



## PACIFIC HEIGHTS PAC MEETING

May 22<sup>nd</sup>, 2024 @ 630pm

Location: In-Person in School Multi-Purpose Resource Room

& via Zoom Meeting ID 917 8879 8860 Passcode 400538

<https://zoom.us/j/91788798860?pwd=M2xkVUhvNWWh5MHhQV3NDN1d0OVA3QT09>

### Attendance

#### PH PAC Executive & School Admin:

- |                                                      |                                                 |                                                 |
|------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Navi Pattar      | <input type="checkbox"/> Cheryl Maciver-Giles   | <input checked="" type="checkbox"/> Carla Green |
| <input checked="" type="checkbox"/> Justine Whonnock | <input checked="" type="checkbox"/> John Pattar | <input type="checkbox"/> Erik Henderson         |
| <input checked="" type="checkbox"/> Raji Nibber      | <input type="checkbox"/> Steve Sull             |                                                 |

**Attendees:** Janelle Morrison, Lucky Bhatti, Steph von Hahn, Hailey Taylor, Crystal Moseley, Mindy Samra

### MINUTES

#### 1.0 Welcome & Call To Order (5 mins)

- Attendance
- Review and approval of April meeting minutes  
Motion Justine; 2nd Lucky; Approved

#### 2.0 President's Report (5 mins)

- Accepting nominations for 24/25 PAC Executive and vote in June  
Interest in Roles: President, VP, Secretary, Treasurer, Fundraising Coordinator, DPAC; Communications
- New By-Laws for vote next meeting - attached to minutes
- Computer access and Printing privileges for PAC
- Email Access is limited - Future for PAC  
Action Item: Carla to follow-up for PAC to get their own email address for WIFI access

#### 3.0 Treasurer's Report (15 mins)

- Update - presented via PowerPoint attached  
Action Item: Lucky to check with Chad re: validity of basketball camp gift cards  
Action Item: Remove Hayley M, Janelle M, Cheryl M from CCS bank account  
Action Item: Raji and Justine to be added to CCS accounts as signers  
Action Item: Navi to email families re: outstanding hot lunch payment
- 24/25 proposed Budget attached  
Action item: Carla to get us a wish list from teachers  
Motion to approve proposed budget Justine; 2nd Navi; approved 24/25 budget - will be adjusted for final student counts in September 2024

Action Item: Navi to call pumpkin patch for quote for field trips in place of doing pumpkin patch at school
<b>4.0 Principal's Report (5 mins)</b>
<input checked="" type="checkbox"/> School Admin Update - attached
<b>5.0 DPAC Rep Update (5 mins)</b>
<input checked="" type="checkbox"/> Update
<b>6.0 Ongoing Business (5 mins)</b>
<input checked="" type="checkbox"/> Sport Court Update
<b>7.0 Upcoming Events/Fundraisers (10 mins)</b>
<b>JUNE</b>
<input checked="" type="checkbox"/> 7.1 Car Show - Saturday date June 8th - [Kiran]
<input checked="" type="checkbox"/> 7.2 Sports Day Sports Day concession June 14 - [Mindy]
<input checked="" type="checkbox"/> 7.3 Family Fun Fair/BBQ - June 21st - request to go out for a planning committee [Navi]
<input checked="" type="checkbox"/> 7.4 Bingo Night - [Mindy]
<input checked="" type="checkbox"/> 7.5 Weekly Hot Lunch & Afterschool Concession (ongoing) - [Navi/John]
<b>8.0 New Items for Discussion (10 min)</b>
<input checked="" type="checkbox"/> 8.1 Hot lunch platform proposal: Munch-a-Lunch Decision: approve Munch-a-Lunch
<input checked="" type="checkbox"/> 8.2 New PAC website proposal - Summer 2024
<input checked="" type="checkbox"/> 8.3 Metaphor Discussion - moved to next year; added to 11.0 parking lot
<input checked="" type="checkbox"/> 8.4 PAC Meet and Greet - September 2024 First day of school - outside by main entrance or in gym
<b>9.0 Q&amp;A (15 minutes)</b>
<input checked="" type="checkbox"/> Open Forum Q&A Action Item: Carla to provide an update on grade 6/7 fundraiser amounts
<b>10.0 Adjournment</b>
<input checked="" type="checkbox"/> Motion to adjourn ; 2nd ; approved Adjourned at 8:25pm <b>Next Meeting:</b> June 12 @ 630pm
<b>11.0 Parking Lot for 24/25</b>
<ul style="list-style-type: none"> <li>● Class Parent program</li> <li>● "Project Lavender - RCMP Safety Session for older kids"</li> <li>● December 11/12 Winter concert (tentative date)</li> <li>● Metaphor</li> </ul>

