


# École Peace Arch Elementary PAC | September 18, 2018 | Meeting MINUTES

6:30pm, Peace Arch Elementary Library | [peacearchpacnews@gmail.com](mailto:peacearchpacnews@gmail.com) | [peacearch.hotlunches.net](http://peacearch.hotlunches.net) |  [Peace Arch PAC](https://www.facebook.com/peacearchelementarypac/)

President	Laura Creech	<b>26 Attendees</b>
Vice-President	Erin Harvie	Laura Creech, Erin Harvie, Rubeena Mokha, Julie Ross, Chantal Sears, Tana Jennings, Julia Wells, Gurpreet Bhatti, Sean Halliburton, Elizabeth McCrank,
Treasurer	Jennifer Wilson	Carol Davison, Chris Bobrownik, Katie Everson, Jenn Smith, Kirsten Yanicki,
Secretary	Kristen Fryer	Kristen Fryer, Jennifer Wilson, Veronica Herfindahl, Natalie Marynick, Amy Lapointe, Natasha Langlois, Val Smith, Mary Quintana, Sara Raouf, 2 guests.

Welcome back, Peace Arch parents! Thank you to all who attended our first meeting of the 2018/19 school year. Ideas for fundraising, playground design, money allocation, PAC events, etc.? We want to hear from you!

**PAC meetings will be the 3<sup>rd</sup> Tuesday of the month, 6:30pm in the school library.**

2018/2019 (no meetings in Dec/March/June): Oct 16, Nov 20, Jan 15, Feb 19, Apr 16, May 21 (AGM)

ALL parents and guardians of Peace Arch students are welcome, and are voting members of the PAC.

**PAC Website: [peacearch.hotlunches.net](http://peacearch.hotlunches.net). This is not just for hot lunch! It's our general PAC website!**

**If you have a child at Peace Arch, please register for the website to stay up-to-date with our school community.**

**Please join us at our next meeting, Tuesday, Oct. 16th and have your say!**

**Find us on Facebook! [www.facebook.com/peacearchelementarypac/](https://www.facebook.com/peacearchelementarypac/) **

## Introductions - Laura C.

- Welcome to the first Peace Arch PAC meeting of the school year! Great turnout – delighted to see so many new parents.
- Explanation of how we approve our monthly meeting minutes: PAC Secretary will complete and email the minutes to all attendees for approval/edits; will make any necessary changes, then distribute minutes via email to parent community, and will post on PAC website ([www.peacearch.hotlunches.net](http://www.peacearch.hotlunches.net)) & school website ([www.surreyschools.ca/schools/peacea](http://www.surreyschools.ca/schools/peacea)).

## Admin Report - Carol D.

- **Recent Events:**
  - Great startup! Total enrollment 530 (12 fewer than projected).
  - Maintained 25 divisions: 9 English and 16 French Immersion; potential for "overflow" from other neighbouring schools throughout the year.
  - New staff: Simone Decaire (K), Niki Westcott (K/1), Laura McKillop (1/2), Kim Niemi (FR 1 - term), Heather Lake (FR 2 - term), Chris Morris (4/5), Zoe Zafiris (FR 4/5), Rachael Froese (2/3 and 4/5 FR – job share), Azedine Lagha (FR 6/7 – term), Emily Vanderark (FR 6/7 – in January), Erin Hollins (FR 6/7), Susan Soo (Library).
  - Early dismissal and teacher meetings next week Wed., Sept. 26 - Thurs., Sept. 27.
  - First assembly on first day of school; Raven SuperSkills and our 3-part motto: Take care of ourselves, Take care of others, Take care of this place.
  - Cancer Awareness Week - Cops for Cancer Tour, 31 riders were in the gym!; Terry Fox Run upcoming.
  - Grades 3-7 Cross-Country & Gr. 7 Soccer have both started up, as well as announcements and lunch monitors.
  - Back to School BBQ and Open House last night; well attended (Sept. 17).
- **Upcoming Events:**
  - Green Thumb Theatre presentation, "What If", deals with kids and their worries.
  - White Rock RCMP "WITS" Assembly for Grades K-3 (Walk Away, Ignore, Talk it Out, Seek Help).
  - Terry Fox Run on Friday, Sept. 21 (rain or shine!) Kindergarten 8:50-9:15am; Primary 10:30am on grass field; Intermediate 10:15am, 5km run; parents welcome to participate, cheerlead, and/or supervise!
  - First non-instructional day is Monday, Sept. 24th; no classes for students.
  - Orange Shirt Day on Friday, Sept 28<sup>th</sup>; age-appropriate teaching re. First Nations reconciliation efforts; motto "Every Child Matters"; Orange Shirt Day is an opportunity for First Nations, local governments, schools, and communities to come together in the spirit of reconciliation and hope for generations of children to come.

