr
2022-05-03	Scholastic Book Fairs Canada Inc.	1878	J542	-	2,401.20	17,620.16	Dr
2022-05-06	Lifetouch Canada ULC	1879	J543	-	469.53	17,150.63	Dr
2022-05-09	Bank deposit	237	J424	488.56	-	17,639.19	Dr
2022-05-13	Pita Pit	1880	J544	-	1,067.69	16,571.50	Dr
2022-05-16	MunchaLunch	282	J493	208.41	-	16,779.91	Dr
2022-05-19	Bank deposit	238	J425	220.00	-	16,999.91	Dr
2022-05-24	MunchaLunch	283	J494	74.41	-	17,074.32	Dr
2022-05-25	July Hiebert	1881	J545	-	62.50	17,011.82	Dr
2022-05-27	1052438 BC Ltd. (Wok Box)	1882	J546	-	1,020.00	15,991.82	Dr
2022-05-30	MunchaLunch	284	J495	381.53	-	16,373.35	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	6.00	16,367.35	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	10.00	16,357.35	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	3.00	16,354.35	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	3.87	16,350.48	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	0.49	16,349.99	Dr
				<u>1,402.58</u>	<u>5,140.33</u>		

Prince Charles Elementary School PAC
General Ledger Report 2022-05-01 to 2022-05-31

Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1030	Bank - Gaming Account					12,158.24	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	6.00	12,152.24	Dr
2022-05-31	May bank charges	Bank Charges	J497	-	1.25	12,150.99	Dr
				-	7.25		

Prince Charles Elementary School PAC
General Ledger Report 2022-05-01 to 2022-05-31

Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1080	Undeposited Funds					429.86	Dr
2022-05-06	2164, Cash - Grade 5 Farewell	Cash	J382	109.75	-	539.61	Dr
2022-05-09	Bank deposit	237	J383	-	-	539.61	Dr
2022-05-09	Bank deposit	237	J424	-	488.56	51.05	Dr
2022-05-13	2167, Cash - Grade 5 Farewell	Cash	J419	92.80	-	143.85	Dr
2022-05-19	2168, Cash - Grade 5 Farewell	Cash	J423	118.25	-	262.10	Dr
2022-05-19	Bank deposit	238	J425	-	220.00	42.10	Dr
2022-05-27	2170, Cash - Grade 5 Farewell	Cash	J433	130.10	-	172.20	Dr
				<u>450.90</u>	<u>708.56</u>		

Prince Charles Elementary
Parental Advisory Council Meeting
Treasurer's Report - Annual General Meeting
June 20th, 2022

This school year was a rollercoaster. This year saw us go from eased restrictions in the fall, right back to full restrictions in the winter, to no restrictions at all in the spring. Due to this, fundraising was done either virtually or in -person, to adhere to the Provincial Health Orders in place at the time. After 2 full school years, we are masters at the pivot game.

Coupon books were sold virtually this year, there were two Purdy's fundraisers, hot lunch and popcorn days in the fall and spring terms, and finally, a Family Fun Night. All of our fundraisers this year either met or exceeded the budgeted amount.

The BC Gaming grant that we received this year was \$6,180, which equates to \$20 per student that was registered at Prince Charles in September 2020 (309 students). This year, gaming funds were spent on bussing for field trips (\$1,389 to date) and Family Fun Night (\$1,220). A balance of \$12,151 remains in the gaming account and will be spent in the 2022/23 school year.

This year our focus was on giving back to individual classrooms and the Learning Commons. A total of \$5,520.33 was spent on funding individual classrooms, which included the purchase of Raz-Kids for any classroom teacher that requested it, new classroom speakers for two classrooms and three new trampolines for the SEL. The Learning Commons received \$1,000 in new books and supplies, courtesy of the PAC. In addition to these amounts, the Learning Commons received \$3,327 in books from the Scholastic Book Fair profits, while classroom teachers received \$3,367.

Respectfully submitted,



Shannon Rose
Treasurer

Prince Charles Elementary
Parental Advisory Council Meeting
DPAC Report - Annual General Meeting
June 20th, 2022

Due to Covid, we held all of our meetings virtually this year. With the Provincial Health Orders that were in place for the majority of the school year, this allowed us to be inclusive. At each general meeting we did host a representative from the District, and each guest prepared a presentation. We also had one Trustee join us as a guest at every general meeting. Our only community guest this year was Corinna Landsberger from FamilySmart. We have high hopes that the upcoming school year will allow us to have more engagement with our community.

DPAC sent our entire executive to this year's BCCPAC Conference and AGM that was held on April 29th and April 30th, 2022. At the last minute we pivoted from an in-person conference and AGM to a virtual. We were able to obtain proxies from 22 of the 46 schools in Abbotsford and Michelle and I 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 2022/23 school year.

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

Director – Kara Dickson (Mountain Elementary)
Director – VACANT
Inclusion Committee – VACANT

Respectfully submitted,



Shannon Rose
DPAC Chair