


École Peace Arch Elementary PAC | September 17, 2019 | Meeting MINUTES

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

President	Jennifer Wilson	18 Attendees
Vice-President	(absent) Katie Everson	Jennifer Wilson, Fiona Kehler, Carol Davison, Chris Bobrownik, Gurpreet Bhatti, Sean Halliburton, Elizabeth McCrank, Bryce Parker, Larissa Neale,
Treasurer	Tana Jennings	Amy Alto, Jessica Lin, Erin Harvie, Suzanne Green, James Sanders, Kirsten
Secretary	Kristen Fryer	Yanicki, Tana Jennings, Donna Palatinus, Kristen Fryer

Welcome back, Peace Arch parents! Thank you to all who attended our first meeting of the 2019/20 school year. Ideas for fundraising, Phase 2 playground design, money allocation, PAC events, etc.? We want to hear from you!

PAC meetings will be the 3rd Tuesday of the month, 6:30pm in the school library.

2019/20 (no meetings in Dec/March/June): Oct 15, Nov 19, Jan 21, Feb 18, Apr 21, May 19 (AGM)

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

PAC Website: 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. 15th to stay up to date with what's happening at P.A.E.!

Find us on Facebook! www.facebook.com/peacearchelementarypac/ 

1. Introductions – Jennifer W.

- Welcome to the first Peace Arch PAC meeting of the school year! Great turnout – delighted to see 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) & school website (www.surreyschools.ca/schools/peacea).
- **Many thanks to Grandview Starbucks** for donating tonight's coffee and tea!

2. Admin Report - Carol D.

2.1. Recent Events:

- Great startup! Total enrollment 530, projections were 519 (last year 542)
- Decreased to 24 divisions: 9 in English and 15 French Immersion
- New staff: Mr. Hansed (French K.), Ms. Stewart (Eng. 1/2), Ms. Toth (Eng. 2/3), Mme Li (Fr. 1), Mrs. Ramsay (Counsellor), Ms. Skidmore (Ed.Assistant)
- Cancer research – coin drive for Terry Fox Run and Cops for Cancer week; school goal of \$500
- Cross-Country (Gr. 3-7) and Soccer (Gr. 6-7) started, also Leadership (announcements, lunch monitors, Recess Rack)
- Recess Rack gets rolled out every recess, and kids can borrow balls and equipment during recess time: 6 basketballs, 6 soccer balls, 6 playground balls, footballs; cones, frisbees, skip-its, skip ropes, etc. Monitored by 2 student volunteers.

2.2. Upcoming events:

- Terry Fox Run this Friday Sept. 20; Cops for Cancer stop Sept. 26
- "Meet and Have a Treat" on Thursday 6-7 PM; meet the teachers and see the classrooms (changing from BBQ format)
- Green Thumb Theatre Tues, Sept. 24 "New Canadian Kid"
- Orange Shirt Day Fri., Sept. 27 – Reconciliation with First Nations for Residential School abuse; grade-appropriate teaching; theme "Every Child Matters"
- Staff change – office clerk Mrs. Wilmot will be leaving us Sept. 27; Mrs. Warrow will begin Sept. 30 – welcome!
- Student survey grades 3-7 on student activities/interests/leadership, week of Sept. 23-27
- First non-instructional day is Monday, Sept. 30
- Early dismissals 1:30pm for "Get to Know You" conferences Oct. 1 and 2 – teachers reach out to families in other ways if the conference times don't work
- **Individual Student Photos – Thursday, Oct. 3 (Lifetouch)**

- Foundation Skills Assessment for grades 4 and 7 during October; FSAs are a system-wide check on student learning; teachers are permitted to send home information suggesting exemption; reading and math, 30 questions each, online multiple choice and written portion, reading passages with writing samples; all scored anonymously by district teachers; parents will receive an individual report about their child; not used for grading purposes or kept on a student’s file. Questions from Gr. 4/7 parents may be directed to admin.