**DRAFT BY LAWS COMING FOR VOTE AT JUNE MEETING**

**PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COMMITTEE**

“Welcome to the ODYSSEY”

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## **A. CONSTITUTION**

### **1. NAME**

- 1.1 The name of this committee shall be Pacific Heights Elementary Parent Advisory Committee “PHPAC”

### **2. PURPOSE**

- 2.1 To promote the education and welfare of students in the school.
- 2.2 To encourage parent involvement in the school, and to support programs that promote parent involvement.
- 2.3 To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council.
- 2.4 To participate in the work of the School Planning Council through the Council’s elected representatives.
- 2.5 To promote the interests of public education and, in particular, the interests of Pacific Heights Elementary.
- 2.6 To provide leadership in the school community.
- 2.7 To contribute to a sense of community within the school and between the school, home, and neighbourhood.
- 2.8 To provide parent education and professional development, and a forum for discussion of educational issues.
- 2.9 To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns.
- 2.10 To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
- 2.11 To organize and support activities for students and parents.
- 2.12 To provide financial support for the goals of the Parent Advisory Committee, as determined by the membership.
- 2.13 To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

### 3. INTERPRETATION OF TERMS

**“community organizations”** means the groups that demonstrate an interest in education and are not already included the scope of the Pacific Heights Elementary Parent Advisory Committee’s constitution and bylaws.

**“district”** means School District No. 36.

**“DPAC”** or **“District Parent Advisory Council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 36.

**“school”** means any public elementary or secondary educational institute as defined in the School Act.

**“SPC”** means the school planning council created for Pacific Heights Elementary according to the School Act

## **B. BYLAWS**

### **1. MEMBERSHIP**

- 1.1 All parents and guardians of students registered in Pacific Heights Elementary are voting members of the Pacific Heights Elementary Parent Advisory Committee.
- 1.2 Every member will uphold the constitution and comply with these bylaws.

### **2. MEETINGS OF MEMBERS**

- 2.1 General meetings will be conducted with fairness to all members.
- 2.2 General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting to be held in June.
- 2.3 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- 2.4 The PHPAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- 2.5 Notice of general meetings will be communicated through the school newsletter and a direct email to parents with a minimum of 2 weeks notice.

### **3. PROCEEDINGS AT GENERAL MEETINGS**

- 3.1 Meetings may be held in person or by electronic means such as internet video based conference platforms.
- 3.2 Quorum for general meetings will be 5 voting members.
- 3.3 If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 3.4 All matters that require a vote will be decided by a simple majority of the votes cast.
- 3.5 In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.

3.6 A motion that has been defeated shall not be reconsidered within the same school year unless two-thirds of the voting members approve a motion that “the question be reconsidered.” This motion to reconsider shall not be debatable and shall call for an immediate vote.

3.6.1 A previously defeated motion that has been reconsidered and defeated, shall not be further considered in the same school year.

3.7 Members must vote on all matters either in person or present in a meeting held electronically.

3.8 Voting by proxy will not be permitted.

3.9 Except as provided elsewhere in these bylaws, voting is by a show of hands or, if requested by two or more members present, by secret ballot.

3.10 A vote will be taken to destroy the ballots after every election or secret ballot vote.

#### **4. EXECUTIVE OFFICERS**

4.1 A board of elected officers will manage the Committee's affairs between general meetings.

4.2 The executive officers will include the president, vice-president, secretary, treasurer, fundraising coordinator, DPAC Representative and such other members of the Committee as the membership decides. In any year, up to three persons may share the fundraising coordinator position duties. Each person serving as a fundraising coordinator shall be considered an executive member.

