

# **École Peace Arch Elementary**

## **Minutes of the Monthly Meeting of the PAC**

### **October 18, 2022 – 6:30 PM**

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*“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

Attendees – Kirsten Yanicki, Jennifer Smith, Kristy Crnkovich, Tia Ball, Stephanie Gilmour, Shannon Versluis, Kristen Fryer, Heather Johnstone, Natasha Langlois, Sara Raouf, Jenn Morgan, Mikki Kinnaird, Alita Roberts, Alexandra Clark, Courtney So, Amy Archibald, Tana Jennings, Sarb Sahota, Manraj Heir, Sukhpreet Heir, Laureen Boulet (via zoom)

Meeting called to order 6:30pm

#### **Introductions**

#### **Principal’s Message – Laureen Boulet/ Kristy Crnkovich**

1. Halloween: Covid rules are done, this year we welcome parents, student parade with parent audience Monday Oct 31, 9:00am in the school courtyard, pumpkin carving contest: 4 categories, bring your carved pumpkin Monday morning.
2. Change in grade 4 field trip: Last year’s Victoria trip was limited (museum closed... long venture over to the island). This year looking into Squamish-Chekamus. Day camp experience with Indigenous lens. Bus to Squamish, full day there, lunch provided with chef on site. Tied with West Vancouver School Board. February date. Still in planning process. Cost will be a bit more, but should be able to raise a lot of the money.

#### **Financial Report - Tana Jennings**

Please refer to the Appendix for the Balance Report, Income Statement, and Proposed Budget.

- Balance Sheet
- Opening Balance with \$41,025.02 + Retained Earnings \$10,264.67= \$51,289.68 (Total Equity)
- Income Statement: September. Revenue- \$10,264.67 with 0.00 expenses
- Proposed Budget for the school year
  - Income
    - Gaming Grant (some carried over from last year as well)+ PST rebate
    - Fundraising: Donation Drive, Hot Lunch, Spring Fling, Other (Neufeld, Passive, Raven Wear, Toonie Tues, Concession, Book Sale
    - Total proposed income for school year: \$122,300.00

- Expenses
  - PAC operations
  - Fundraising Expense
  - PA classroom/Field trip funds
  - Gaming account:\$4000 from last year. About \$6400 to spend this year. Curling. There are strict guidelines for this expense. Cannot use for teaching curriculum. Must enhance student involvement and experience. Green thumb? Indigenous pow wow?
  - Teacher Wish list
    - Annual technology fund to keep things updated. Ipads for every classroom, cart for the pods, built in projector
    - Total proposed expenses for school year: \$127,650.00
- Summary: Opening Balance \$41,025.02  
 Budgeted Net Income/Loss \$5350.00  
 Less Playgroup fund term deposit \$5,000.00  
 \$20,675.02

Pass a vote to set the budget

Kristen F moves to accept the budget as proposed. Mikki 2<sup>nd</sup>. All in favour.

This will be Tana's last year as Treasurer (max 4 years in an Executive role), and she needs a replacement to start shadowing her for the remainder of this school year to take over for next September.

### **Hot Lunch – Lauren Drescher (Not able to attend)**

- Round 1 is going smooth so far. Projected profits are around \$6500 with some of that going to the grade 4s
- Typical number of complimentary orders in the system now
- Volunteers are doing awesome. Thanks to Fiona for organizing and handling communication.
- Thanks to Laurelle for becoming our “bag lady” and doing the weekly bag drop at restaurants.
- Please remind the kids to bring utensils.
- Anyone up for cooking hot dogs Friday Oct 28??!! 8:30am-12:30pm, please email us if you are available; peacearchhotlunch@gmail.com

### **Fundraising – Shannon Versluis & Kristen Fryer**

- Raven Wear- \$900 so far in sales. Hoping to raise \$500. Raven fund for Raven wear?? Buy extra to sell at the spring fling or for gifts? Will need volunteers to pack orders.
- Neufeld Nov 7- 2 weeks. Dec 1 to distribute. Volunteers will be needed
- Toonie Tuesdays- 8 Tuesdays. (2 for grade 4's , 2 for grade 7's, the rest for PAC)
- Looking for Grade 7 parent to spearhead the fundraising
- Winter Raven- date? Details? Admin will discuss and communicate with us.

