

**DUFFERIN ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC)
ANNUAL GENERAL MEETING
Thursday, September 12, 2024
6:00PM - 7:30PM**

Meeting Minutes

In attendance:

1. Gord
2. Cheyenne
3. Sarah
4. Lisah
5. Vicky
6. Arlene
7. Corey
8. Alycia
9. Christina
10. Ashley
11. Drew
12. Robyn
13. Randi
14. Katie
15. Sami
16. Jodi
17. Zoey
18. Erin
19. Jaime
20. Melissa
21. Margo

Approval of September 12, 2024, Agenda and June 2023 AGM Minutes

- Put forward by: Zoe
- Seconded by: Drew
- Passed unanimously

2024-2025 PAC Executive Members

Nominated in:

- Jodi Lebourdais as Chair
- Katie Duncan as DPac Representative

Vacant position: Vice Chair

PAC President Report (Jodi as stand in for Chair)

Overview

- Transitioned to a brand new PAC with replacement of all 4 Exec positions and Hot Lunch Coordinator. Thank you to the out-going Pac for their continued support and all the work they've put into the last several years. Sharla and Steve for their continued support in transition.
- Thank you to Aaron(Chair) and Sarah(DPac Rep) for their dedication to their roles in the past year. We hope to still see them around for the community events and wish them all the best with the new endeavor.
- Acknowledge the team effort and key contributions: Lisah and team (hot lunch), Randi (spirit wear and hot lunch support), Sami (communication pro)
- Communication Methods included website, newsletter, emails and Facebook - effective and on-going.
- Purchase of Classroom Supports: Cricut for Library, Mathletics, Come Read With Me Tutoring supplies, Butterfly Larva, Eureka Science presentations and field trips
- Extra curricular support: New speaker/PA system, basketball referees, and Grade 7 Grad Activities and awards plaques
- Successful several spirit events including Welcome Back BBQ, Halloween Bash, Treat Days, T&F Concession and Spring Fun Fair
- Awarded \$1000 Dufferin Elem Alumni Bursary to Isabelle Wallace

Looking forward

- Zoe has applied for the BC Gaming grant and we expect to hear near the end of September.
- Look to improve our volunteer recruitment strategy, we are in need of more support if we want to continue with a lot of the spirit events and activities.
- Focus on a identifying clear goals for the Pac and a concise strategy for fundraising

Financial Report (Zoe)

Year End Balances (Aug 31 2024): [2024 AGM Treasurer report.docx - Google Docs](#)

- TD Bank Community Plan Plus: \$23721.89
- Outstanding cheques to be deposited: #132 \$41.88; #133 \$294.63; #140 \$108.25
- TD Bank Gaming Account: \$2.77
- Royal Bank Gaming Account: \$2300.76.
- Account to be closed once 2024/25 gaming application funds received and transferred to TD account, then this account will be closed
- \$350.21 Gift certificates for Chapters
- We did not qualify for the Gaming Grant this year.
- All outstanding Gaming Account Summary Reports have now been completed and submitted so we are in good standing for the application for gaming Funds for 2024/25 school Year. I completed this application in the Spring and we should receive notification this month on our success in applying for these funds

Munch a lunch monthly profit summary. (Accounts Reconciliation report not available at time of writing this report)

Month	Profit Summary Report Total \$
October	1686.05
November	1811.96
December/January	3555.95
February	1725.19
March/April	3099.39
May	2575
June	2597.84
	17051.38

Fundraiser Events

Back to school BBQ	\$853.71
Halloween Bash	
Track and field concession	\$618.18
Year End Fun Fair	\$1696.97

Fundraisers

Coupon Book	
Xmas Purdys	1057.61
Xmas Plants	933.99
Easter Purdys	335.35
Chop N Block	865

Non exhaustive list of PAC supported activities/requests this year

Come read with me, fee and yr end event	\$185.69
Teacher Gifts in Kind and staff appreciation lunch	\$1500, \$325
Sound System	\$6000
Field trips – Wild life park, Blackwell, Paul Lake, Grade 7 Grad	\$2136
Scholarship award	\$1000
Year end awards	\$500
School spirit – xmas hot choc, St Patricks day cookies	\$88.70, \$101.99
Teacher/Classroom requests and equipment including Library books, TRU refs. (See monthly report for details)	\$2735.08
Eureka science (Gaming funds)	\$1150

Annual administrative costs

District PAC Fee	\$100
Munch a lunch yr end	\$336
Banking fees	TD \$4.95/ month (\$59.40) plus \$1.50 image fee per cheque. (Approx 80 cheques this year = \$120) TD gaming fund \$1.95/month RBC \$5/ month (\$60)
Meeting babysitting \$20/meeting	\$200

There are some balances from events that I was unable to calculate profits for as I was not in attendance and the cash counting sheets were confusing. I did not have all the reports from Munch a lunch for profits from the events to add to cash taken and be sure of the event reconciliation amounts.

There are reports in Munch a lunch I was not aware of prior to year end closing that will help with reconciliation in the next year.

Many of the expenditures for events and hot lunch overlapped as volunteers shop for both so it is not possible to establish an exact amount of profit due to the saving of food products ect for the next event.