4.3 Any voting committee member is eligible to serve on the executive, except employees of Pacific Heights Elementary.

4.4 The executive officers will be elected at each annual general meeting.

4.5 Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.

4.6 The executive officers will hold office for a term of one year beginning July 1st, in accordance with the fiscal year. The outgoing executive officers may provide transitionary support for a period of time agreed upon by the incoming executive officers.

4.7 If an executive officer resigns or ceases to hold office for any other reason, the remaining executive officers may appoint an eligible member of the Committee to fill the vacancy until the next annual general meeting.



- 4.8 The members may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration of his or her term of office, and elect an eligible member to complete the term. Prior to this vote, written notice specifying the intention to make a motion to remove an executive officer must be given to all members not less than 14 days before the vote.
- 4.9 No executive officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Committee's affairs.

## **5. EXECUTIVE MEETINGS**

- 5.1 Executive meetings will be held at the call of the president. At least one meeting will be held before the annual general meeting.
- 5.2 A quorum for executive meetings will be a majority of the executive officers.
- 5.3 Executive officers will be given reasonable notice of executive meetings.
- 5.4 All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast from each executive role. Where the fundraising coordinator role is being shared by more than one executive member, the fundraising coordinator role remains entitled to only one vote. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

## **6. SCHOOL PLANNING COUNCIL REPRESENTATIVES**

- 6.1 Three representatives to the School Planning Council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these members must be an elected member of the Committee executive.
- 6.2 The election of representatives for the School Planning Council may be done by secret ballot.
- 6.3 The School Planning Council representative will hold office for a term of one year in accordance with the fiscal year.
- 6.4 If a School Planning Council representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such election may be done by secret ballot.

## **7. DISTRICT PARENT ADVISORY COUNCIL**

- 7.1 One representative to the School District No. 36 District Parent Advisory Council may be elected from the voting members.
- 7.2 The District Parent Advisory Council representative will hold office for a term of one year in accordance with the fiscal year.
- 7.3 If the District Parent Advisory Council representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term.

## **8. EXTERNAL COMMITTEE REPRESENTATIVES**

- 8.1 The membership or executive may elect or appoint a member to represent the Committee on an external committee or to an external organization.

## **9. CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

- 9.1 On election or appointment, every executive officer and representative must agree to, and abide by, a code of ethics acceptable to the membership. See APPENDIX A.
- 9.2 Every executive officer and representative must act solely in the interests of the membership and of the Committee.
- 9.3 Any information received in confidence by an executive officer or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving that information.
- 9.4 An executive officer or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive.
- 9.5 An executive officer or representative must avoid using his or her position on the Committee for personal gain.

## **10. DUTIES OF EXECUTIVE OFFICERS AND REPRESENTATIVES**

### 10.1. The President:

- (i) Will speak on behalf of the Committee.
- (ii) Will consult with committee members.
- (iii) Will preside at general and executive meetings.
- (iv) Will ensure that an agenda is prepared and presented for all meetings.
- (v) Will appoint committees where authorized by the membership or executive.
- (vi) Will ensure that the Committee is represented in school and district activities.
- (vii) Will ensure the Committee activities are aimed at achieving the purpose set out in the constitution.
- (viii) Will be a signing officer.
- (ix) Will submit an annual report.

### 10.2 The Vice-President:

- (i) Will support the president.
- (ii) Will assume the duties of the president in their absence or upon request.
- (iii) Will assist the president or other executive officers in the performance of their duties.
- (iv) Will accept extra duties as required.
- (v) May be a signing officer.

### 10.3 The Secretary:

- (i) Will ensure that members are notified of meetings.
- (ii) Will record and file minutes of all meetings.
- (iii) Will keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
- (iv) Will prepare and maintain other documentation as requested by the membership or executive.