### **New Business – Kirsten Yanicki**

- Website: Still looking for someone to lead this, find a platform to use. We have \$200 to spend on it. Home for fundraising, minutes, updates, hot lunch, school website, calendar....
- Julina Murphy: Diversity club, initiative for a rainbow crosswalk. Quoted \$17,000 from the city. Possibly use the gaming money, a few fundraisers... Or can we do a rainbow sidewalk on the school property?
- Guest Speakers: Deborah MacNamara. Neufeld group. Lots of topics to choose from . \$650. Wednesdays. April/May 2023. Anxiety, Technology...
- Basketball court: on the agenda.

### **Open Forum- All**

- Spring Fling- April 28 Friday. Tentative. Carnival, cake walk, silent auction (big job where we will need donations) , tickets to play games, wine wall (storing and wrapping). Raffle baskets (each class has a theme). Photo booth, Lauren volunteers for duct tape the principal to the wall, dunk tank. Kristy- no thank you.
- Winter Concert- Last week of school Tuesday and Wed (13/14th). Details TBD

Thank You to the Peace Arch Elementary Community for a Fantastic start of the year!!

**Meeting Adjourned at 8:15 pm. Next PAC meeting Tuesday November 15, 2022, 6:30pm, Peace Arch Elementary Library.**

Appendix A:

**Peace Arch Elementary PAC Balance Sheet 09/30/2022**

**ASSETS**

Current Assets		
Cash on Hand	\$0.00	
Van City Operating Account	\$36,153.45	
Gaming Grant Account	\$15,204.59	
Term Deposit	\$0.00	
PAC Funds Held in SD#36 Account	<u>\$0.00</u>	
Total Current Assets		<b>\$51,358.04</b>
<b>Total Assets</b>		<b><u>\$51,358.04</u></b>

**LIABILITIES**

Accounts Payable	<u>\$68.35</u>	
<b>Total Liabilities</b>		<b>\$68.35</b>

**EQUITY**

Opening Balances	\$41,025.02	
Retained Earnings	<u>\$10,264.67</u>	
<b>Total Equity</b>		<b>\$51,289.68</b>

<b>Total Liabilities &amp; Equity</b>		<b><u>\$51,358.04</u></b>
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Appendix B:

**Peace Arch Elementary PAC Income Statement - 09/30/2022**

<b><u>INCOME</u></b>	
Annual Donations Drive	\$0.00
Gaming Grant	\$9,900.00
PST Rebate	\$0.00
<b>Hot Lunch Revenue</b>	
Hot Lunch - Extra Day Fundraisers	\$0.00
Hot Lunch Round 1	\$193.00
Hot Lunch Round 2	\$0.00
Hot Lunch Round 3	\$0.00
Spring Fling	\$0.00
<b>Other Fundraisers</b>	
Neufeld Farms	\$0.00
Restaurant Nights	\$0.00
Passive Fundraisers (Cobb's, Mabel's, Indigo...)	\$171.67
Other Fundraisers	\$0.00
<b>Other Income</b>	
Surrey School District	\$0.00
Miscellaneous	\$0.00
<b>Total Revenue</b>	<u>\$10,264.67</u>
<b><u>EXPENSES</u></b>	
<b>Fundraising Expenses</b>	
Neufeld Farms F/R Expenses	\$0.00
Winter Fun Fair	\$0.00
<b>PAC Operations</b>	
BCCPAC, CPF Dues	\$0.00
Supplies	\$0.00
<b>Peace Arch Classroom/Field Trip Funds</b>	
<b>Gaming Account Budget</b>	
Enrichment Events/Activities	\$0.00
Sensory Pathway	\$0.00
French Carnival	\$0.00
Presentations/Guest Speakers	\$0.00
Gifts	\$0.00
Grade 1 Science World Field Trip	\$0.00
Grade 4 Victoria Trip	\$0.00
Grade 7 Farewell	\$0.00
Raven Fund	\$0.00
Staff Luncheon	\$0.00
Technology	\$0.00
Welcome Tea	\$0.00
<b>Teacher's Wish List</b>	\$0.00
<b>Hot Lunch Expenses</b>	
Hot Lunch Round 1	\$0.00
Grade 4 Field Trip Funds	\$0.00
Hot Lunch Round 2	\$0.00
Hot Lunch Round 3	\$0.00
Spring Fling Expenses	\$0.00
Adjustments	\$0.00
Miscellaneous	\$0.00
<b>Total Expenses</b>	<u>\$0.00</u>
Net income for Period	<u><u>\$10,264.67</u></u>