2.3. **Items to Discuss:**

- Staff are hoping to have a representative attend the PAC meetings (different each time)
- School planning day coming up to discuss priorities/goals – what do you see as priorities for your child at Peace Arch? Parents, please be in touch with Carol or Chris to share ideas: what's important to us, the parents, on what the school should focus on for our children's education.
- See the Learning By Design page for Peace Arch Elementary here: <https://surreylearningbydesign.ca/school-plans/peacea/we-are-all-ravens-bridging-programs-building-capacity-being-our-best/>

3. PAC Committees - Volunteer Opportunities - Jennifer W.

- **DPAC:** District Parent Advisory Council. Peace Arch PAC needs a parent rep; meetings held monthly on the **4th Wednesday** (except Dec, March, June) at the District Education Centre 14033-92 Ave. Rm 2020, 7-9pm. More info: www.surreydpac.ca.
- **CPF:** Canadian Parents for French. Peace Arch PAC needs a parent rep; monthly meetings held Sept-June, in English, and are open to anyone interested in French as a second language in Surrey School District. More info: www.cpf-surrey.com.
- **Snowball Dance Coordinator:** 6th Annual Snowball Family Dance on the first Friday evening in December; community event for our school and one of our fundraisers; oversee a group of volunteers to arrange DJ, concession, decorations, etc.
- **Playground Committee:** we need committee members! The second large portion of our playground is being replaced in 2020 with the support of the Rotary Club of White Rock. We need Playground Committee members to help with an opening ceremony for Phase 1 (installed July 2019), plus fundraising and design for Phase 2.
- **Hot Lunch Volunteers:** parent volunteers needed weekly for hot lunch distribution, most Fridays, occasional Thursdays. Pod supervisors: 11:45am-12:20pm. Hot Lunch Leaders: 10:45am-12:45pm. Sign up here: volunteersignup.org/FB8YB.

2019/20 PAC Committees:

Website & Communications:	Sean Halliburton & Kristen Fryer
DPAC Rep:	(needed)
CPF Rep:	(needed)
Playground Committee Chair:	Sean Halliburton
Snowball Coordinator(s):	(needed)
Spring Fling Coordinators:	Kirsten Yanicki & Jennifer Smith
Emergency Preparedness:	Dave & Chantal Sears
Gardening/Greening:	Chantal Sears
Fruit & Veggie Program:	Fiona Kehler & Heather McRobbie
Dairyland:	Maria Ramsey

2019/20 Hot Lunch Team:

HL Coordinator:	Elizabeth McCrank
Volunteer Coordinator:	Fiona Kehler

“Volunteers don’t necessarily have the time, they just have the heart.” Our school is a better place because of you.

4. Hot Lunch Program Update – Elizabeth M.

- 4.1. Our Hot Lunch Program is an integral fundraiser for our school; made \$18,203 last year! First day of H.L. is Friday, Oct. 4.
- 4.2. Changes to the program:
 - Payment accepted online only, credit card only, through Bambora.
 - Student hot lunch monitors will hand out hot lunch this year, with 2 parents per pod supervising; but we still need 7 parent volunteers each week as Pod Supervisors. Please sign up here: www.volunteersignup.org/FB8YB.
 - 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, and ample training provided! 10:45am-12:45pm. Sign up for one/many weeks this fall!

- Kindergarteners order in Rounds 2 & 3, starting in January. (Order in December for food delivered Jan-Mar)
 - Chopped Leaf added this year = salads and wraps; pizza vendor changed to Panago.
 - The two special fundraising days for the Grade 4 fieldtrip to Victoria have been moved to earlier in the year; only Grade 4 parents sign up to volunteer for these two hot lunch days.
 - The Sports Day Hot Lunch will be a special fundraiser run by Grade 6 parents for next year's Grade 7 Farewell.
- 4.3. **We're trying to make the program as 'green' as possible: asking vendors not to send plastic cutlery this year.** Instead, parents will be asked to send fork/spoon on any HL days that have hot food, salads, ice cream, etc.

