



PACIFIC HEIGHTS PAC MEETING

February 13th, 2024 @ 6pm

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

Attendance

PH PAC Executive & School Admin:

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

Attendees: Janelle Morrison, John Pattar, Lucky Bhatti, Mindy Samra, Lin Xia, Yun Xu

MINUTES

1.0 Welcome & Call To Order (5 mins)

- Review of January meeting minutes and approval
Motion to Approve - Janelle
Second Justine
Motion carried

2.0 Key Updates from School Administration (10 mins)

- School Admin Update [attached]
Carla/Erik to confirm spring concert date
 - Confirmed spring concert dates May 14th and 15th
- Garden Grant
 - image of proposed space shared in-person

3.0 Finance/PAC Update (25 mins)

- Treasurer's Report [attached]
- Budget Review for Remaining 2024 School Year
 - Action Item: Navi and Cheryl reviewing and creating documentation re: best practice processes
- Update on PAC Bylaws and Constitution request
 - 2016 By-Laws and 2018 Amendment confirmed as most recent by Janelle M
- Alignment on DPAC / BCPAC Best Practices and Membership
 - Navi P confirms PHE is now registered with DPAC
- Remaining PAC role transitions updates
 - President, VP, Secretary, and DPAC Rep transitions completed
 - Action Item: Update at next meeting: 22/23 Hayley M performing Treasurer role and transition to 23/24 Treasurer Cheryl expected to be completed before next meeting

New Items Discussed:

- Explore options such as Munch-a-Lunch for 24/25
- Prepare and plan for document organization and communications role planning for 24/25

4.0 Sport Court Update (5 minutes)

- Action Item: Carla to approach Capital Projects re: removal of basketball hoops that were removed for Annex projects – should be able to look at previous aerial views to confirm what was there before
- Carla needs to confirm the size of the court wanted and Dirk can have a team to move forward with the new plan.
- Dirk to draw up a new plan with larger court and higher fence on the sides to protect balls from going into Park owned green space - focus will be basketball rather than “multi-sport” and to have 6 hoops
- Erik to follow up with Dirk re: payment plan (March/Oct)
 - 25x18 m for fence - trying to have it as large as possible in proposal
 - 2 hoops will be 10 ft and 2 side hoops can be 9ft
 - 5 ft chain link fence around the court

5.0 Fundraiser Updates (10 minutes)

Past and In-Progress Fundraisers

September

- a. N/A

October

- a. Pumpkin Patch (October 27) - net profit \$62.75

November

- a. Winter Family Photo Night (November 17) - net profit \$300
- b. Diwali / Samosa Fundraiser (November 23) - net profit Treasurer to confirm - estimated \$518.02

December

- a. Winter Breakfast (December 15): net profit \$1730.63
- b. Sugar Cookies (December 15): net profit Treasurer to confirm - estimated \$200.00
- c. Samosa Fundraiser (December 22): net profit 150.90

January

- a. N/A

February

- a. Neufeld Farms (February 12): \$917 profit
- b. Movie Night (February 22) - currently 32 children, 26 free parents, 8 paid parents
- c. Grade 6/7 Camp Fundraising (Ongoing) - current net profits \$2156.59

Planned/Upcoming Fundraisers for Discussion

March

- a. Chocolate Fundraiser from World’s Finest Chocolates - 3 for \$5 for a box of 60
 - i. providing options for participation and donation
 - ii. multiple prizes - 1st, 2nd, 3rd, \$250 \$100 \$50 - and then Tim Horton’s gift cards

April

- a. Spring Concert - possible concession/fundraiser
- b. Spring Family Photo Night - TBD

May

- a. Mother's Day Breakfast - TBD

June

- a. Family BBQ - TBD
 - i. explore art auction
- b. Car Show - Kiran to look into -TBD

Additional Ideas

- Dine-out (White Spot, pizza, etc.) - Mindy - Blaze will do it - need a date and 3 hour window & White Spot to get back to us
- Cash Donations – reminding parent community of the option and process
- Looking for Corporate Sponsors for PAC
- Paint Night
- Caprice Movie Night

6.0 DPAC Update (5 minutes)

- Updates from DPAC Representative(s)

7.0 Open Floor for Discussion (15 minutes)

- Parent suggestions, concerns, or proposals
 - Gratitude Board - positive messages (Parent Request) - look for space
 - Class Parent Program for 24/25 School Year - admin very supportive for 24/25
 - Saleema Noon Workshops - insufficient time to schedule sessions and preparatory parent night so to be added to planning for 24/25
- Action Item to add Saleema Noon Workshops to 24/25 PAC planning

8.0 Adjournment

Motion to adjourn: Justine

Second: Mindy

Motion carried

Adjourned at 7:43 pm

Next Meeting Date: March 12 @ 6pm - Hybrid - in-person and virtual options requested

2024 Meeting Schedule: April 9; May 7; June 11



Pacific Heights Elementary

Learning to care for the wellbeing of the self, the other, and the land.

