

Prince Charles Elementary PAC General Meeting Oct 18th, 2022 (via zoom)

IN ATTENDANCE:

Shannon Rose (Chair), Shannon Vanderlinde, Saranna Greveling, Catherine Parekh (Secretary), Raelynn Markerth, Duane Penner (Principal), Michelle Bastien (Treasurer), Jen Pratap, Kuljeet Tiwana, Jenn de Vries.

QUORUM:

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

A. CALL TO ORDER –

Shannon Rose-, President, called the meeting to order at 7.08pm.

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 –

Mr Penner reports that the start of the school year has gone really well. Everything coming along nicely, he has never been at a school where parents have volunteered as much, noting that within the school community we have a school trustee, DPAC executives and a large PAC presence. There is visible presence of parents helping for community and he feels very fortunate to be part of this school. He also acknowledges that the teachers are also doing so much to add to this community,

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including things like bulletin boards always being full around the school with children's art and efforts. Coming out of COVID and getting this flavour of family engagement is quite something.

Parent teacher conferences - Online bookings now for the conferences. This switch was both to open up flexibility for parents and also measure family engagement, which was very high. Online system has worked well. The online system is also helpful for the office to have a centralised system. Early dismissal days have been structured around instructional minutes.

LLC- Ms Bulat heading a school wide project on Charlotte's Web. The decorations around the school are amazing, thanks to parent volunteers and the children are excited.

Class field trips: Lots of exciting field trips coming up.

Gd 5 leadership teams: Exciting to see these starting up - Student council, library leaders, gym set-up and the green team, looking forward to see their involvement.

Soccer/cross country: Thanks to Mr Eberding and Mrs Bulat for their work in making these a success

FSA'S- Gd 4 have recently completed these.

Div 1/2 Me museum - The children did great jobs of this, great to have an understanding of the different backgrounds of students, see where people have come from, likes/dislikes, melting pot of cultures and personalities within each classroom, and the kids were excited to share and show off this work. Nice opportunity for parents/family to see what is going on inside the school too.

Upcoming dates:

October 19 - Parent teacher conferences - half day - evening session 5-8pm

Oct 20 - Parent teacher conferences - 2 hour early dismissal)

Oct 21st - Non instructional day #2

Oct 31st - Halloween. Will be fun, but please no blood guts and gore, same approach as usual.

Nov 9th - Remembrance day assembly. Mr Penner loves recognising this assembly in particular. Another chance for families to come to assembly within school and a



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very important one. Parents encouraged to come after recess. The plan is to have a veteran join the assembly and speak to the kids.

Nov 10th - Non instructional day #3

Nov 11th - Remembrance Day

Nov 16th - Charlotte's Web Celebration. Children are encouraged to dress up like a character from the book. The whole school will watch the movie together in the gym - a fun get together after reading novel together.

D. REVIEW AND APPROVAL OF APRIL MEETING MINUTES –

Catherine Parekh did a review of the previous month's minutes. There were no suggested changes.

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

E. OLD BUSINESS

- Leslie Pearson taking over the organisation of staff birthday gifts and cards.
- World teacher day - Cobs Bread treats for staff was well received.
- Missing PAC folding tables- Duane Penner, Chelsea Smith (admin) and Shannon Rose discussed the tables today. There has been no update on their current whereabouts. Duane reached out to School facilities, who report that they remember picking up the tables and where they went, but do not remember returning them. Duane to get a phonecall with an update soon. In the interim, there are tables in the school district to borrow for the Artisan Market if PAC tables are not returned by then.

F. PRESIDENT/VP REPORT –

- Shannon Rose expressed thanks to Michelle Bastien for stepping up into the chair role both at Prince Charles PAC and DPAC in Shannon's recent absence for school trustee elections.
- Thank you also expressed to Sarah Ferraro , who stepped up as acting VP and to Jen Pratap who stepped up as acting Treasurer. They both are now able to return to their positions of members at large.
- Vice chair vacancy- Kuljeet Tiwana and Raelynn Markerth have both expressed interest in this role. They are willing to co-chair this role and as such, Shannon officially appointed them as co-chairs in tonight's meeting.