- Individual Student Photos on Monday, Oct. 1st (switching companies to LifeTouch; parent feedback welcome).
- October: Hip-Hop for Intermediate and Zumba for Primary students.
- Safe Schools: Chris B. teaches physical education and health to all Grade 6-7 students; online safety themes this year; **Tuesday, Oct 9th 6:00pm parent evening open to all Peace Arch parents, re. online safety for children**; Monday, Oct. 15th in-class presentation for students.
- Buddy Bench by playground, project will be resumed by Mme. Roussel when she returns from Mat. Leave (too rainy last spring to do the required painting).
- **Items to Discuss:**
  - Peace Arch staff are hoping to have a different staff member representative attend PAC meetings this year.

### **PAC Committee Opportunities - Laura C.**

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- **DPAC:** District Parent Advisory Council. Our Peace Arch PAC needs a parent rep; meetings are held monthly on the **4th Wednesday** (except Dec, March & June) at the District Education Centre 14033 92 Ave. Rm 2020, 7-9pm. [www.surreydpac.ca](http://www.surreydpac.ca) for more info. → **Big thank you to Rubeena M. for volunteering!**
- **CPF:** Canadian Parents for French. Our Peace Arch PAC needs a parent rep; monthly meetings are held Sept-June each year, in English, and are open to anyone interested in French as a second language in the Surrey School District. [www.cpf-surrey.com](http://www.cpf-surrey.com) to learn more. → **Big thank you to Natasha L. and Sara R. for volunteering!**
- **Gardening/Greening:** planter boxes in the courtyard in front of the office are planted/maintained by parent volunteers; thanks to parents Maria Ramsey for gardening last year, & Alynne Penner for planting pots before school start-up this year!
- **Spring Fling Coordinator:** PAC's big family carnival in the Spring, one of our biggest fundraisers; we have a super duper binder with descriptions and instructions for every role!
- **Playground Committee:** we need committee members! A large portion of our playground is scheduled for mandatory removal by the school district summer 2019, and a second portion summer 2020; our PAC needs to fundraise approx. \$125,000 for the 2 replacement playgrounds! \$50k so far; \$75k still needed.
- **Hot Lunch Volunteers:** parent volunteers needed weekly for hot lunch distribution, most Fridays, occasional Thursdays. Sign up here: [www.volunteersignup.org/WE7RA](http://www.volunteersignup.org/WE7RA). Pod supervisors: 11:45am-12:20pm. Hot Lunch Leaders: 10:45am-12:45pm.

### **Hot Lunch Program Update - Elizabeth M.**

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- Our Hot Lunch Program is an integral fundraiser for our school; made \$18,873 last year!
- Changes to the program this year:
  - **Payment accepted online only**, through PayPal (don't need a PayPal account; can pay as a 'guest').
  - student hot lunch monitors will hand out hot lunch this year, with 2 parents per pod supervising; but **WE STILL NEED 8 PARENT VOLUNTEERS EACH WEEK TO HELP WITH HOT LUNCH DISTRIBUTION.** Please sign up here: [www.volunteersignup.org/WE7RA](http://www.volunteersignup.org/WE7RA).
  - Also need 2-3 parent volunteers each week to be **Hot Lunch Leaders**; approx. 2-hour time commitment, receiving delivery of food from vendor, filling bins for each division, trouble-shooting any problems that arise; binder with instructions, & ample training provided! 10:45am-12:45pm. Sign up for one/many weeks this fall!
  - Kindergarteners can now order in Rounds 2 & 3, starting in January.
  - *White Spot Breakfast* and *Freshii* added this year.

### **Playground Committee - Sean H.**

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- The Surrey School District maintains and looks after the safety of a playground; they don't replace it; playground equipment is purchased by PAC.
- 2 sections of the playground are scheduled for removal: the southern-most yellow/pink/wood portion in the summer of 2019, and the northern-most green/blue one in the summer of 2020.
- We have selected 'Habitat' to design our new playground.
- no 'new' swings allowed in Surrey school district; allowed to keep existing swings.
- parents will likely be invited to help with certain aspects of installation.
- playground must be kept within same footprint that already exists.

- Playground Replacement savings so far: \$50,000 saved over the past 2 years; Goal of \$125,000, which would cover both new sections in 2019 and 2020.
- **This year we need to build more awareness in the broader community around our school, seek grants from businesses and community groups.**
- We have permission to install a plaque recognizing donors.
- Need to find out when Habitat needs a deposit.
- Need committee members to continue fundraising, collaborate on design, etc.
  - Sean needs more help with the project! Several more parent volunteers are needed.
  - [PeaceArchPACplayground@gmail.com](mailto:PeaceArchPACplayground@gmail.com) - please email if interested in being involved!

