

DUFFERIN ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC)
Thursday, February 13, 2025
6:00PM - 7:30PM

Meeting Minutes

In Attendance:

- Gord
- Jodi
- Katie
- Zoe
- Janessa
- Sami
- Margo

1. Welcome & Adoption of Agenda

- The agenda was approved as presented.

2. Adoption of Previous Meeting Minutes (January 9, 2025)

- A motion to adopt the minutes was put forward by Jodi, seconded by Zoe, and passed unanimously.

3. Reports

Principal (Gord) Report:

Chromebook Replacement:

- Seeking PAC support for chromebooks (\$350 each). With \$10-\$11k, we can purchase a new class set to be shared between 2-3 classes. Currently, 3 class sets are available, but 1-2 additional sets would be beneficial.

Library Upgrades- Furniture:

- Seeking PAC support for estimated cost: \$4,141.76.

Jerseys:

- Seeking PAC support for approximately 80 jerseys at an estimated cost of \$6,000 (\$70/jersey).

Basketball Update:

- 48 students participating in competitive basketball. The quality of refereeing at games has been praised.

Hunger Heroes:

- Dufferin School set a record with 2,345.50 lbs of food and money donated to the Salvation Army.

Kindergarten Registration:

- 24 children registered so far, with a few more expected by fall.

Grade 7 Awards:

- Four awards will be presented at the end of year. Nominations in early May for citizenship, academics, athletics, and community involvement.

School Survey Fees:

- PAC has supported extracurricular activities, so no additional funding is required.

Movie Night Update:

- The event was canceled on February 6. The next date will be confirmed once the sound system is fixed. Expecting to be fixed in the next few weeks.

Sandbox & Picnic Table:

- The groundskeeper (Quintin) has inquired if PAC would like to invest in a picnic table (\$5,000) and sandbox (\$3,000). These were requests submitted in the previous years.

PAC President Report (Jodi):**Movie Night:**

- The movie night on February 6 was canceled. The rescheduling will depend on when the sound issue is resolved.

January Teacher Requests (approved via email):

- Eacrett & McCloy: Stake Lake + Bus: \$652.50
- Geoghegan & Dalsin: Art Gallery + Bus: \$210
- Geoghegan & Dalsin: Stake Lake + Bus: \$725
- McGarry & Mueller: Harper Tubing + Bus: \$1,025
- Cross: Family Day Activities: \$60

PAC Meeting Kit for Kids:

- Budget set at \$200 to build the kit, with \$50 per year for replenishment.
- Motion to approve the budget for the PAC kit was put forward by Jodi, seconded by Zoe, and passed unanimously.
- ****Action:**** Jodi to assemble the kit.

DPAC Report (Katie):

- The January 21 DPAC meeting lasted three hours. Key topics included:
 - Need for BCEID to apply for gaming funds.
 - Budget deficit concerns.
 - Changes in catchments and the replacement of CEAs with "responsible adults."
 - Changes at Henry Grube Centre.

Financial Report (Zoe):

TD Account Balance as of January 31 2025 \$44069.33

TD Gaming account as of January 31 2025 \$7442.31

In PAC Safe - Chapter GC

In PAC safe - Babysitting funds \$100, - \$20 February meeting = \$80 remaining

January Highlights

After the mail strike delays received and deposited Christmas fundraising monies

\$499.29 Plants

\$587.21 Purdys

Teacher requests to be covered from Gaming funds

Art Museum - Gaming funds. \$210 \$4.20 per student 50 students participated

Stake lake - Gaming funds. 4 classes, approx \$14.50 per student

Harper tubing - Gaming funds. 2 classes, 50 students. \$20.50 per student approx

Waiting for receipts to reimburse Dufferin Elementary.

