

DUFFERIN ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC)
ANNUAL GENERAL MEETING
Thursday, October 10, 2024
6:00PM - 7:30PM

Meeting Minutes

In attendance:

- Jodi
- Zoe
- Sami
- Ashley
- Sarah
- Karen
- Kristina

Welcome

Adoption of Agenda

Adoption of September 12, 2024, Minutes

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

Reports

Gord

- Chromebooks: request an update on funding from PAC
 - Gord applied for TWO - \$10000 Best Buy Grants
- Teacher Support
 - Teachers' per classroom stipend
- Parent-Teacher Interviews
 - Monday, October 21st from 11:30 am to 3 pm
 - Teachers will contact their Families with the format for attending and signing up
- Book Fair Dates
 - Tuesday, October 29th ~ 2:39 - 3:30pm (student preview during the day)
 - Wednesday, October 30th ~ 8:30 - 3:30pm (student buying during the day)
 - Thursday, October 31st ~ 8:30 - 3:30pm (student buying during the day)

- Athletics Licenses 150 \$1968.75 from PAC for all our Primary Students
- Safety Procedures
 - Fire Drills - 3 in the Fall and 3 in the Spring
 - Hold & Secure (outside the building concern/threat) - 2 per year
 - Lockdown Practice once per year
- Volleyball Season starts the third week of October: Boys and Girls teams
- FSAs (Grades 4 & 7) taking place this month
- ArtStarts Performance - Gord has applied and received two grants

PAC President Report (Jodi)

- September Events/Fundraiser Recap
 - BBQ: \$495.55 (after expense); smaller turnout compared to last year due to weather. Significantly less than last year's profit - however last year there was a donation which inflated the profit amount
 - About 90ish/100 hot dogs and 100/200 hamburgers eaten
 - Coupon Book: 102 books sold
 - Spirit Wear:
 - Will look into opening up another spirit wear ordering session in the Spring, or tag onto Grade 7 orders for hoodies. Karen suggested adding in spirit wear with the dragon image instead of just words ("Dufferin")
 - Next year will consider doing Spirit Wear in October or November. Less rush as there is a lot of events and information going out in September
- Catchment Area Change Consultation
 - Consultation for Snine Elementary School opening in Pineridge in Sept 2026. Nov 7 - Dufferin teaching staff will meet with SBO Members at 3:30pm. SBO will meet with the PAC at their meeting starting at 6pm
- Gaming Grant Application: Approved for \$5400. Gaming funds are used for enhancement of extracurricular opportunities and community involvement
- Budget Presentation

Anticipated Expenses	Estimates
Staff Appreciation (\$15 ea GC + 2 lunches)	\$ 700.00
School spirit (Hot choc/cookies; Xmas/St Paddys)	\$ 200.00
Grade 7 celebration (student match up to max)	\$ 1,000.00
BCCPAC	\$ 100.00
Friendship fund (families, kids for spirit wear)	\$ 600.00
PAC Appreciation	\$ 300.00
Teachers gifts in kind (\$100 ea)	\$ 1,500.00

PAC Babysitting (\$20x10)	\$ 200.00
Gaming license (\$50 ea)	\$ 100.00
Bank Fees	\$ 250.00
Grade 12 Bursary	\$ 1,000.00
Come Read With Me program	\$ 200.00
Field Trips	\$ 5,000.00
Spirit Wear for prizes/gifting	\$ 500.00
Mathletics	\$ 1,000.00
Teacher special requests	\$ 3,000.00
Total	\$ 15,325.00
Anticipated Revenue	
Hot Lunch	\$ 11,000.00
Coupon Book	\$ 500.00
Back to School Bbq	\$ 800.00
Halloween Bash	\$ 800.00
Spirit Wear	\$
Christmas Fundraiser	
Plants	\$ 800.00
Cookie dough	\$ 400.00
Purdys Chocolate	\$ 800.00
Holiday Cards	\$ 500.00
Online Raffle	?
Spring Fundraiser	
Plants/Seeds	\$ 1,000.00
Chop N Block	\$ 800.00
Purdys Chocolates	\$ 300.00
Track Concession	\$ 800.00
Year End Fun Fair	\$ 800.00
Ongoing Bottle Drive	\$ 500.00
Total	\$ 19,800.00