We tried to establish more processes and paper trails for requesting funds, repayment and writing cheques this year. There is still room for improvement here as we wasted many cheques

We opened an additional account at TD for our gaming funds with the intention to close the RBC account so all our funds are with one bank. I anticipate this will be complete by October

I have learnt a lot this year as Treasurer and hope to carry that forward to the next school year.

Principal's Report (Gord Cumming)

- 257 students, 12 division, 9 split classes
- 1 empty portable: Was expecting 32 kindies, ended up with 25
- 32 students needing extra support. This year we have 4 CEAs vs. 3 CEAs last year.
- New secretary: Stacey Gilbert
- Trying to go cashless. School fees cash online website. By default moms were set as primary contact. Can contact the school to have this updated.
- Requests:
 - Annual teacher support
 - Chrome books: approx. ten devices can be replaced. Cost ~\$3500
 - Devices are 4-5 years old. 3-4 students share a chromebook. Wear and tear are evident.
 - Annual \$20/student support from PAC
 - Athletics: 150 licences

- Code of conduct review during den groups and school assembly last week. Applies to students, teachers and adults. Teachers do training on anti-bullying, anaphylactic training, standard 9, professionalism
- Communication: school messenger, emails, voicemail. Face to face meetings best to make an appointment
- Personal Digital Devices (PDD) Policy - Not an issue at this school. Policy can be found on the website. Teachers have the discretion to allow students access to personal devices during instructional time
- CRC access code may not be working. Gord has reached out to have it double checked/updated. CRC required for anyone volunteering at the school. Good for 3 years, not 5 years.
- Library upgrades in the works
- 10 new HVAC systems put in this summer
- Sound system wasn't put into the gym this summer because the HVAC systems were being put in. Work order is in to have the sound system installed. Gord will try to have it in around mid-October.
- Picnic table update: Originally planned to be put in during the summer; however as the HVAC systems were being put in, they could not install it. Original location of picnic tables (outside Gord's window), will be changed due to irrigation lines. Picnic tables will be put nearer to the portables.
- Basketball hoops update: Originally planned to be put in during the summer. Due to being on backorder, it was not installed. Will be installed as soon as it comes in.
- Before/After School Care: Gord is in talks with Tanya Rogers. Primary limitations for after school care is: space and finding an ECE.

Hot Lunch Program (Lisah)

- Set up as Term 1, Term 2, to alleviate stress of ordering on time. Every Friday is the close date
- Lots of price increases this year. Lisah is happy to reach out to any other vendors that people may like to see on the menu
- Looking for sponsors for food donations for the School BBQ
 - Lisah has secured A&W donation of burgers (200 burgers)
- Lisah to chat with Blackwell Dairy, maybe look into Dairyland through BC Dairy as an alternative due to missed deliveries
- Lisah has a good crew of volunteers for hot lunches on Fridays

2024-25 PAC Goals Brainstorm

- Breakfast program: challenges would be prep area, no cooked food. Manpower. Would have to be only prepackaged (fruit, yogurt snack, granola bars). School would have to open at 8am.
 - Ashley has made contact with Madegood: Prepackaged morning bars and for bus children. Bulk order to be stored at the school.
- Fruit & Veg Program: Is now district run. Sharla is handling the program.
- Joint School-Community Garden Project: lots of money available for this project. This project would need a teacher champion to take this on. Per Randy, in the past Mrs. Dalsin was wanting to do a school garden.

- **ACTION:** Jodi will do more research on this project and touch base with Mrs. Dalsin
- Seated stump seats that double as playground equipment for outside reading: Any equipment/outdoor installations have to go through the district. 20 page application process to do this
- Outdoor Bleachers: Jodi will follow up with Gord on this

Upcoming Planned Events ([see Events Calendar](#))

- Back To School BBQ: September 26th
 - A&W to sponsor the burgers (200 burgers)
 - Ashley suggested that Save on Foods may sponsor the hot dogs/vegan dogs
 - **ACTION:** Lisah to follow up and contact Save on Foods
- Fall Fundraiser:
 - Coupon Books: to be dropped off this week
- Other possible fall fundraisers:
 - Davison Orchards: Open discussion on whether this might be worth looking into. Feedback from parents at the meeting was that this might not be a good fundraiser
 - Indeygo Cookies: Feedback from parents in the meeting: Good profit in the past, but a lot of work
 - CSA (Community Supported Ag) produce boxes: would limited the labour of Pac and support local
- Halloween Bash: Looking at forming a subcommittee. Potential date: Oct 24th
 - Back up of the speakers: Randy to provide if the sound bars are not installed in the gym on time
 - Subcommittee: Erin, Sarah, Melissa, Katie, Jodi
- Spirit Wear: Randy has set this up
- Christmas Card Fundraiser: Jodi to present at next meeting
- West Coast Seeds (application opens Sept 16):
 - **ACTION:** Sami to look into application

To be discussed next meeting:

- 2024 Budget
- Gord/Teacher requests

Meeting Adjourned: 7:37pm

Next PAC meeting Date: **October 10, 2024**