February 13, 2024

Principal's Report

- Staffing Update:
 - JP Reimer is our new social development teacher
- Spring Concert
 - May 14th and 15th
- Sports Update:
 - Basketball season
 - Playdays: February 28th and 29th
 - Vancouver FC: March 6th
- Sports Court Update:
 - Awaiting updated estimates
- Garden Grant
 - Potential donor
- Science Fair
 - February 29th at PHE in the gym
- FRIM Online Lottery for Kindergarten closes on February 16th
- Term II Report Card's released May 13th-15th
- Planning schedule for the 2024-25 school year: May 27th

Important Dates:

- February 10th: Lunar New Year
- February 12th: Assembly: Guest speaker – Meghan Agosta (perseverance) @ 1pm
- February 13th: PAC Meeting @6pm (in person only)
- February 14th: Valentines Day
- February 14th: Spirit Day - Red and Pink Day
- February 16th: Registration for Choice Programs close
- February 19th: Family Day
- February 19-23rd: Heritage Week
- February 21st: Div 7, 8 – Fort Langley
- February 21st: Div 1, 2 – Skating South Surrey
- February 22nd: PAC Neufeld Farms Delivery Afterschool
- February 22nd: PAC Movie Night @5pm
- February 23rd: Pro-d (school not in session)
- February 27th: Skating – South Surrey (various classes)
- February 28th: Pink Shirt Day
- February 28th: Pizza Day Grade 6/7 Fundraiser
- February 29th: Kindergarten Dental Screening
- February 29th: Div 7, 8, 9 – Swimming



Pacific Heights Elementary PAC

Treasurer Report for PAC Meeting Dated Tuesday, February 13, 2024

For the Period from January 13, 2024 – February 13, 2024

Assets:

| Source | Opening Balance on January 13, 2024 | Closing Balance on February 13, 2024 |
|--------------------------------|--|---|
| Undeposited Funds | \$2,220.00 | \$5,397.65 ¹ |
| Savings Account | \$3.14 | \$2,694.43 |
| Chequing Account | \$54,615.85 | \$51,306.47 |
| Gaming Account ² | \$19,092.00 | \$19,164.00 (pending deposit of \$72 from Raffle Basket) |
| District Accounts ³ | \$2,843.72 | \$2,843.72 |

Total Assets: \$81,406.27

Liabilities:

| Description | Amount Owing on February 13, 2024 |
|------------------------------------|--------------------------------------|
| Hot Lunch Vendor Upcoming Expenses | \$15,681.14 ⁴ |

Total Liabilities: \$15,681.14

Summary:

| | |
|---|--------------------|
| Total Net Assets Available | \$65,725.13 |
| Less Earmarked for Specific Uses ⁵ | (22,007.72) |
| Less Grade 6/7 Camp Funds ⁶ | (5,923.33) |
| Less Earmarked Donations ⁷ | (1,090.00) |
| Available Discretionary Spending | \$36,704.08 |

¹ To be updated pending finalized 2022-2023 Fundraising Records.

² Earmarked for non-curriculum/non-classroom spending (including playground).

³ Earmarked for playground.

⁴ Estimate based on remaining Winter Hot Lunch Supplier Costs of approximately \$15,681.14.

⁵ District and Gaming Funds subject to spending restrictions noted above.

⁶ Includes 2022-2023 and 2023-2024 year-to-date fundraising net revenue.

⁷ Donation Station revenue in the amount of \$1,090 which is earmarked for playground and/or student support.

2023/2024 Fundraising Update

Pumpkin Patch

| | |
|-------------------|-----------------|
| Revenue | \$ 2,442.00 |
| Expenses | -\$ 2,379.25 |
| Net Profit | \$ 62.75 |

Winter Family Photo Night

| | |
|---|------------------|
| Aggregate Revenue | \$ 330.00 |
| Uncollected (Emails Sent) | -\$ 30.00 |
| Expenses | \$ - |
| Net Profit (pending collections) | \$ 300.00 |

Diwali & Samosa Fundraiser

| | |
|---------------------|------------------|
| Order Revenue | \$ 764.75 |
| Order Expenses | -\$ 556.50 |
| Concession Revenue | \$ 882.00 |
| Concession Expenses | -\$ 572.23 |
| Net Profit | \$ 518.02 |

Winter Breakfast

| | |
|-------------------|--------------------|
| Order Revenue | \$ 2,495.00 |
| Santa Pics | \$ 192.00 |
| Expenses | -\$ 956.37 |
| Net Profit | \$ 1,730.63 |

Sugar Cookies

| | |
|-------------------|------------------|
| Revenue | \$ 1,200.00 |
| Expenses | -\$ 1,000.00 |
| Net Profit | \$ 200.00 |

Samosa Fundraiser

| | |
|--------------------|------------------|
| Order Revenue | \$ 814.50 |
| Concession Revenue | \$ 114.00 |
| Expenses | -\$ 777.60 |
| Net Profit | \$ 150.90 |

Hot Lunch Concessions (Year-To-Date)

| | |
|-------------------|--------------------|
| Revenue | \$ 2,753.25 |
| Expenses | \$ - |
| Net Profit | \$ 2,753.25 |