- (v) Will issue and receive correspondence on behalf of the committee.
- (vi) Will ensure the safekeeping of all records of the Committee in accordance with district policy.
- (vii) May be a signing officer.

#### 10.4 The Treasurer:

- (i) Will be a signing officer.
- (ii) Will ensure all funds of the Committee are properly accounted for.
- (iii) Will disburse funds as authorized by the membership or executive.
- (iv) Will ensure that proper financial records and books of accounts are maintained.
- (v) Will report on all receipts and disbursements at general and executive meetings.
- (vi) Will make financial records and books of accounts available to members upon request.
- (vii) Will have financial records and books available for inspection or audits annually.
- (viii) Will draft an annual budget with the assistance of the executive.
- (ix) Will ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence.
- (x) Will submit an annual financial statement at the annual general meeting.

#### 10.5 The Fundraising Coordinator:

- (i) Will plan and execute the PHPAC fundraising activities.
- (ii) Will ensure compliance, in consultation with the Treasurer, to the handling and reconciliation of monies received from fundraising activities.
- (iii) Will produce a Fundraising Report for each fundraising activity upon its completion.
- (iv) Will be responsible, in consultation with the Treasurer, for ongoing audits of the PHPAC financial records to ensure all fundraising funds collected are accounted for and recorded accurately.
- (v) May be a signing officer.

10.6. The District Parent Advisory Council representative:

- (i) Will attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the Committee.
- (ii) Will maintain the Committee's council registration.
- (iii) Will report regularly to the membership and executive on all matters relating to the District Parent Advisory Council.
- (iv) Will receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements.
- (v) Will receive and act on all other communications from the District Parent Advisory Council.
- (vi) Will liaise with other parents and District Parent Advisory Council representatives.

10.7. The School Planning Council representatives:

- (i) Will attend all meetings of the School Planning Council.
- (ii) Will represent, speak, and vote on behalf of the Committee at School Planning Council meetings.
- (iii) Will request and take direction from the membership and executive.
- (iv) Will be strong advocates for meaningful parent involvement in the school and school planning.
- (v) Will provide a report to all general and executive meetings.
- (vi) Will attend the general and executive meetings as directed by the membership and executive.

10.8. Members at large:

- (i) Will serve in a capacity to be determined by the Committee at the time of election, and at other times as the Committee requests.

**11. COMMITTEES**

11.1 The membership and executive may appoint committees to further the PHPAC purposes and carry on its affairs.

11.2 The terms of reference for each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.

11.3 Committees will report to the membership and executive as required.

## **12. FINANCIAL MATTERS**

12.1 The financial calendar year of the PHPAC will be July 1st to June 30th.

12.2 The Committee may raise and spend money to further its purposes.

12.3 All funds of the Committee must be kept on deposit in a bank or financial institution registered under the Bank Act.

12.4 The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.

12.5 The executive will prepare a budget and present it to the membership for approval before the current budget expires.

12.6 The executive will present all proposed expenditures outside of the current financial calendar year budget for approval with the following considerations:

12.6.1 A proposed expenditure outside of the current financial calendar year budget will not be voted on at the meeting it was presented and;

12.6.2 A meeting agenda for the subsequent general meeting will clearly reference a vote on the proposed expenditure

12.7 The executive may authorize expenses up to \$500.00 without approval from the membership.

12.8 A treasurer's report will be presented at each general meeting.

12.9 Members at a general meeting may appoint an auditor.

12.10 An executive officer, representative or member who incurs an expense while engaged in the affairs of the Committee shall be reimbursed promptly and no later than 14 days after the expense has been incurred. These terms of reimbursement may be extended only through mutual agreement of both the member, representative or executive officer who incurred the expense and the PHPAC.

## **13. CONSTITUTION AND BYLAW AMENDMENTS**

13.1 The members may, by a majority of not less than 75% of the votes cast, amend the Committee's constitution and bylaws.

- 13.2 Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
- 13.3 Where the proposed amendments exceed one page, they shall be posted in an accessible and prominently visible location in the school and be made available to all members digitally.