Outstanding requests awaiting request for reimbursement from regular funds

Basketball hoops \$5000-6000

Chromebook charging carts \$1200

Munch a Lunch Profits to date for Term 2 Lunch

Jan 10 (01/10 (Fri) - White Spot)	\$910.50	\$786.40	\$124.10
Jan 17 (01/17 (Fri) - Spaghetti)	\$1,287.90	\$911.14	\$376.76
Jan 24 (01/24 (Fri) - Pita Pit)	\$1,187.00	\$924.99	\$262.01
Jan 31 (01/31 (Fri) - Moon Wok)	\$1,442.75	\$1,031.85	\$410.90
Feb 06 (02/06 (Thu) - Arigato)	\$1,473.00	\$1,244.18	\$228.82
Feb 14 (02/14 (Fri) - Pita Pit)	\$1,169.75	\$899.23	\$270.52
Feb 21 (02/21 (Fri) - Pizza Now)	\$1,213.35	\$876.38	\$336.97
Feb 28 (02/28 (Fri) - Senor Froggys)	\$1,410.05	\$1,001.72	\$408.33
Mar 07 (03/07 (Fri) - The Chopped Leaf)	\$1,187.75	\$924.09	\$263.66
Mar 14 (03/14 (Fri) - White Spot)	\$1,601.75	\$1,398.63	\$203.12
Apr 04 (04/04 (Fri) - Spaghetti)	\$1,006.40	\$717.66	\$288.74
Apr 11 (04/11 (Fri) - Pizza Now)	\$810.80	\$589.48	\$221.32
Apr 17 (04/17 (Thu) - Dairy Queen)	\$1,072.50	\$888.52	\$183.98
Apr 25 (04/25 (Fri) - White Spot)	\$1,209.50	\$1,062.66	\$146.84
May 02 (05/02 (Fri) - Moon Wok)	\$853.25	\$612.66	\$240.59
May 09 (05/09 (Fri) - Fresh Slice)	\$758.50	\$526.90	\$231.60
May 15 (05/15 (Thu) - Chopped Leaf)	\$813.00	\$640.75	\$172.25
May 23 (05/23 (Fri) - Senor Froggys)	\$943.45	\$677.85	\$265.60
May 30 (05/30 (Fri) - Dairy Queen)	\$928.75	\$771.39	\$157.36
Jun 06 (06/06 (Fri) - Pizza Now)	\$746.10	\$545.25	\$200.85
Jun 13 (06/13 (Fri) - White Spot)	\$1,083.50	\$949.44	\$134.06
Jun 20 (06/20 (Fri) - Dairy Queen)	\$954.00	\$789.05	\$164.95

	<u>Revenue</u>	<u>Cost</u>	<u>Profit</u>
Grand Totals:	\$24,063.55	\$18,770.22	\$5,293.33

Accounting reconciliation to date in Munchalunch:

Event Type	Event Date	Event Name	Revenue (Before Stripe Fee)	% of Sales	Allocated Stripe Fee	Revenue (After Stripe Fee)	Vendor Cost	Profit
Lunch	Sep 20, 2024	09/20 (Fri) - Senor Froggy's	\$1,512.90	3.2348%	\$47.82	\$1,465.08	\$1,052.60	\$412.48
Lunch	Sep 27, 2024	09/27 (Fri) - Fresh Slice	\$1,368.75	2.9266%	\$43.26	\$1,325.49	\$917.75	\$407.74
Lunch	Oct 04, 2024	10/04 (Fri) - White Spot	\$1,729.50	3.6979%	\$54.67	\$1,674.84	\$1,484.41	\$190.43
Lunch	Oct 11, 2024	10/11 (Fri) - Dairy Queen	\$1,670.25	3.5712%	\$52.79	\$1,617.46	\$1,339.28	\$278.18
Lunch	Oct 18, 2024	10/18 (Fri) - Pizza Now	\$1,385.65	2.9627%	\$43.80	\$1,341.85	\$966.79	\$375.06
Lunch	Oct 24, 2024	10/24 (Thu) - Arigato	\$1,656.75	3.5424%	\$52.37	\$1,604.38	\$1,383.56	\$220.82
Lunch	Nov 01, 2024	11/01 (Fri) - The Chopped Leaf	\$1,476.75	3.1575%	\$46.68	\$1,430.07	\$1,134.43	\$295.64
Lunch	Nov 08, 2024	11/08 (Fri) - Senor Froggy's	\$1,554.15	3.3230%	\$49.12	\$1,505.03	\$1,101.18	\$403.85
Lunch	Nov 15, 2024	11/15 (Fri) - Fresh Slice	\$1,388.25	2.9683%	\$43.88	\$1,344.37	\$934.30	\$410.07
Lunch	Nov 22, 2024	11/22 (Fri) - Opa "greek"	\$1,472.75	3.1489%	\$46.55	\$1,426.20	\$1,120.87	\$305.33
Lunch	Nov 29, 2024	11/29 (Fri) - The Chopped Leaf	\$1,554.25	3.3232%	\$49.13	\$1,505.12	\$1,195.27	\$309.85
Lunch	Dec 06, 2024	12/06 (Fri) - Dairy Queen	\$1,683.00	3.5985%	\$53.20	\$1,629.80	\$1,374.95	\$254.85
Lunch	Dec 13, 2024	12/13 (Fri) - Fresh Slice	\$1,347.25	2.8806%	\$42.58	\$1,304.67	\$909.66	\$395.01
Lunch	Dec 20, 2024	12/20 (Fri) - Pizza Now	\$1,377.50	2.9453%	\$43.54	\$1,333.96	\$950.71	\$383.25
Lunch	Jan 10, 2025	01/10 (Fri) - White Spot	\$910.50	1.9468%	\$28.78	\$881.72	\$786.40	\$95.32
Lunch	Jan 17, 2025	01/17 (Fri) - Spaghetti	\$1,287.90	2.7537%	\$40.71	\$1,247.19	\$911.14	\$336.05
Lunch	Jan 24, 2025	01/24 (Fri) - Pita Pit	\$1,187.00	2.5380%	\$37.52	\$1,149.48	\$924.99	\$224.49
Lunch	Jan 31, 2025	01/31 (Fri) - Moon Wok	\$1,442.75	3.0848%	\$45.60	\$1,397.15	\$1,031.85	\$365.30