# Appendix C

## Peace Arch Elementary PAC

Proposed Budget: Sept 1, 2022 - August 31, 2023

	<u>Budget</u>
<b>INCOME</b>	
Gaming Grant	\$ 9,900.00
PST Rebate	\$ 200.00
<b>FUNDRAISING:</b>	
<b>Annual Donations Drive</b>	\$ 1,000.00
<b>Hot Lunch Revenue</b>	
Hot Lunch Round 1 *	\$ 25,000.00
Hot Lunch Round 2 *	\$ 22,000.00
Hot Lunch Round 3 *	\$ 28,000.00
<b>Spring Fling</b>	\$ 8,000.00
<b>Other Fundraisers</b>	
Neufeld Farms *	\$ 20,000.00
Passive Fundraisers (Cobb's, Mabel's, Indigo, s)	\$ 2,500.00
Raven Wear	\$ 500.00
Toonie Tuesdays	\$ 3,000.00
Sports Day Concession	\$ 1,000.00
Book Sale	\$ 1,000.00
<b>Other Income</b>	
Surrey School District	\$ 200.00
Miscellaneous	\$ -
<b>TOTAL INCOME</b>	<u><u>\$ 122,300.00</u></u>

	<u>Budget</u>
<b>EXPENSES</b>	
<b>PAC Operations</b>	
BCCPAC, CPF Dues	\$ 225.00
Supplies	\$ 150.00
Website Fees	\$ 200.00
<b>Fundraising Expenses:</b>	
Neufeld Farms F/R Expenses	\$ 17,000.00
<b>Hot Lunch Expenses</b>	
Hot Lunch Round 1	\$ 20,000.00
Hot Lunch Round 2	\$ 18,000.00
Hot Lunch Round 3	\$ 23,000.00
Grade 4 Field Trip	\$ 1,800.00
<b>Peace Arch Classroom/Field Trip Funds</b>	
CCW/Resource Room	\$ 400.00
Classroom Funds (24 x \$150)	\$ 3,600.00
Field Trip Funds (13x \$150, 11x \$200)	\$ 4,150.00
LA Resources/Integration Support	\$ 150.00
Learning Support (LST)	\$ 150.00
Library	\$ 150.00
Music Room	\$ 150.00
School Counsellor Support	\$ 100.00
Fruit & Veggie Program	\$ 200.00
Gifts	\$ 700.00
Grade 7 Farewell	\$ 800.00
Parent Presentations	\$ 1,000.00
Raven Fund	\$ 1,000.00
Staff Luncheon	\$ 500.00
Welcome Tea	\$ 50.00
Winter Fun Fair	\$ 300.00
<b>Gaming Account Budget (\$15,204)</b>	
Enrichment Events/Activities (yoga, tennis? etc.)	\$ 3,000.00
Sensory Pathway	\$ 4,000.00
French Carnival	\$ 300.00
Presentations/Guest Speakers	\$ 1,500.00
Other?	\$ 6,400.00
<b>Teacher's Wish List</b>	
Annual Tech Fund	\$ 7,000.00
iPads	\$ 12,000.00
Miscellaneous	\$ 250.00
<b>TOTAL EXPENSES</b>	<u><u>\$ 127,650.00</u></u>

**Budget vs. Actual Net Income** \$ (5,350.00)

Opening Balance:	\$ 41,025.02
Budgeted Net Income/Loss	<u>\$ (5,350.00)</u>
	\$ 35,675.02
Less Playground Fund Term Deposit	<u>\$ (5,000.00)</u>
	<u>\$ 30,675.02</u>