



Citadel PAC Meeting
June 26, 2023
7pm in the Library

PAC Executive	2022/23		2023/24	
Chair:	Laura Code	Present	Amy Bushek	Present
Co-Chair	Open		Open	
Treasurer:	Ayushya Bangur	Present	Ayushya Bangur	Present
Secretary:	Gabi Green	Present	Open	
DPAC Rep:	Susan Jenner	Present	Jay Elliot	Present
Social Media:	Nipa Bhalla	Present	Erika Skita	Present
Grade 8 Leaving:	Erika Skita/Dese	Present	Open	
	Fulljames			
Principal:	Tricia Tipper	Apologies	Mark Clay	Present
Vice Principal:	Rachel French	Present	Rachel French	Present

Meeting called to order at 7:02 pm by Laura.

- Territorial Acknowledgement.
- Welcome and introductions. Meeting attendance was taken via sign-up sheet.
- Adopt the Agenda – Ayushya and seconded by Erika. All in favour. Passed.
- Adopt the May minutes – Nipa and seconded by Dese. All in favour. Passed.

REPORTS:

Principal's Report: Rachel French / Mark Clay

- Introduction to incoming Principal, Mark Clay.
- Mark introduced himself and gave some of his history.
- Discussion on the efforts to rebuild community within and around the school. Collaborative effort with school and wider community. Hope to make parents feel more comfortable spending time in the school and make them feel welcome and included in the middle school process. The new school year will see a school-based shift to how Citadel is building community via multi age teams. Reliance on the grade 8s to be mentors and leaders.
- *"Take Care of Self, Take Care of Others, Take Care of this Place."*
- Aiming for tech free spaces and ensure kids are spending time without computers and phones.

Chair: Laura Code

N/A

Treasurer: Ayushya Bangur

- Staff appreciation \$581.43 left in the account to carry over for next year.
- Grade 8 Leaving \$765.84 but more receipts to come this week.
- Gaming account is \$9,217.89 with a cheque of \$715.41 still to clear. Balance then \$8,502.48.
- Operating account \$407.90.



DPAC: Susan Jenner

- No meetings held in June.
- New PAC registered online with DPAC registry.
- Bylaws need to be uploaded.
- Treasurer must complete an annual statement at the end of the fiscal year.
- Gaming Grant needs to be submitted before June 30th. (Done)
- BCCPAC fee of \$75 due beginning of October.
- Jay asked about DPAC grant for \$2,500 but that is something that DPAC applies for from Gaming, and they can then use it for guest speakers etc. to encourage parents to attend DPAC meetings.
- 461 kids enrolled at Citadel for 2022/23 and they are eligible for \$20 per student for next years gaming grant.

Fundraising Report: Laura Code

N/A

Grade 8 Leaving: Erika Skita/Dese Fulljames

- Much appreciation for all Dese and Erika's hard work.
- Dese starting to prep first thing Tuesday and would appreciate help.
- Dance on the stage, carnival in the MPX, balloon arch and letters in the gym.
- Goody bags are prepared with coupons and gift cards.

Staff Appreciation: Nipa Bhalla

- Photos were so great! Teachers really enjoyed it and thanks to Nipa and her team for a great effort.
- The person who did the desserts would like to help again and Nipa has all her contacts and budget etc. that she will put on Box for the incoming Exec team.

New Business:

Secretary Role

- Trisha Letain emailed Laura regarding the open secretary position and volunteering to take it on. Motioned by Kathy, seconded by Susan. All in favour. **Motion Carried.**

Budget

- Proposed budget discussed earlier in the month by the Exec.
- Proposed budget attached.
- Changes are as follows:
 - Amount to be spent on student education presentation increased to \$3,500.
 - Wish List/Field Trip/Extra Curriculars – increased to \$12,000. Hoping that the teachers can use more of the funds going forward. Discussion about trying to revive ski club. Would need a teacher sponsor. Could possibly use some gaming grant money to cover busses.
- No questions on the budget as tabled.
- Motion to approve the budget for 2023/24 as presented at this meeting. Motioned by Nipa. Seconded by Erika. All in favour. **Motion carried.**



Vote on signing authorities.