#### **14. PROPERTY IN DOCUMENTS**

- 14.1 All documents, records, minutes, correspondence, or other papers kept by members, executive officers, representatives, or committee members in connection with the PHPAC shall be deemed to be the property of the PHPAC and shall be turned over to the president when the member, executive officer, representative, or committee member ceases to perform the task to which the papers relate.

#### **15. DISSOLUTION**

- 15.1 In the event of winding up or dissolution of the Committee, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Committee shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the Committee may determine at the time of winding up or dissolution.
- 15.2 In the event of winding up or dissolution, all records of the Committee shall be given to the principal of Pacific Heights Elementary.

## A. SIGNATORY PAGES

Adopted by Pacific Heights Elementary Parent Advisory Committee at Surrey, B.C. on this \_\_ day of June, 2024.

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*President*

---

*Vice President*

---

*Secretary*

---

*Treasurer*

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*Pacific Heights Elementary Principal*



## APPENDIX "A"

### PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COMMITTEE CODE OF ETHICS

A parent who accepts a position as a committee executive officer, committee member, or representative shall;

1. Uphold the constitution and bylaws, policies, and procedures of the electing body.
2. Perform his or her duties with honesty and integrity and in the interests of the Committee.
3. Work to ensure that the well-being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the membership and executive.
6. Encourage and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. Work to ensure that issues are resolved through due process.
8. Strive to be informed and only passes on information that is reliable.
9. Respect all confidential information.
10. Support public education.

### STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of \_\_\_\_\_ of the Pacific Heights Elementary Parent Advisory Committee have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Phone Number)

## **APPENDIX "A"**

### **ADMINISTRATION OF THE CODE OF ETHICS**

The following is a process for dealing with a concern that an executive officer, committee member, or representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner and to facilitate a fair resolution, agreeable to all parties. Any person bringing forward a concern will be advised of this process.

1. All complaints and information surrounding complaints will be dealt with in confidence.
2. Those directly involved in the complaint will be given access to all relevant information.
3. All parties will be dealt with respectfully.
4. Any person involved may have a support person.
5. There will be a fair review of the concern to protect volunteers, executive officers, and representatives from harassing, frivolous or vexatious claims.

### **PROCESS**

1. All complaints, verbal and written, will be received by the president. The president may appoint another executive officer to act as chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the president, the complainant will be directed to the vice-president. If the president and vice-president are involved, any executive officer may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.
6. If a resolution is not reached between the parties, the chairperson will mediate a discussion, with the intent of facilitating a positive resolution.
7. The chairperson may request the participation of other executive officers in the process.

8. If the parties cannot agree on a resolution, the chairperson will make a recommendation to the parties. The chairperson may recommend that the matter be closed.

9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the council executive within 30 days of being notified of the decision.

*Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC, local DPAC Advocacy Project, BCCPAC, or the BCCPAC Advocacy Project.*

## Treasurer's Report Slide Deck

# Pacific Heights PAC

Treasurer's Update May 22, 2024

*A clean and transparent slate forward.*

## Updates

- **Draft** 2024/2025 School Budget has been prepared and will be shared today
- A number of assets have been recovered/received from the previous Treasurer including:
  - \$1330 of Gift Cards and Certificates
  - Unsold/Sample Spirit Wear from 2022/2023 School Year
  - Cheque Stubs from #2252 (September 2019)
  - Unsold Freezies from past/previous years
  - Cheque Book for Gaming Account
  - \$72.00 from Winter Breakfast Raffle
  - Misc. Coin Rolls + Cashbox + Thank-You Cards + Pens etc..
- Outstanding Treasurer items expected to be handed over between Mid-Late May include:
  - Accompanying receipts for all cheque stubs
  - Financial Summaries/Reports for previous years
- We **still** need to add a signer to the CCS Bank Accounts to maintain a 2-to-Sign policy
  - We need to capture account changes within the minutes today - which must be taken to the bank as along with signer changes.