4. Old Business:

Vice President Position:

- Currently vacant.

Gazebo/Covered Seating Area Fundraising:

- Discussion held on prioritizing this project in comparison to more immediate needs (chromebooks, jerseys). PAC decided that the gazebo is of low priority.

Helmet Collection:

- Currently 2 helmets donated and with the skating season over, we will not prioritize purchasing new helmets this year. We will put out another ask for donations in September 2025, then re-evaluate need to purchase.

Teacher Requests & Reimbursements:

- Follow-up on outstanding reimbursements and receipts.
- ****Action:**** Sami to follow up on receipt for Document Camera.

5. New Business:

FB Admins:

- Jodi to contact current Facebook administrators to ensure either she or Sami are added.

Chromebooks:

- Motion to make replenishing chromebooks an annual goal, gradually funding a portion each year. Discussion to continue during annual budget talks.

Volunteer Appreciation:

This month's volunteer appreciation prize goes to Meghan Hartman.

Who

Any volunteers that contribute to Dufferin Parent Advisory Committee events, programs and/or initiatives. Those currently serving on the Executive are eligible for the program, if volunteering for events, programs and/or initiatives beyond regular duties. This includes the Hot Lunch Coordinator.

What

- Monthly Draws: The PAC Exec will draw a name each month to win a prize. Volunteers that contributed to events, programs and/or initiatives within the current month are eligible to have their name entered into the draw for that month. The names will be reset at the end of each month.
- Prize: Gift card to coffee shop or gift shop
- Recognition: Volunteers could be recognized in the monthly newsletters, Dufferin PAC Facebook page and/or the PAC bulletin board by sharing their name and how they have supported the PAC programs.

How

- How to Enter: PAC Executive, Hot Lunch coordinator and Event coordinators will track the names of volunteers for the term of the month and submit them to the PAC.
- Monthly and Annual Tracking Sheet: [Monthly Volunteer Tracking - Google Sheets](#)
- The PAC Exec will draw a name at the end of each month to win a prize

Budget

1 - \$15 gift card per month x 10 months = \$150 annually

Activities & Fundraisers:

February/March Treat Day:

- February 14 event canceled due to lack of preparation time.
- March 14: St. Patrick's Day treat planned.
- **Action: Will need to purchase treats and volunteers (maybe hot lunch volunteers) for handing out

Chop n Block Fundraiser:

- A couple options for fundraisers were given by Chop N Block. PAC is appreciative of their ideas and supports the "round-up" fundraiser where customers round up their purchase to support PAC.
- ** Action: ** Jodi will discuss time frames with the business.

West Coast Seeds (Spring Fundraiser):

- **Action:** Separate flyer made to be handed out physically and to be sent out by Gord via email to promote the fundraiser. (Jodi)

Spring Fun Fair:

- A subcommittee needs to be formed for planning.
- **Action:** Email to Gord requesting an email to be sent for volunteer recruitment (Jodi)

6. Teacher Requests Approved:

Gord (Jerseys):

- Approximately \$6,000 for 80 jerseys. PAC will support 50% of the cost from gaming funds.
- **Action:** Jodi to confirm whether all 80 jerseys need replacing and source of supplier.

Lofgren (Math & Literacy Supports):

- Request for \$299.
- Motion put forward by Zoe, seconded by Margo, and passed unanimously.

Cross (Phonics & Math Supports):

- Request for \$250.
- Motion put forward by Sami, seconded by Jodi, and passed unanimously.

Gord (Chromebooks)

- Request for one set and one cart (\$10-\$11k). Motion put forward by Zoe, seconded by Katie, and passed unanimously.

7. Teacher Requests to Discuss at Next Meeting:**Library Furniture:**

- Estimated cost: ~\$4,000.

Meeting Adjourned: 7:45 PM

Next PAC Meeting Date: March 13, 2025, from 6:00 PM to 7:00 PM