- People leaving for this year are **Laura Code** and **Nipa Bhalla**. Staying on is Ayushya Bangur.
- Someone on the PAC has to be a member of VanCity to be a signing authority. No one is a current member. Tricia is happy to become a member. She will set up a meeting with our representative from VanCity.
- Motion to have **Amy Bushek** and **Trisha Letain** as new signatories. Motioned by Susan. Seconded by Dese. All in favour. **Motion Carried.**

Fundraising

- Kathy has sent some coupon book info to Amy for review.
- Local Tri-City business and only seven schools allowed to sell them at any one time. Can't sell them two years running. \$35 a book and \$12.75 goes back to the school. Need to find out some details about how they get handed out – order forms perhaps or an online process. Rather than handing out physical books to each kid and hoping they don't get lost.
- Most fundraisers are only generating 20-30% return and this is 34%. Kathy will find out more information about logistics for presentation at the September meeting so that we can sign up ASAP.

Q to Rachel about book fair and whether it is going to be carried on next year. Rachel confirmed that it is.

Q raised to PAC through a third party regarding two parents being on PAC executive at the same time. Only one parent would be allowed to vote per household. Our bylaws don't state that two parents from one household cannot hold exec positions. Keeping signing authorities separate from the couple. In the case of a tie, they could hold a special meeting to prevent Amy (the Chair) having to vote the tie. PAC will look for a co-chair to support Amy.

The aim next year is to have a PAC update sent to Admin every month for insertion into the monthly newsletter out to parents to keep parents up to date with PAC activity.

Thank you's from Laura to everyone. Particular thanks to Rachel and Tricia. All the teachers who got track, and book fair, and STEAM fair, etc. up and running so successfully. Many thanks to you all.

Year books handed out Tuesday June 27th.

Upcoming Dates:

- Leaving Ceremony Wednesday June 28th.
- Last day of school Thursday Jun 29th.

Motion to adjourn the meeting at 8:18 by Nipa, seconded by Kathy – carried.

Email to reach PAC – citadelmiddlePAC@gmail.com. Any questions please email the PAC and we'll be happy to help!

In attendance: Laura Code, Gabi Green, Susan Jenner, Nipa Bhalla, Kathy Myers, Amy Bushek, Jay Elliot, Dese Fulljames, Erika Skita, Grace Wong, Ayushya Bangur, Trisha Letain, Rachel French, Mark Clay.

**Citadel Middle School PAC
Budget 2022/2023**

INCOME

Gaming (account at Vancity)

Opening Balance	\$	9,180.33
Interest	\$	-
Grant rcvd in Oct 2022-23	\$	8,980.00
A	\$	18,160.33

PAC Account at School (held in KEV)

Opening Balance (PAC Donations)	\$	1,681.00	Note 1
PAC Donations (2022 - 2023)	\$	3,084.00	
Misc. Fundraiser	\$	-	
	\$	4,765.00	

Opening Balance (Grade 8 Leaving Ceremony)	\$	530.17	Note 1
PAC Donations (2022 - 2023)	\$	3,653.55	
Misc. Fundraiser	\$	-	
	\$	4,183.72	

Opening Balance (Staff Appreciation)	\$	177.42	Note 1
PAC Donations (2022 - 2023)	\$	2,080.09	
Misc. Fundraiser	\$	-	
	\$	2,257.51	

PAC Account at School (held in KEV)

\$	11,206.23	B
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Operating (account at Vancity)

Opening Balance	\$	807.90
Interest	\$	-
PAC Donations/Hot Lunch	\$	-
C	\$	807.90

\$	30,174.46
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EXPENSES	Paid	Budgeted	Can be used From Operating	Can be used From Gaming
2022/23 Start Up	\$ -	\$ 500.00	\$ 500.00	\$ -
Classroom funds (\$200 per class, 19 divisions)	\$ 3,800.00	\$ -	\$ 3,800.00	\$ -
Student Services Department	\$ 250.00	\$ -	\$ 250.00	\$ -
BCCPAC Membership Fee	\$ 75.00	\$ -	\$ -	\$ 75.00
Bank Fees/Service Charges	\$ -	\$ 50.00	\$ 50.00	\$ -
Acts In Kindness/ Gifts	\$ -	\$ 200.00	\$ 200.00	\$ -
Riverside Secondary Bursary	\$ 200.00	\$ -	\$ 200.00	\$ -
Student Education Presentation (eg Saleema Noon etc)	\$ 525.00	\$ 1,675.00	\$ -	\$ 2,200.00
Emergency Prep	\$ 659.10	-\$ 159.10	\$ -	\$ 500.00
Miscellaneous	\$ -	\$ 300.00	\$ 300.00	\$ -
Wish List/ Field Trip	\$ 8,398.75	\$ 1,601.25	\$ -	\$ 10,000.00