# Financial Update

As of May 22, 2024 @ 3:00PM

Asset Class	Apr 17, 2024	May 22, 2024	Net
Chequings Account	\$98,357.54	\$86,721.78	(-) \$11,635.76
Savings Account	\$4,039.44	\$4,044.42	(+) \$4.98
Gaming Account	\$19,092.00	\$19,092.00	N/A
Cash on Hand***	\$65.00	\$65.00	N/A
District Account	\$2,843.72	\$2,843.72	N/A
	\$124,397.70	\$112,766.92	(-) \$11,630.78

## Other Assets

As of May 22, 2024 @ 3:30PM

Asset Description	Issuer	Quantity	Value/Item	Total Value
Best Buy Gift Card	Best Buy Canada	1	\$500.00	\$500.00
Mr. Lube Gift Certificate **	Valley Lube Holdings Ltd.	10	\$10.00	\$100.00
Tim Card	Tim Horton's	1	\$25.00	\$25.00
Sobey's Gift Card	Safeway	1	\$50.00	\$50.00
Menchie's Gift Card	Menchie's (Katherine W / Div 15?)	1	\$25.00	\$25.00
Unsold Freezies (Destroyed)	N/A	76	\$0.00	\$0.00
Drive Basketball Summer Camp (#101 + #102) **	Chad Clifford	2	\$315.00	\$630.00
Spirit-Wear Dryfit T-Shirts	N/A	5	?	?
Spirit-Wear Cotton T-Shirts	N/A	2	?	?
Spirit-Wear Jogging Pants	N/A	1	?	?
				\$1330

# Fundraiser Updates

	Net Profit	Comment
Chocolate Fundraiser	\$10,139.66	<ul style="list-style-type: none"> <li>Uncashed Cheque #2852 (World's Finest Chocolate) for \$9537.31</li> <li>Division 2 Class Pizza Party \$80.78</li> <li>Outstanding Chocolate Box "shrink" ~ \$500-\$1000</li> </ul>
Concession Sales (April 19 – May 17)	\$1482.69	<ul style="list-style-type: none"> <li>Sales: \$3032.83 (\$606.66 / week)</li> <li>Expenses: \$1550.14</li> </ul>
Pancake Breakfast (May 8)	\$291.64**	<ul style="list-style-type: none"> <li>Sales: \$696.00 (Hot Lunch) + \$24.00 (Door Sales)</li> <li>Outstanding Collection: \$222.00</li> <li>Expenses: \$428.36 (Cheque # 2851)                             <ul style="list-style-type: none"> <li>Floral Bouquet?</li> <li>Decorations?</li> <li>Other?</li> </ul> </li> </ul>
50/50 Raffle (May 6 – May 17)	\$1256.15**	<ul style="list-style-type: none"> <li>Meaghan L. was the lucky winner of \$1675.00 (Cheque #2860)</li> <li>PAC Funds will be deposited into our Chequings Account within 3-5 Business Days</li> <li>Total Sales: \$3350</li> <li>Total Expenses:                             <ul style="list-style-type: none"> <li>\$262.65 (RaffleBox Platform Fee)</li> <li>\$25.00 (Class B License)</li> <li>\$131.20 *** (Stripe Transaction Fees)</li> </ul> </li> <li>Cheque for \$262.65 will need to be sent to RaffleBox</li> <li>Suggested improvements for future – daily reminders, cross community awareness, longer duration.</li> </ul>

# Net-Revenue Opportunities

May to June

	Fundraiser Lead	High	Mid	Low
Car Show (June 8)	Kiran D	TBD	TBD	TBD
Family Fun Night* (June 21)	PAC	TBD	TBD	TBD
Weekly Hot Lunch & Afterschool Concession (ongoing)	PAC	\$4,000	\$3,000	\$2,000
Bingo Night (TBD)	Mindy S	TBD	TBD	TBD
		\$4,000	\$3,000	\$2,000

- Leads are accountable for Ideation through Execution – including coordinating, planning, budgeting, executing, and reporting. Responsibility can be delegated as per leads' discretion and agreement.
  - Accountable = focused on outcome
  - Responsible = execution of a specific task
- Do we need to define a standard RASCI Model?