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- DPAC rep is still vacant, it would be nice to have a PC voice. Meetings are on the 4th Thursday of the month except for Dec, March and June, email PAC or contact Shannon directly if interested. Meeting format is now via zoom, except for the AGM which remains in person only.
- Michelle Bastien (acting chair up until end of the day Oct 15th) - Wanted to encourage people to volunteer at the school, but also reminder volunteers to sign in at the front office and also get a Visitors badge before entering the school. This is both for the safety of the kids and also for evacuation purposes.

G. FINANCIAL REPORTS

Michelle reviews Treasurer's Report for September (please see attachment).

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

H. DPAC REPORT

- DPAC held the all candidates forum on Oct 3rd. 65-70 ppl in attendance. All school trustee candidates present.
- Oct 5th PAC 101 was held via zoom. Slides will eventually be shared on facebook as well as the zoom recording
- Next DPAC meeting = Oct 27th @7pm via zoom

I. FUNDRAISING

Michelle Bastien reported for Michelle Mitchell, in her absence.

Coupon books: closed last Wednesday. Unsure of total profit, update next month.

Art Cards: Jen Pratap is handing out all packages personally to teachers. Piece of card stock in an envelope for each student, it is then up to the teacher to decide when kids draw on it, can be a picture of anything. Ordering process is easy, via a QR code to scan with their phone, then linked to merchandise, large range of options. Parents have to remember to send picture back to school by Nov 16th. Jen will pick up all envelopes and courier them out, then they are professionally scanned in and then can be sent straight home or to school.

Purdys: Running from Nov 1st-30th. Pick up date = Dec 9th



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Poinsettia sale: Running from Nov 3rd -23rd. Pick up date = Dec 1st

Royal Artisan Market:

To be held on Saturday November 19th 10am-2pm

Leslie Pearson has volunteered to be the helping parent. Staff sponsors - Mr Eberding leading, and 3 back-ups: Mrs Bulat, Mrs Reitsema, Mrs Calnek. Need to approve a budget for the market:

Budgeted \$1450 for revenue (see below for breakdown)

- \$1050 table sales
- \$300 in donations
- \$100 profit for concession

Expenses around \$600 (see below for breakdown)

- \$300 concession
- \$50 new signs/new date
- \$125?? advertising
- \$100 prizes leading up to the event.

Motion: Michelle Bastien moves to amend budget to add in Artisan Market with revenue of \$1450 and expenses of \$600. Seconded by Shannon Rose. Motion was approved.

Book Fair:

- Being held from Nov 22nd - 24th in the multipurpose room
- Books will be delivered to the school on Nov 17th
- Volunteers needed
- Theme will be "Books, books bring us together"
- Purchases support books going back into the classrooms
- Slight change this year - promotional \$60 no longer offered by Scholastic. This used to be used for small prizes to students. Some money has been left from last year that could be used instead for prizes for students. The contests and prizes get the kids more excited.

Motion: Michelle Bastien motions to use \$60 left over from last year to allow for some prizes for the kids. Motion seconded by Catherine Parekh. Motion has passed.



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Movie Night:

- Hoping to have movie night on Nov 22nd to coincide with the book fair, so that we have an evening sale for parents unable to get there during the day.
- Trying something a little different this year - students to pick the Movie out of the following movies:
 1. Pinocchio
 2. Minions rise of Gru
 3. Bad Guys
 4. Sonic the Hedgehog 2

Once class parent is up and running, the poll will go out to students.

- Concession stand will be run as well as doing pizza sales
- Will need volunteers that night to help with concession

J. HOT LUNCH REPORT

Reported by Shannon Rose.

- Munchalunch opened Sept 30th
- Popcorn day last Friday
- First hot lunch Oct 28th, cut off on Oct 20th - pizza
- Reminder that everything has to go through Munchalunch, no cash sales for popcorn on the day. This was accepted on the first day but not possible on an ongoing basis. Deadline for popcorn is the night before.