Note 3:	
Funds alloted already (from Kev)	
Grade 8 Leaving Ceremony	\$ 4,183.72
Staff Appreciation	\$ 2,257.51
Funds Already Paid	\$ 4,954.83
Funds Left after at YE	\$ 1,486.40
Funds alloted already (from Kev)	
Classroom funds (\$200 per class, 19 divisions)	\$ 4,050.00
Acts In Kindness/ Gifts	\$ 200.00
Miscellaneous, Bank Fees	\$ 350.00
Funds Already Paid	\$ 4,050.00
Funds Left after at YE	\$ 715.00
Funds alloted already (from Operating)	
Riverside Secondary Bursary	\$ 200.00
Funds Already Paid	\$ 200.00
Funds Left after at YE	\$ 607.90
Funds alloted already (from Gaming)	
Funds Allotted LY for Archery	\$ 2,900.00
Wish List/ Field Trip	\$ 10,000.00
Student Education Presentation (eg Saleema Noon etc)	\$ 2,200.00
Emergency Prep	\$ 500.00
Funds already paid	-\$ 9,657.85
Funds Left after at YE	\$ 8,502.48

Note 1:	
Total includes:	
Opening balance in KEV:	\$ 1,681.00
c/f from grade 8 leaving ceremony:	\$ 530.17
c/f from staff appreciation:	\$ 177.42
Funds Left after at YE	\$ 2,388.59

Note 2:	
Balance in each account (Per Statements)	
Gaming	\$ 9,217.89
Donation (KEV)	\$ 2,218.27
Operating Vancity	\$ 607.90
Funds Left after at YE	\$ 12,044.06

Deposits	
Monthly Reporting	
Gaming	\$ 18,160.33
KEV (PAC, Gr 8, Stass App)	\$ 11,206.23
Operating Vancity	\$ 607.90

Total expenses	D	\$	13,907.85	\$	4,167.15	\$	5,300.00	\$	12,775.00
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	\$	29,974.46
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Total Balance remaining with PAC (A+B+C-D) \$16,266.61 Note 2

Payments done so far

Check #	Date Paid	Written To	Written for	Amount Paid	Notes
61	13-Sep-22	BCCPAC	Membership Dues	\$ 75.00	
62	13-Sep-22	Boorman Archery	Archery Club	\$ 2,871.38	PY Approved
63			Void		
64	4-Jan-23	The Get Real Movement	Student Education Presentation	\$ 525.00	
65	6-Jan-23	SD #43	Amazon & Micheals (Arts and Games)	\$ 572.69	
66	6-Jan-23	Sportfactor	Playground Equipment	\$ 1,517.11	
67	10-Jan-23	Lion King Jr. scripts	Theatre Production	\$ 347.87	
68	27-Mar-23	Prostock	Team Jerseys	\$ 2,136.75	
69	26-Apr-23	Desse (Emergency Preparedness)	Emergency Preparedness Kit	\$ 659.10	
70	2-May-23	Lion King Jr Supplies	Theatre Production (Supplies)	\$ 132.92	
71			Void		
72	9-Jun-23	Lion King Jr Supplies	Theatre Production (Supplies)	\$ 104.62	
73	20-Jun-23	Kara Thomas	Theatre Production (Supplies)	\$ 715.41	
74					

Withdrawals (Payments)		
Monthly Reporting		
Gaming	\$	9,657.85
KEV (PAC, Gr 8, Stass App)	\$	9,004.83
Operating Vancity	\$	200.00
	\$	18,862.68

Check		
Balance in each account		
Gaming	\$	8,502.48
Donation (KEV)	\$	2,218.27
Operating Vancity	\$	407.90
	\$	11,128.65

**Citadel Middle School PAC
Budget 2023 - 2024**

INCOME

Gaming (account at Vancity)

Opening Balance	\$	9,217.89
Interest	\$	-
Grant rcvd in Oct 2023	\$	-
	A \$	9,217.89

PAC Account at School (held in KEV)

Opening Balance (PAC Donations)	\$	715.00	Note 1
PAC Donations (2023 - 2024)	\$	-	
Misc. Fundraiser	\$	-	
	\$	715.00	