# Planned Expenses

	Amount	Comment
Grade 7 Grad Celebration	\$2,647.00	Uncashed Cheque #2759 Issued January 26, 2024 for \$225 (Photobooth) – pending stop payment request Cheque #2846 (\$353.00 – Deposits)
Hot Lunch Vendor Costs	\$11,662.96*	May 24: ~\$2082.68 May 31: ~\$2265.41 June 7: ~\$2249.38 June 14: ~\$2333.87 June 21: ~\$2732.62
Sports Court Capital Project	\$68,000.00	Cost provided by Erik Henderson via District Planner. Funds to be released subject to Procedure 6511?.
Uncashed Issued Cheques***	\$17,954.15*	As per last PAC Meeting this is tracked from Cheque # 2755 onwards. Significant outstanding cheques of note: CHQ #2852 \$9537.31 (Chocolate Fund Raiser Balance) CHQ #2859 \$1675 (50/50 Raffle Winner)
	\$100,264.11	\$32,265.11 (excluding Sports Court Capital Project)

# Missing Revenue

	Amount	Comment
Fall Hot Lunch	\$257.10**	[Recommendation] – Send an email to outstanding accounts requesting payment ASAP (again). Send printed notices home. Cancel any spring orders if pending.
Winter Hot Lunch	\$281.25**	[Recommendation] – Send an email to outstanding accounts requesting payment ASAP (again). Send printed notices home. Cancel any spring orders if pending.
Spring Hot Lunch*	\$2,898.75**	[Recommendation] – Unpaid Spring Hot Lunch Orders for May 31 should be cancelled - if not paid by May 29. Send an email indicating so this week from Hot Lunches site.
Chocolate Boxes with Students (10)	\$500 - \$1000	[Recommendation] – Multiple reminders have been sent. Some dispute having chocolates, school admin collected envelopes without names – consider this "shrink" and move on.
2024 Grad Yearbooks (59 Yearbooks) – Invoiced for 51 – 8 included for free – 4 are provided for free to the Grade 7 teachers and office – Remaining 55 are sold to students @ \$20/each	\$420*	Profit Margins on Yearbooks are thin – total cost is \$1006.76 (\$18.30/book) for the 55 we would sell. If all 55 kids pay for their yearbook we will bring in \$1100.00 (net profit \$93.24) – as of May 22 there are 21 outstanding payments. As long as no more than 5 remain unpaid PAC will break even on Yearbooks. Anything more than 5 would incur a loss for PAC.  [Recommendation] If costs increase YOY we should look at adjusting the price of the yearbooks, and consider only ordering based on payment or plan for those in financial need. Should be factored into Grade 7 Grad/Celebration budgets for future years so liability is not on PAC.

\* Not included in Grade 7 Grad/Celebration budget – PAC takes this liability on.

\*\* Excludes subsidized (families in need) balances

## Financial Summary

- Our total assets "in hand" are **\$112,766.92**
- Our confirmed expenses (excluding Capital Project) to date are **\$32,265.11**
- This leaves us with an available balance of **\$80,501.81**
- **By funding the Sports Court now** we would be left with **\$12,501.81**

MOM we have been able to close our funding GAP to have over a \$10,000 contingency – primarily a result of the 50/50 Raffle, ongoing Concession efforts, and collecting debts.

For the remainder of the school year, we should continue to show fiscal restraint and focus on:

- Collecting our debts – currently at \$3,777.10 from \$6,295.85 last month
- Low-Risk / High-Reward Revenue Positive Fundraisers (concessions!!!)
- With the addition of appropriate signers we can leverage our HISA account – by not doing so we are losing anywhere between \$100-\$200 of passive income each month.

With another \$7000.00 in funds the proposed budget for 2024/2025 is nearly fully funded!