K. GRADE FIVE COMMITTEE REPORT

- Michelle Bastien speaking for Michelle Mitchell in her absence
- Michelle is still looking for more volunteers. The committee is a big job and would really like more people to make it a success.
- Erin Dawes is also going to join the committee.
- Gd 5 teachers are aware of the \$1000 donation made by PAC and the Kindness Krew money that PAC puts away for initiatives that Gd 5 committee come up with.

L. STAFF REQUESTS

None this month

M. CLASS PARENT

Form went home last week, form due back yesterday.



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Michelle Bastien hoping to have it up and running by November, waiting for forms to be returned by teachers

N. CLASSROOM SPORTS BAGS:

In 2019 the PAC funded for a sports bag for each classroom. Discussed with Mr Penner that some of these bags likely now need replenishment. Teachers will get in touch with PAC if needing replenishment.

O. COMMUNITY EVENT GRANT

- Michelle Bastien details that there is a grant available up to \$1000 to people within the Abbotsford community, through Abbotsford Community Foundation.
- PAC is thinking of applying for this grant to offset costs of Family Fun Night, or bring up something new for Family Fun Night.
- Questions about fun night funding and how it works. Michelle explained that PAC charges parents entry fee (In previous years the entry fee has been around \$5-6) but plans in the budget to just come out even from the event. Budgeted for \$6000.
- What does family fun night include? Historically it is held on a night in May/ June have pre ordered pizzas and BBQ. Often has a dunk date, bouncy castles, sidewalk games, photo booth, foam party??. climbing wall, another book fair, big party on the field.
- Bylaws outline that PAC needs to vote on whether we want to apply. Deadline for applying is Nov 1st.

Motion: Michelle Bastien moves for PAC to apply for the above grant and put the \$1000 towards Family Fun Night. Seconded by Shannon Vanderlinde. Motion has passed.

P. PARKING LOT

Video to be made, to demonstrate parking lot safety in a fun light. A videographer will used (no cost to PAC) to make this video. Stay tuned.

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Q. OPEN FLOOR

- Q - Can we extend hours of the artisan market? Currently 10am-2pm. Michelle Bastien reports that it used to be 5 hours long (10am-3pm) and in the final hour there was no one there and vendors pack up. Notes that Mountain and Mount Lehman are also having a market that day.
- Suggestion offered of a fundraiser for charity - wreath making outside of the artisan market, or on a different day in the classrooms. Thinking of a percentage of profit to go to PAC and percentage to charity. Duane Penner feels this would be ok also to do within the classrooms, no different to a teacher doing a craft. Shannon Rose to talk this week with Mrs Hemmerich/Mrs Pawliw and student council per Duane's suggestion.

R. ADJOURNMENT

Meeting adjourned at 8.21pm by Shannon Rose

Next meeting = Nov 29th @7pm in LLC





PAC Principals Report

Date: Oct 18, 2022

Time: 7:00 pm

Location: ZOOM

1. Big Thanks to Prince Charles families for representing & volunteering!

- Trustee/DPAC/PAC
- Parent Volunteers in and outside the building!

2. Parent/Teacher Conferences

- New Parent/Teacher Conference Online Booking Program at PC
- Library Learning Commons (Charlotte's Web)

3. Class Field Trips

- Corn Maze (Div 5/6/7/8/9/10)
- Stave Dam & Powerhouse (Div 3/4)

4. Grade 5 Leadership Teams

- Student Council
- Library Leaders
- Gym Set-Up
- Green Team

5. Soccer/Cross Country (Thanks to Mr. Eberding & Mrs. Bulat)

6. Grade 4 FSAs completed

7. Div 1/2 Me Museum

Upcoming Dates:

Oct 19 – Parent/Teacher Conferences (Half Day) Evening Session 5-8pm

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

Oct 21 – N.I.D. #2

Oct 31 - Halloween

Nov 9 – Remembrance Day Assembly

Nov 10 – N.I.D #3

Nov 11 – Remembrance Day

Nov 16 – Charlotte's Web Celebration Day



Prince Charles Elementary PAC

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Treasurer's Report October 18, 2022

The following report covers the period of September 1 to 30, 2022.

