

École Peace Arch Elementary

Minutes of the Monthly Meeting of the PAC

January 23, 2024 – 6:30 PM

“We would like to acknowledge that the lands on which we work, play, and learn, are on the shared traditional territory of the Katzie, Kwantlen, Semiahmoo, and other Coast Salish Peoples.”

Location of Meeting: School Library

Present at meeting: President – Kirsten Yanicki Vice President – Sarbjit Sahota
 Treasurer – Tana Jennings Secretary – Alita Roberts

Meeting called to order 6:30pm

Meeting Attendees: Phil Linklater, Susan Nazem, Jas Sahi, Colette Chalifour, Emily Hihrichs, Heather Johnstone, Amy Archibald, Karlie Cirocco, Tana Jennings, Kirsten Yanicki, Alita Roberts, Mikki Kinnard, Shannon Versluis,

Introductions

Teacher Presentation : Colette Chalifour

- Garden application has gone through and it has been approved
- Location: In front of the Cedar trees at the front of the school is the location they would like to place the garden
- Need gravel (\$1000). 6 beds will be placed (\$3000), dirt, tools. Looking for \$5000-\$6000 to start it off.
- 8-10 staff members are a part of the committee to spearhead the project. Grant applications are already in progress.
- Mid Feb.
- Looking for funds from PAC for the startup costs. This will be paid back through the grants (which are in application progress)
- Looking for parents to help with this project.

Motion to approve the \$6000 from PAC for fronting of the funding : Emily, 2nd Mikki. All in favour.

Principal’s Message – Phil Linklater / Susan Nazem

- Staffing updates: Ms Hamilton, Ms Naber, Ms Nazem
- 1 more portable coming to Peace Arch. Either 1 more division or band will be placed there.
- Ms Nazem: Grade 4-7, PE, Health. Background in kinesiology. Elementary, Secondary Bases, department head.

Financial Report - Tana Jennings

Please refer to Appendix A: Financial Report, Appendix B: Balance Sheet, Appendix C: Budget Report

Fundraising Committee- Mikki Kinnard

We need to decide which Fundraising activities we are going to do, we need to be able to facilitate all of these. Decide which ones are going to PAC, grade 7, or grade 4's.

PAC	Grade 7	Grade 4
<ul style="list-style-type: none"> • 2 donut/popcorn days (Feb 13) • Islands Beef Jerky (Pre-order. Cost is \$7, we get \$3/bag) • Spring Event (May 10) • Donations drive campaign- goal is \$5000. Teacher Wish list: Technology, sports equipment, Feb 5 	<ul style="list-style-type: none"> • 2 donut/popcorn days (March) • Spirit wear • Hot dog day • Sports day concession 	<ul style="list-style-type: none"> • Snack Shack (Winter concert)

- Book Fair : April 15-19. Teachers and students will get a preview before the books get dropped off. We would like the funds to go back to the library (Mme. Porter).
 - Will drop off the books and metal cabinets.
 - Will need parent volunteers for set up and take down.
 - During Lunch Recess, Afterschool, and class time
- Spring Event:
 - We need some ideas for a spring event: Dance, DJ, activity, Food trucks, ice cream truck, ???
 - We need parent helpers to fill in roles
- Donut day
 - Order donuts (90 dozen) with day and time
 - Volunteer sign up online
 - 1 volunteer will pick up the donuts
 - 10 volunteers total: 4 people at each station and 2 for crown control
 - K's and 1's will come early

Hot Lunch- Lauren(not able to attend)

*See below

Other Business

- Lauren is needing more helpers and support for organizing hot lunch. It is a job that requires more than 1 individual, we don't want to lose hot lunch / hot lunch coordinator due to lack of volunteers.
- Chelsea is the hot lunch volunteer organizer, she will be leaving and the role will need to be filled
- Kirsten Yanicki, this is her 4th year and we will need someone to volunteer to take this role

Meeting Adjourned at 8:19 pm.

Next PAC meeting Tuesday Feb 20, 2024, 6:30pm, Peace Arch Elementary Library.

Peace Arch Elementary PAC
Financial Report - December 31, 2023

Fundraising Summary - Dec 31, 2023

Gaming Grant	\$10,340.00
Hot Lunch Round 1 *	\$5,965.79
Passive Fundraisers (Cobb's, Mabel's, Indigo...)	\$105.24
Winter Fun Fair	\$200.00
Net Amount Raised to Date	\$16,611.03

Summary of Purchases - Dec 31, 2023

Fruit & Veggie Program	\$106.33
Classroom/Field Trip Funds	\$11,950.00
Rainbow Crosswalk	\$1,280.48
Teacher/Staff Appreciation	\$1,155.68
Admin Christmas Gifts	\$191.22
PAC Operations	\$175.00
Winter Fun Fair	\$432.57
	<u>\$15,291.28</u>

Gaming Account Purchases:

Grade 4 Field Trip Transportation	\$500.00
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Teachers Wish List Purchases:

Craft Day Supplies	\$262.98
Outdoor Learning Supplies	\$404.09
Sports Equipment	\$175.35
	<u>\$842.42</u>

Total Purchases to Date **\$16,633.70**

Budget Overview for 2023/2024

Sept 1, 2023 - Opening Balance	\$55,270.75
Budgeted Net Income/Loss	-\$12,950.00
Reserve for next year	-\$20,000.00
Term Deposits	-\$15,000.00
Projected remaining balance	\$7,320.75