Opening Balance (Grade 8 Leaving Ceremony)	\$	765.84	Note 1
Grade 8 contributions (2023 - 2024)	\$	-	
Misc. Fundraiser	\$	-	
	\$	765.84	

Opening Balance (Staff Appreciation)	\$	737.43	Note 1
Staff Appreciation contribution (2023 - 2024)	\$	-	
Misc. Fundraiser	\$	-	
	\$	737.43	

PAC Account at School (held in KEV)

\$ 2,218.27 B

Operating (account at Vancity)

Opening Balance	\$	607.90
Interest	\$	-
PAC Donations/Hot Lunch	\$	-
	C \$	607.90
	\$	12,044.06

EXPENSES		Paid	Budgeted	Can be used From Operating	Can be used From Gaming
2022/23 Start Up	\$	-	\$ 500.00	\$ 500.00	\$ -
Classroom funds (\$200 per class, 19 divisions)	\$	-	\$ 3,800.00	\$ 3,800.00	\$ -
Student Services Department	\$	-	\$ 250.00	\$ 250.00	\$ -
BCCPAC Membership Fee	\$	-	\$ 75.00	\$ -	\$ 75.00
Bank Fees/Service Charges	\$	-	\$ 50.00	\$ 50.00	\$ -
Acts In Kindness/ Gifts	\$	-	\$ 200.00	\$ 200.00	\$ -
Riverside Secondary Bursary	\$	-	\$ 200.00	\$ 200.00	\$ -
Student Education Presentation (eg Saleema Noon etc)	\$	-	\$ 3,500.00	\$ -	\$ 3,500.00
Emergency Prep	\$	-	\$ 500.00	\$ -	\$ 500.00
Miscellaneous	\$	-	\$ 300.00	\$ 300.00	\$ -
Wish List/ Field Trip/ Extra Curricular Activities	\$	-	\$ 12,000.00	\$ -	\$ 12,000.00
Total expenses	D \$	-	\$ 21,375.00	\$ 5,300.00	\$ 16,075.00

Total Balance remaining with PAC (A+B+C-D) \$12,044.06 Note 2

Payments done so far

Check #	Date Paid	Written To	Written for	Amount Paid	Notes

Note 3:	
Funds allotted already (from Kev)	
Grade 8 Leaving Ceremony	\$ 765.84
Staff Appreciation	\$ 737.43
Funds Already Paid	\$ -
Funds Left after at YE	\$ 1,503.27
Funds allotted already (from Kev)	
Classroom funds (\$200 per class, 19 divisions)	\$ 4,050.00
Acts In Kindness/ Gifts	\$ 200.00
Miscellaneous, Bank Fees	\$ 350.00
Funds Already Paid	\$ -
Funds Left after at YE	\$ 715.00
Funds allotted already (from Operating)	
Riverside Secondary Bursary	\$ 200.00
Funds Already Paid	\$ -
Funds Left after at YE	\$ 407.90
Funds allotted already (from Gaming)	
Wish List/ Field Trip/ Extra Curricular Activities	\$ 12,000.00
Student Education Presentation (eg Saleema Noon etc)	\$ 3,500.00
Emergency Prep	\$ 500.00
Funds already paid	\$ -
Funds Left after at YE	-\$ 6,782.11

Note 1:	
Total includes:	
Opening balance in KEV:	\$ 715.00
c/f from grade 8 leaving ceremony:	\$ 765.84
c/f from staff appreciation:	\$ 737.43
Total	\$ 2,218.27

Note 2:	
Balance in each account (Per Statements)	
Gaming	\$ 9,217.89
Donation (KEV)	\$ 2,419.99
c/f from operating	\$ 607.90
Total	\$ 12,245.78

Deposits	
Monthly Reporting	
Gaming	\$ 9,217.89
KEV (PAC, Gr 8, Stass App)	\$ 2,218.27
Operating	\$ 607.90
Total	\$ 12,044.06

Withdrawals (Payments)	
Monthly Reporting	
Gaming	\$ -
KEV (PAC, Gr 8, Stass App)	\$ -
Operating	\$ -
Total	\$ -

Check	
Balance in each account	
Gaming	\$ 9,217.89
Donation (KEV)	\$ 2,218.27
c/f from operating	\$ 607.90
Total	\$ 12,044.06