5. Playground Replacement Project – Sean H.

- 5.1. **Congratulations to our school community for the wonderful new Phase 1 playground installed this summer on July 27! To everyone who donated, fundraised, helped build, & cheered us on for the past 3 years of this project – thank you!!**
- 5.2. We need to plan a **grand opening ceremony** in the next few weeks, inviting all our donors and school families; planning for 2:00pm ceremony to allow families to attend. Habitat is able to provide some 'opening ceremony services' such as:
- An electronic invite to the event, designed specifically for our project (distributed via email and also printed).
 - Posters of the 3D drawings of the playground for display at the event, and balloons for decoration.
 - 3ft long Scissors and Ceremonial Ribbon for cutting, including bollards to hold the ribbon.
 - At least one Habitat Systems staff member on site for set-up/assistance during the event.
- 5.3. **Rotary Club of White Rock** approached our PAC in June to discuss helping us fundraise for Phase 2 of our playground replacement project (the green and blue intermediate playground in the north-east corner of the property); they are also working with the White Rock Elem. PAC to fundraise for *their* playground; hoping to raise \$100k from Turkey Run, and Valentine's Dance in Feb; \$70k for WRE playground and \$50-60 for our Phase 2 at Peace Arch
- Parents/students will be invited to provide input on playground design for Phase 2; installation in summer of 2020??
 - Rotary's first fundraising event: the Great Turkey Walk/Run on Sunday, Oct. 6th.
 - **We're asking our Peace Arch community to please support Rotary's fundraising work on our behalf – register for the Turkey Run, pledge a participant, or make a donation ASAP! playgroundfundraiser.whiterockrotary.org.**
- 5.4. **Always looking for more help on the Playground Committee!** Several more parent volunteers needed. peacearchPACplayground@gmail.com; need more volunteers to continue fundraising, collaborate on design, plan grand opening ceremony in the fall, organize recognition campaign, begin Phase 2 design, etc.

6. Treasury Report – Jennifer W. and Tana J.

- 6.1. Review of final 'Summary of Accounts' for the 2018-19 school year; see attached appendix for Year-End Treasury Reports
- PAC is in a healthy financial position at present; bank statements are available for review at any time.
 - a very successful year for fundraising! Hot Lunch alone brought in a profit of \$18,203; if you're wondering if it's worthwhile to volunteer for Hot Lunch days, the answer is yes!
 - Last year PAC ran only 4 fundraisers, in place of 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 \$18,203)
 2. Annual Fundraising Campaign (Sept-Dec) (last year \$13,630)
 3. Snowball Dance event (save the date: Dec. 6th, 2019!) (last year \$3,372)
 4. Spring Fling Carnival event (save the date: April 24th, 2020) (last year \$10,283)
- 6.2. **Looking ahead to this year's budget (2019-2020 school year); approx. \$35k in this year's Operating Budget.**
- Explanation of **Annual Fundraising Campaign / Donations Drive** (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
 - Annual Fundraising Campaign History:
 - 2018/19 Campaign: \$13,630 from 108 families (approx. 33% participation)
 - 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)

- Discussion about continuing the Donations Drive; continuity, families are now used to this style of fundraising rather than selling coupon books and poinsettias.
- With approx. 350 families at Peace Arch, our goal this year would be 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 four years, we've had donations ranging from \$1000 to \$5. Every little bit helps, and every amount is valued.
- QSP magazine subscription program has ended.

6.3. **District is taking over Emergency Preparedness provisioning!** Our school has already been given 2 large bins, stored in the Library; discussion about whether to keep or donate OUR M.R.E. food supplies in our storage locker in the parking lot

6.4. **School wish-list for sports equipment:** ~ \$10k for adjustable basketball hoops; portable nets for tennis and pickle ball

6.5. **Technology:** looking at our current laptops; school inventory needed; iPads are all up to date, recently replaced; wish-list item: having a projector and sound system hardwired into gym

MOTION: To approve the 2019-2020 Peace Arch Elementary PAC budget as presented. Moved by Elizabeth M. Seconded by Sean H. All in favour, none opposed. Motion passed.

7. Other Business – Jennifer W.

7.1. The Great Turkey Walk/Run - Sunday, Oct 6, Memorial Park at White Rock Beach

- Check-in at 9:00am, walk/run begins 10:00am. Turkey House will have food for sale, Starbucks will provide free coffee.
- Looking for a HUGE turnout from Peace Arch families to assist with Phase 2 playground fundraising! Pledges/donations over \$20 will receive a tax receipt; friendly challenge between Peace Arch Elem. and White Rock Elem.
- Archie the Raven to make a special guest appearance?! Any parents interested?! Erin H. to investigate if a leadership student from EMS would be interested in volunteer hours as Archie.
- PARENTS – we need more participants from Peace Arch Elementary! Please register ASAP to show our support for the fundraising that Rotary is doing ON OUR BEHALF! playgroundfundraiser.whiterockrotary.org

7.2. Many thanks to **Open Road Catering** and **Grandview Starbucks** for donating cookies and coffee to our Welcome Back table on the first day of school this year!