- Approval of Budget:
 - Put forward by: Karen
 - Seconded by: Zoe
 - Passed unanimously

Financial Report (Zoe)

TD Account Balance as of Sept 30 2024 \$37,910.81

TD Gaming account as of Sept 30 2024 \$0.82

RBC Account Balance as of Aug 31 2024 \$1,506.01

In PAC Safe - EARLS Cocktail party voucher \$1,000 value

In PAC Safe - Chapter GC

In PAC safe - Babysitting funds \$180, - \$20 October meeting = \$160

September Highlights

PAC has been successful in our application for the community gaming Grant and will receive \$5400.

Once deposited into the RBC account this will be transferred to the TD account and the RBC account closed.

Signing authority for TD accounts also needs updating with our new exec.

Issues with RBS statements has led to an accounting error that I have found while writing the 2023-2024 Gaming Account Summary Report. A cheque was made from this account for \$794.75 for hot lunch which should have come from the TD account. We can pay these funds back to the gaming account. I will find out how we go about reporting this to the Gaming Branch.

Back to school BBQ

Profit \$495.55

DPAC (Katie)

- District approved another movie license for 2024/2025. Can do movie nights at the school
- DPAC dinner + workshop event. Up to 4 reps can attend. Childcare provided. Anticipated for late October.

PAC Goals

- Playground upgrade (wooden features)
- Outdoor bleachers: Per Gord, waiting on pricing for bleachers
- Afterschool programs/care support: need ongoing research into this

Old business

- VP position: still open/vacant
- Signing Authority:
 - Updating to remove Aaron and adding Sami (Treasurer)
- Basketball Hoops: was put up a couple weeks ago. Invoice has not yet been given to us.
- Sound system: not yet put up. Waiting on an update from Gord

New business

- Activities
 - Halloween Bash
 - Similar to last year: music, lights, pizza, pumpkin carving contest
 - No photobooth
 - Will add a “quiet room”, waiting to hear back from Gord if a classroom could be available for this
 - Was put out to the Grade 7s, for leadership, to do a spooky room/haunted room
 - Add to Halloween Poster: A notice for those who are sensory sensitive, epilepsy
 - Movie Night for January/February
 - Christmas fundraising:
 - Will do plants and purdys
 - Sami will set up
 - Holiday art cards: Art Cards by Kids - will need to start this right away as it requires teacher involvement
 - Jodi will look into it
 - Plants: <https://www.growingsmilesfundraising.com/>
 - Indeygo cookies: <https://www.indeygo.com/>
 - Can be hectic managing and storing the cookie dough
 - Can do this for Easter/Spring time instead of Christmas
 - West Coast Seeds (spring): application was submitted on September 16. Will hear back from them in later October/early November. Fundraising campaign date is set for February.
- Hot Lunch: Karen suggested running a bonus hot lunch after a holiday. Karen said Aberdeen notices more sales on the day following a holiday (~15% increase)
- Yearbook Organizing: Ashley is unsure on whether to do just grade 7s, or the whole school. May not be using lifetouch. Ashley will reach out to Tyler (photographer).

Teacher Requests: Approved

- Tiffany Cross: Counting Collection Containers \$175
- Janet McCloy: Document Camera \$150-\$200
- Kathy Costerton: Come Read with Me: up to \$200
- Gord Cumming: Mathletics: \$1968.75
 - PAC will support half: \$984.38 (same as last year)

Teacher Requests: Not Approved

- Gord Cumming: Library Commons Upgrades: \$4500
 - Some of the items listed in the request seem to be more like capital costs. PAC will have Gord to see if there is support from the school district
 - PAC is willing to support library upgrade- some individual, itemized pieces - like foam seating
- Chrome books: approx. 10 devices could be replaced. Cost ~\$3500
 - PAC feels more information is needed and will be willing to replace when required.

PAC discussed doing fundraisers specific to raise amounts for these higher cost requests

To be discussed next meeting

Meeting Adjourned: 7:32pm

Next PAC meeting Date: **November 14, 2024**