### **Treasurer's Report - Jennifer W.**

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- PAC is in a healthy financial position at present; bank statements are available for review at any time.
- **See attached appendix for Year-End Treasury Report** as at June 30, 2018.
- **Our PAC runs only 4 fundraisers**, in place of running many smaller ones throughout the year (such as selling chocolate almonds, poinsettias, gift wrap, cookie dough, etc.)
  1. Hot Lunch Program (Oct-June) (last year \$18,873)
  2. Annual Fundraising Campaign (Sept-Dec) (last year \$11,697)
  3. Snowball Dance event (save the date: Dec. 7<sup>th</sup>, 2018) (last year \$2,790)
  4. Spring Fling Carnival event (save the date: April 26<sup>th</sup>, 2019) (last year \$9,627)
- Last year we set aside \$25,000 for playground savings (total savings now of \$50,000)
- **Looking ahead to this year's budget (2018-2019):**
  - possibly re-naming pods to animal names in Semiahmoo language; might have murals or signs made with new names
  - technology: 15 more iPads to complete a set, plus an iPad cart.
  - Gaming funds must be spent on extra-curricular items only; nothing that is to be used in class for curriculum; can go towards playground, jerseys, sending kids to sporting events on a bus; must benefit the whole school.
  - Emergency Preparedness supplies: we keep food rations and emergency supplies in a locker in the parking lot with 3 days' worth for every child and staff member at the school; we replenish these supplies on a rotating 3-yr schedule.
- Explanation of **Annual Fundraising Campaign** (previously 'Cheque-Writing Campaign'): instead of selling a bunch of stuff we don't need or want, we just ask parents for a simple donation!
  - Runs Sept-Dec, online donations through the Surrey School District website over \$25 earn a tax receipt: (<https://surreyschools.schoolcashonline.com/Fee/Details/829/90/false/true>)
  - re-name "Donation Drive"?
  - this year we'll still accept cash, cheques, and online donations
  - Annual Fundraising Campaign History:
    - 2017/18 Campaign: \$11,697 from 87 families (approx. 25% participation)
    - 2016/17 Campaign: \$10,726 from 74 families (approx. 20% participation)
    - 2015/16 Campaign: \$11,575 from 93 families (approx. 30% participation)
  - **With approximately 350 families at Peace Arch, our goal this year is to significantly increase participation in our annual fundraising effort. PAC funds benefit ALL STUDENTS at Peace Arch from Kindergarten to Grade 7, and we encourage ALL FAMILIES to make a contribution, no matter how big or small. In the past three years, we've had donations ranging from \$500 to \$5.00; every little bit helps, and every amount is valued.**

- **MOTION: To approve the 2018-2019 budget as proposed. Moved by Julie R., Seconded by Elizabeth M. All in favour, none opposed. Motion passed.**

**Meeting adjourned 7:58pm. Next PAC Meeting is Tuesday, October 16<sup>th</sup>, 6:30-8:00pm in the school library.**

## 2017/18 School Year – Summary of PAC Accounts

Summary Of Accounts as at June 30th, 2018			
<b>ASSETS &amp; FORECASTED REVENUE</b>			
<b>Current Account Balance:</b>			
Operating Account Balance (includes \$190 from Fundraising Campaign direct to PAC)	51,053.66		
Paypal Transfer for R3 Hot Lunch 2018 (made Sept 9, 2018)	18,745.21		
Term Deposit Balance	8,000.00		
Gaming Account Balance	4,743.85		
Gaming Acct reimbursement for double payment for track bus- Deposit made Sept 12, 2018	446.25		
<b>Total Current Account Balances</b>	<b>82,988.97</b>		
<b>PAC funds held in SD#36 Account:</b>			
PAC Fundraising District Account (Previous Years)	5,196.79		
Less \$1,880.50 For Learning Commons Furniture (Total PAC Contribution = \$5,643.71)	-1,880.50		
2017/2018 Annual PAC Fundraising Campaign (formerly "CWC") donations to SD36	11,507.00		
Less Cost of Bus for Gr 1 trip to Science World	-477.75		
Less Cost of 3 Laptops and 10 iPads	-7,317.00		
<b>Net Amount of PAC Funds Held in SD#36 Accounts</b>	<b>7,028.54</b>		
<b>TOTAL ASSETS &amp; FORECASTED REVENUE</b>	<b>90,017.51</b>		
<b>FORECASTED LIABILITIES</b>			
Set-aside for Playground (from previous year 2016/2017)	-10,000.00		
Set-Aside for Playground Sept 2017	-15,000.00		
Set-Aside for Playground - Fundraising from current year 2017/2018	-25,000.00		
Remaining expenses from 2017/2018	-951.93		
Reserve for 2018/2019	-30,000.00		
<b>TOTAL FORECASTED LIABILITIES</b>	<b>-80,951.93</b>		
<b>ASSETS - LIABILITIES</b>	<b>9,065.58</b>		
Summary of Plan vs Actual	Plan	Actual	Over/Under
Hot Lunch Round 1	\$5,000	\$6,287.46	\$1,287.46
Hot Lunch Round 2	\$5,000	\$5,969.03	\$969.03
Hot Lunch Round 3	\$6,500	\$6,616.87	\$116.87
<b>Subtotal for Hot Lunch for 2017/2018</b>	<b>\$16,500</b>	<b>\$18,873</b>	<b>\$2,373.36</b>
<b>Gaming Grant</b>	<b>\$11,000</b>	<b>\$10,880.00</b>	<b>-\$120.00</b>
<b>Cheque Writing Campaign</b>	<b>\$15,000</b>	<b>\$11,697.00</b>	<b>-\$3,303.00</b>
<b>Spring Fling</b>	<b>\$5,000</b>	<b>\$9,627.21</b>	<b>\$4,627.21</b>
<b>Snowball Dance</b>	<b>\$200</b>	<b>\$2,790.15</b>	<b>\$2,590.15</b>
<b>Other Revenue (e.g. QSP, Surrey Schools)</b>	<b>\$200</b>	<b>\$358.17</b>	<b>\$158.17</b>
<b>Interest</b>	<b>\$130</b>	<b>\$132.86</b>	<b>\$2.86</b>
<b>TOTAL (Over/Under Plan)</b>	<b>\$48,030</b>	<b>\$54,359</b>	<b>\$6,328.75</b>