7.3. **Neighbourhood Traffic Safety:** we've received a petition from a neighbour of our school, to request traffic calming measures along Thrift Ave; looking for signatures from White Rock residents who support these measures; proposal to write a letter from the PAC to the City of White Rock in support

- discussion about installation of speed bumps on Roper and Prospect
- request to "HASTE" to audit school access routes; painted 3D graphic of child on road?

MOTION: Whereas Thrift Avenue between Finlay and Stayte has no stop signs or stop lights, and whereas many of our students, as well as our graduates who are attending Earl Marriott, use the established crosswalks daily, be it resolved that the Peace Arch Elementary PAC asks the City of White Rock to review traffic safety along Thrift Avenue, with particular attention to the two official crosswalks, one at Kent Street and one at Stevens Street, and to make changes that will improve sightlines and crosswalk safety for our children and the community. Moved by Jennifer W. Seconded by Fiona K. All in favour, none opposed. Motion passed. DESTINATION: The City of White Rock

Action 1: To collect signatures on the petition

Action 2: To write a letter to inform the City of White Rock of our resolution

7.4. Lifetouch photo opportunity - fundraiser for PAC – Gurpreet B.

- family photo sessions at the school, by the same company that does our school photos; 10-15 minutes; families must pre-register; sitting fee of \$25? (PAC can set the price; 100% of sitting fee goes to PAC); sitting fee includes 8x10" photo; while there is no commitment to buy the photos, Lifetouch makes money when families purchase photo packages; they come for 2 hours, so 13-14 families per night; we're interested we need to decide on a date to book
- advertise as xmas portraits, do photos in Oct/Nov?
- questions to ask Lifetouch - do we pre-register families and collect their money? or do they collect the money? how long it takes to process the photos for delivery to people? Weeknight of Oct 21-24? Nov 6-7?

Meeting adjourned 8:03pm. Next meeting Tuesday, Oct. 15th at 6:30pm in the school library.

Appendix

Treasury Report as at August 31, 2019 (page 1 of 4)

2018-19 School Year

Summary Of Accounts as of August 31, 2019	
ASSETS & FORECASTED REVENUE	
Current Account Balance:	
Operating Account Balance	53,377.50
Term Deposit Balance	8,000.00
Gaming Account Balance	0.65
Total Current Account Balances	61,378.15
PAC funds held in SD#36 Account:	
SD Accounts Donations Total	29,858.46
Cheque from Gaming Account	14,752.34
Cheque from Operating Account	52,831.00
Net Amount of PAC Funds Held in SD#36 Accounts	97,441.80
TOTAL ASSETS & FORECASTED REVENUE	158,819.95
FORECASTED LIABILITIES	
Outstanding Cheques	-614.76
Outstanding Donation (Awaiting final playground invoice)	5000
Playground Purchase*	(97,440.07)
Reserve for 2019/2020	(30,000.00)
TOTAL FORECASTED LIABILITIES	(123,054.83)
ASSETS - LIABILITIES	35,765.12

* Final Playground Invoice has not been received as of August 31, 2019.

Additional Costs (pricing not yet known): Delivery charge, Playground Sign, Grand Opening Celebration

2018-19 School Year

Summary of Plan vs Actual	Plan	Actual	Over/Under
Hot Lunch Round 1	\$5,000	\$6,460.16	\$1,460.16
Hot Lunch Round 2	\$5,000	\$6,458.71	\$1,458.71
Hot Lunch Round 3	\$5,000	\$5,283.76	\$283.76
Subtotal for Hot Lunch for 2017/2018	\$15,000	\$18,203	\$3,202.63
Gaming Grant	\$11,000	\$13,104.00	\$2,104.00
Cheque Writing Campaign	\$15,000	\$13,630.00	-\$1,370.00
Spring Fling	\$7,000	\$10,283.31	\$3,283.31
Snowball Dance	\$1,500	\$3,372.79	\$1,872.79
Other Revenue (e.g. QSP, Surrey Schools, Paypal Acct Residual)	\$550	\$313.34	-\$236.66
Community Event: Eagles Hockey January 2018	\$500	\$847.08	\$347.00
Interest	\$130	\$147.39	\$17.39
TOTAL (Over/Under Plan)	\$50,550	\$59,753	\$6,017.83

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Treasury Report as at **August 31, 2019** (page 2 of 4)**2018-19 School Year**