**Remaining Funds - put into term deposits
(Playground Contingency Fund)

Peace Arch Elementary PAC
Budget Report: December 31, 2023

	Budget	Actual	Difference
INCOME			
Annual Donations Drive	\$3,000.00	\$0.00	-\$3,000.00
Gaming Grant	\$10,340.00	\$10,340.00	\$0.00
PST Rebate	\$200.00	\$0.00	-\$200.00
Hot Lunch Revenue			
Hot Lunch Round 1 *	\$31,840.00	\$32,540.10	\$700.10
Hot Lunch Round 2 *	\$28,000.00	\$14,480.29	-\$13,519.71
Hot Lunch Round 3 *	\$32,000.00	\$0.00	-\$32,000.00
Spring Fling	\$5,000.00	\$0.00	-\$5,000.00
Other Fundraisers			
Babysitters/Home Safe Course *	\$2,500.00	\$0.00	-\$2,500.00
Raven Wear Sales	\$500.00	\$0.00	-\$500.00
Toonie Tuesdays (PAC)	\$3,000.00	\$0.00	-\$3,000.00
Neufeld Farms *	\$17,000.00	\$13,621.00	-\$3,379.00
Passive Fundraisers (Cobb's, Mabel's, Indigo...)	\$300.00	\$105.24	-\$194.76
Other Income			
Surrey School District	\$210.00	\$0.00	-\$210.00
Miscellaneous	\$0.00	\$7,700.00	\$7,700.00
	\$133,890.00	\$78,786.63	-\$55,103.37

EXPENSES			
Fruit & Veggie Program	\$200.00	\$106.33	\$93.67
Fundraising Expenses			
Babysitter/Home Safe Course Expense	\$1,600.00	\$0.00	\$1,600.00
Neufeld Farms F/R Expenses	\$17,000.00	\$10,899.00	\$6,101.00
Gaming Account Budget			
Enrichment Events/Activities	\$10,000.00	\$0.00	\$10,000.00
French Carnival	\$700.00	\$0.00	\$700.00
Grade 1 Science World Field Trip	\$1,000.00	\$0.00	\$1,000.00
Grade 7 Farewell	\$1,000.00	\$0.00	\$1,000.00
Other Gaming Acct Expenses	\$315.00	\$0.00	\$315.00
Presentations/Guest Speakers	\$2,000.00	\$0.00	\$2,000.00
Transportation	\$500.00	\$500.00	\$0.00
Gifts	\$400.00	\$191.22	\$208.78
Grade 12 Bursaries (2 x \$500)	\$1,000.00	\$0.00	\$1,000.00
Miscellaneous	\$300.00	\$7,500.00	-\$7,200.00
Parent Presentations	\$1,400.00	\$0.00	\$1,400.00
Peace Arch Classroom/Field Trip Funds	\$11,950.00	\$11,950.00	\$0.00
Classroom/Field Trip Funds per Special Request	\$2,500.00	\$0.00	\$2,500.00
Rainbow Crosswalk	\$1,000.00	\$1,280.48	-\$280.48
Raven Fund	\$1,000.00	\$0.00	\$1,000.00

Spring Fling Expenses	\$3,000.00	\$0.00	\$3,000.00
Teacher's Wish List			
Craft Day Supplies	\$600.00	\$262.98	\$337.02
Outdoor Learning Supplies	\$500.00	\$404.09	\$95.91
Technology - Annual Tech Contribution	\$7,000.00	\$0.00	\$7,000.00
Technology - iPads/laptops	\$7,000.00	\$0.00	\$7,000.00
Sports Equipment	\$2,500.00	\$175.35	\$2,324.65
Teacher/Staff Appreciation	\$1,700.00	\$1,155.68	\$544.32
Winter Fun Fair	\$300.00	\$432.57	-\$132.57
PAC Operations			
Bank Service Charges	\$50.00	\$0.00	\$50.00
BCCPAC, CPF Dues	\$75.00	\$75.00	\$0.00
PAC Meeting Expenses	\$250.00	\$100.00	\$150.00
Supplies	\$300.00	\$0.00	\$300.00
Website Fees	\$200.00	\$0.00	\$200.00
Hot Lunch Expenses			
Grade 4 Field Trip Funds	\$1,500.00	\$0.00	\$1,500.00
Hot Lunch Round 1	\$19,000.00	\$26,574.31	-\$7,574.31
Hot Lunch Round 2	\$25,000.00	\$0.00	\$25,000.00
Hot Lunch Round 3	\$24,000.00	\$0.00	\$24,000.00
	<u>\$146,840.00</u>	<u>\$61,607.01</u>	<u>\$85,232.99</u>
Net Income: Budget vs Actual	-\$12,950.00	\$17,179.62	\$30,129.62

Peace Arch Elementary PAC

Balance Sheet 2023-12-31

ASSETS

Cash on Hand	\$50.00
Van City Operating Account	\$42,471.95
Gaming Grant Account	\$14,940.42
Term Deposit	\$15,000.00
PAC Funds Held in SD#36 Account	<u>\$0.00</u>

Total Assets \$72,462.37

LIABILITIES

Accounts Payable	<u>\$12.00</u>
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Total Liabilities **\$12.00**

EQUITY

Opening Balances	\$55,270.75
Retained Earnings	<u>\$17,179.62</u>

Total Equity \$72,450.37

Total Liabilities & Equity \$72,462.37