BANK BALANCE

The bank balances on September 30th, 2022 were as follows:

General account	\$12,086.31
Gaming account	\$15,080.49
Total	<u>\$27,166.80</u>

WELCOME BACK BBQ

We held our first Welcome Back BBQ since 2019, it was lovely to see all our families back together again. Thank you to all our volunteers for making this happen.

Cost:	\$626.96
Donations:	\$1,084.25
Profit:	<u>\$457.29</u>

Our \$6,000 gaming fund was approved and deposited into our gaming account on September 28, 2022.

Thanks,

Michelle Bastien
PC PAC Treasurer

Prince Charles Elementary School PAC
Balance Sheet As at 2022-09-30

ASSET

Current Assets

Bank - General Account	11,950.43	
Bank - Gaming Account	15,073.74	
Total Cash		27,024.17
Accounts Receivable		706.51
Prepaid Expenses		10.00
Total Current Assets		<u>27,740.68</u>

Inventory

Chips	68.65	
Hot Dogs and Buns	45.77	
Juice Boxes	26.52	
Pop	12.45	
Popcorn Supplies	29.14	
Water	17.71	
Total Inventory		<u>200.24</u>

TOTAL ASSET 27,940.92

LIABILITY

Current Liabilities

Accounts Payable	758.27	
Restricted Funds - Water Station	2,885.48	
Deferred Revenue - Hot Lunch	801.00	
Total Current Liabilities		<u>4,444.75</u>

TOTAL LIABILITY 4,444.75

EQUITY

Surplus

Net Surplus - Previous Year	17,737.75	
Current Surplus	5,758.42	
Total Surplus		<u>23,496.17</u>

TOTAL EQUITY 23,496.17

LIABILITIES AND EQUITY 27,940.92

Prince Charles Elementary School PAC
Income Statement 2022-07-01 to 2022-09-30

REVENUE

Revenue	
Gaming Funds	6,000.00
Meet The Teacher BBQ	1,084.25
Total Revenue	<u>7,084.25</u>

TOTAL REVENUE 7,084.25

EXPENSE

Expenses	
Bank Charges	67.74
Total Bank Charges	<u>67.74</u>
Fruit and Veggie Program	42.54
Hot Lunch - Fees (Credit Card)	23.23
Hot Lunch - Fees (Transaction)	7.50
Hot Lunch - Fees (Stripe Transf...	0.20
Hot Lunch - Subscription Fees	336.00
Total Hot Lunch	<u>366.93</u>
Meet The Teacher BBQ	626.96
PAC Meetings	9.79
Staff Funding	201.48
Total Staff Events	<u>201.48</u>
Supplies - Office	10.39
Total Supplies	<u>10.39</u>
Total Expenses	<u>1,325.83</u>

TOTAL EXPENSE 1,325.83

NET INCOME 5,758.42

**Prince Charles Elementary School PAC
General Ledger Report 2022-07-01 to 2022-09-30**

Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1020	Bank - General Account					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
2022-09-23	Halfway Decent Enterprise	1904	J31	-	214.58	10,745.15	Dr
2022-09-23	Bank deposit	241	J40	1,084.25	-	11,829.40	Dr
2022-09-26	MunchaLunch	291	J20	134.24	-	11,963.64	Dr
2022-09-30	September bank fees	Bank Fees	J44	-	2.71	11,960.93	Dr
2022-09-30	September bank fees	Bank Fees	J44	-	0.75	11,960.18	Dr
2022-09-30	September bank fees	Bank Fees	J44	-	3.75	11,956.43	Dr
2022-09-30	September bank fees	Bank Fees	J44	-	6.00	11,950.43	Dr
				<u>1,385.60</u>	<u>258.68</u>		

Prince Charles Elementary School PAC
General Ledger Report 2022-07-01 to 2022-09-30

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
2022-09-28	2190, Province of British Columbia	Cash	J43	6,000.00	-	15,080.49	Dr
2022-09-30	September bank fees	Bank Fees	J44	-	0.75	15,079.74	Dr
2022-09-30	September bank fees	Bank Fees	J44	-	6.00	15,073.74	Dr
				6,000.00	23.75		