PAC General Account	Plan 2018/2019	Actuals 2018/2019	Over/Under
Operating Budget			
Classroom Funds	3,750	3,750	0
Field Trip Funds	4,350	4,350	0
Learning Support	150	150	0
Integration Support	150	150	0
School Counsellor Support	100	100	0
Library	150	150	0
CCW/Aboriginal	400	400	0
PAC Operating Supplies	300	211	89
Dues BCCPAC, CPF	135	135	0
Staff Luncheon	500	483	17
Grade 7 Farewell	500	706	206
Other (Gifts, Welcome Tea)	600	451	149
Raven Fund	1,000	47	953
Gr 1 Field Trip to Science World (Bus)	500	310	190
Sports Equipment	1,000	860	140
Technology (maintenance & replacement)	8,500	8,174.33	326
2019 – Cultural Events	0	2,164	2,164
2019 – Gardening	0	36	36
2019 – Playground	50,000	30,271	19,729
SUBTOTAL - Operating Budget	\$72,085	\$52,898	\$19,187
PAC Gaming Account			
	Plan 2018/2019	Actuals 2018/2019	Over/Under
Gaming Budget			
Cultural Events	3,400	1,067	2,333
Transportation (Symphony, Track)	675	929	254
Emergency Preparedness	1,600	1,513	87
Gardening/Recycling	200	42	158
Track & Field Spikes	500	0	500
Playground	11,201	14,752	-3551
SUBTOTAL - Gaming Budget	\$17,576	\$18,303	-\$727
GRAND TOTAL	\$89,661	\$71,201	\$18,460

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Treasury Report as at **August 31, 2019** (page 3 of 4)

2019-20 School Year

Summary Of Accounts as at August 31, 2019	
ASSETS & FORECASTED REVENUE	
Current Account Balances:	
Operating Account Balance	53,377.50
Term Deposit Balance	8,000.00
Gaming Account Balance	0.65
PAC Funds Held in SD #36 Account	5,503.72
Total Current Account Balances	66,881.87
Outstanding Donation (Peace Arch Hospital Foundation)	5,000.00
TOTAL ASSETS	71,881.87
Current Liabilites:	
Outstanding Cheques	614.82
TOTAL ASSETS - LIABILITES	71,267.05

2019-20 School Year

Summary of Plan vs Actual	Plan	Actual	Over/Under
PROJECTED INCOME:			
Hot Lunch Round 1	5000		-5000
Hot Lunch Round 2	5000		-5000
Hot Lunch Round 3	5000		-5000
Subtotal for Hot Lunch 2019/2020	15000		-15000
Gaming Grant	11000		-11000
Cheque Writing Campaign	10000		-10000
Snowball Dance	1000		-1000
Spring Fling	7000		-7000
Community Event: Surrey Eagles Hockey Game	500		-500
Other Revenue (QSP, Surrey Schools)	150		-150
Interest	150		-150
TOTAL (Over/Under Plan)	\$44,800	\$0	-\$44,800

Treasury Report as at **August 31, 2019** (page 4 of 4)**2019-20 School Year**

PAC General Account	Plan 2019/2020	YTD Actuals 2019/2020	Over/Under
Operating Budget			
Classroom Funds	3,600	0	3,600
Music Room Funds	150	0	150
Field Trip Funds	4,150	0	4,150
Learning Support	150	0	150
Integration Support	150	0	150
School Counsellor Support	100	0	100
Library	150	0	150
CCW/Aboriginal	400	0	400
PAC Operating Supplies	300	0	300
Dues BCCPAC, CPF	135	0	135
Parent Presentations (eg. Saleema Noon)	1,620	0	1,620
Staff Luncheon	500	0	500
Grade 7 Farewell	800	0	800
Other (Gifts, Welcome Tea)	600	0	600
Raven Fund	1,000	0	1,000
Gr 1 Field Trip to Science World (Bus)	500	0	500
French Carnival	300	0	300
*Sports Equipment (Basketball hoops? other)		0	0
*Technology (maintenance & replacement)		0	0
*Teachers' Wish List		0	0
SUBTOTAL - Operating Budget	\$14,605	\$0	\$14,605

PAC Gaming Grant Account	Plan 2019/2020	YTD Actuals 2019/2020	Over/Under
Gaming Grant Budget			
Cultural Events	4,250	0	4,250
Transportation (Symphony, Track)	675	0	675
Gardening/Recycling	200	0	200
Playground	2,300	0	2,300
SUBTOTAL - Gaming Grant Budget	\$7,425	\$0	\$7,425
GRAND TOTAL	\$22,030	\$0	\$22,030