\* We must prioritize collecting Fall, Winter, and Spring Hot Lunch payments



**Proposed 2024-2025 Budget** (will be updated in September to reflect enrollment numbers)

Category	Sub-Category	Per/Student	Estimated Count	Fixed Amount	Estimated Total	Cost Center	Notes
Contingency					\$ 5,000.00	Operational	These funds will be "locked" and not used without a PAC vote. For unexpected expenses through out the year.
Classroom Funding	Primary	\$ 12.00	250		\$ 3,000.00	Operational	Discretionary spending allocated to each primary classroom based on student count. (K-3)
	Intermediate	\$ 18.00	250		\$ 4,500.00	Operational	Discretionary spending allocated to each intermediate classroom based on student count. (4-7)
Non-Instructional School Discretionary Funding	Library			\$ 150.00		Operational	
	IST			\$ 150.00		Operational	
	LST			\$ 150.00		Operational	
	Music			\$ 150.00		Operational	
	French			\$ 150.00		Operational	
	Admin			\$ 150.00		Operational	
Gifts	Appreciation			\$ 500.00		Operational	Crossing Guard, Admin, Staff (secretaries), etc.
	Scholarships/Bursaries			\$ 1,000.00		Operational	2 \$500 Bursaries for PH alumni graduating from GHS in financial need and planning on attending a post-secondary institution)
PAC Administrative Costs	Printing				\$ 100.00	Operational	To be used for any posters, cards, flyers which the PAC may need to print through out the year.
	Banking Fees				\$ 200.00	Operational	To be used for any bank related fees (Cheque Orders, Transaction Fees, NSF Penalties, etc.)
Grade 7 Graduation Celebration		\$ 50.00	60		\$ 3,000.00	Gaming Grant	Final Count in September 2024 for Budget Allocation
Fall Pumpkin Patch	Primary	\$ 3.25	300		\$ 975.00	Gaming	Pumpkin Patch fully funded by PAC for <b>Primary</b> Students -

						Grant	no cost to parents.
Start of School Welcome "Get to know your PAC"				\$ 200.00		Gaming Grant	First day of school, Coffee/Pastries (Timbits) for parents to meet the PAC team and ask questions/find out out to get involved.
Fundraiser "Seed" Money				\$ 2,000.00		Operational	Money set aside to "make money" - this will be used to buy concession items or any other fundraising related expenses.
Arts & Culture	Assemblies/Events			\$ 2,500.00		Gaming Grant	TBD - School Requests? Anti-Drug/Bullying? Chinese New Year? EID? Diwali? Christmas? Hanukkah? Kwanzaa?
Extra-Curricular / Physical Education				\$ 1,000.00		Gaming Grant	TBD - School Requests? Knitting Needles? Yarn? Yoga Mats? Pinnies? Basketballs? Volleyballs? Lacrosse Equipment?
STEM (including hardware and software)				\$ 2,000.00		Gaming Grant	TBD - School Requests - Hardware? Software? Robotics? Science Equipment?
Health and Well Being	Weekly Fruit Program			\$ 1,500.00		Operational	Weekly supply of fresh fruits (Apples, Oranges as healthy options for students who need an extra snack)

## Principal's Report

**Carla Green – Principal**  
**Erik Henderson – Vice Principal**

### Staffing Update:

- o Grade 6/7: Ashley Sison
- o Grade 6/7: Sharon Bungar
- o Grade 4/5: Jade Agosta
- o FRIM Grade K/1: Marica Atanackovic
- o IESW Return: Shelley Desbrisay
- o Posted positions: Social Development and Grade 3
- o Return from leave: Carla Green. Thank you to Nimarta Pattar and David Deckerf!

### Sports:

- o Grade 5 Basketball team won 1 st place
- o Track and Field Meet – June 11 th
- o June 14 th – Sports Day

### After School Care Update:

- o Timelines
- o Moving into the music room
- o Looking at making switches to storage
- o Locks on cupboards in the hallway

### Draft Calendar

- o Winter Concert – December 2024
- School Wide Read a Thon
  - o About the Sora K-12 reading app - OverDrive Resource Center
  - o Audiobooks and eBooks
  - o Surrey Schools Username and Password
  - o Return your reading log and enter into a draw

### Staff Conversations around Hot Lunch

### Grad

- o June 6 – Camp Potlatch – Grade 7's
- o June 12 th - 6/7's at Cultus Lake
- o June 20 th – Graduation @ 10:30am