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PAC General Account	Plan 2017/2018	Actuals 2017/2018	Over/Under
<b>Operating Budget</b>			
Classroom Funds	3,750	3,750	0
Field Trip Funds	4,400	4,400	0
Learning Support	150	150	0
Integration Support	150	150	0
Integration and Learning Needs	500	500	0
School Counsellor Support	100	100	0
Library	150	150	0
CCW/Aboriginal	400	400	0
PAC Operating Supplies	300	144	156
Dues BCCPAC, CPF	75	75	0
Parent Presentations	800	200	600
Staff Luncheon	500	457	43
Grade 7 Farewell	500	350	150
Other (Gifts, Welcome Tea)	600	555	45
Raven Fund	1,000	0	1,000
Teachers' Wish List (watermelons for sports da	1,000	170	830
Gr 1 Field Trip to Science World (Bus)	500	478	22
Gr 5 Carnival	300	300	0
Sports Equipment	1,000	0	1,000
Technology (maintenance & replacement)	6,000	7,317.00	1,317
<b>SUBTOTAL - Operating Budget</b>	<b>\$22,175</b>	<b>\$19,646</b>	<b>\$2,529</b>
PAC Gaming Account	Plan 2017/2018	YTD Actuals 2017/2018	Over/Under
<b>Gaming Budget</b>			
Cultural Events	4,000	2,693	1,308
Transportation (Symphony, Track)	600	446	154
Emergency Preparedness	2,500	2,376	124
Parent Presentations	1,000	471	529
Gardening/Recycling	200	63	137
Track & Field Spikes	500	0	500
<b>SUBTOTAL - Gaming Budget</b>	<b>\$8,800</b>	<b>\$6,049</b>	<b>\$2,751</b>
<b>GRAND TOTAL</b>	<b>\$30,975</b>	<b>\$25,695</b>	<b>\$5,280</b>

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PAC General Account	Plan 2018/2019	Actuals 2018/2019	Over/Under
<b>Operating Budget</b>			
Classroom Funds	3,750		
Field Trip Funds	4,350		
Learning Support	150		
Integration Support	150		
School Counsellor Support	100		
Library	150		
CCW/Aboriginal	400		
PAC Operating Supplies	300		
Dues BCCPAC, CPF	135		
Parent Presentations	800		
Staff Luncheon	500		
Grade 7 Farewell	500		
Other (Gifts, Welcome Tea)	600		
Raven Fund	1,000		
Teachers' Wish List (plywood for FN POD nar	500		
Gr 1 Field Trip to Science World (Bus)	500		
Gr 5 Carnival	300		
Sports Equipment	1,000		
Technology (maintenance & replacement)	8,500		
<b>SUBTOTAL - Operating Budget</b>	<b>\$23,685</b>	<b>\$0</b>	<b>\$0</b>
PAC Gaming Account	Plan 2018/2019	Actuals 2018/2019	Over/Under
<b>Gaming Budget</b>			
Cultural Events	3,400		
Transportation (Symphony, Track)	675		
Emergency Preparedness	1,600		
Gardening/Recycling	200		
Track & Field Spikes	500		
<b>SUBTOTAL - Gaming Budget</b>	<b>\$6,375</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>\$30,060</b>	<b>\$0</b>	