



**Central Community Elementary School
Parent Advisory Council – General Meeting Minutes
October 20, 2021**

ATTENDANCE (via Teams)

Chairperson: Bruce Catterall
Treasurer: Colleen Fee
Fundraising Coordinator: Daniella Munroe
Central Principal: Sean Della Vedova
Staff: Laura Pachal
Members at Large: Jessica Ellam, Leanne Francis, Carmen Zukewich, Gillian Gore, Jonida, Niloofar

REGRETS Sarah Chartier (DPAC Representative)

1. CALL TO ORDER

Bruce called the meeting to order at 7:11pm, and read the Territory Acknowledgement. In accordance with the Constitution & Bylaws of the PAC, the quorum requirements had been achieved and the meeting proceeded.

2. APPROVAL OF AGENDA

Bruce apologized for only providing 6 days' notice for the meeting, instead of the required 7. As a result, members were given the opportunity to close the meeting until the proper notice could be given. As nobody deemed that necessary, and there being no errors or omissions, it was then **Moved** and **Seconded** to approve the agenda of the meeting, as circulated. **MOTION CARRIED.**

1. Leanne Francis. 2. Colleen Fee. Approved.

3. APPROVAL OF MINUTES

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the September 29th, 2021 General Meeting, as circulated. **MOTION CARRIED.**

1. Jessica Ellam. 2. Colleen Fee. Approved.

4. ADMINISTRATIVE REPORT

Administration:

It has been a great month for the staff & students, as everyone is settling in & settling together as a team. We currently have 330 students registered at Central.

Covid 19:

Health protocols (hand-washing, daily health checks, etc.) are in place and working well. Masking has been going well with the K-3 students. Students continue to be kept in small, contained groups.

School Entrance Project:

The mural on the eastern gym wall is complete.

The tires that were being used as planters at the school entrance have been removed and recycled. We are waiting to hear further information on planters and stone benches.

Special thanks to Laura Pachal, who was integral to building the pumpkin patch that has been in front of the school for the past week.

Upcoming Events & Activities:

Afterschool Programs & Intramural Hockey – afterschool programs have begun and are working well. An intramural hockey, using foam pucks, is scheduled to begin shortly.

Parent Teacher Conferences – these are scheduled for next week

Student Picture Day – student photos will be taken on Oct 28

Celebrating Central Assembly – to be held over Teams on Oct 29 at 2:15pm. The work of several students in each class will be recognized & the featured students will take home the coveted Celebrating Central ribbon. All students will be acknowledged at some point during the year.

Halloween – COVID restrictions dictate that we cannot have a gathering with families at this year. However, on Friday (October 29) morning, students and staff will celebrate Halloween with a safe outdoor parade.

PJ Day – students are encouraged to wear appropriate pajamas to school on Nov 1, the day after Halloween

Ukulele Club – a drop-in club for the students is now taking place on Tuesdays during lunch (instruments are provided).

Choir – the school choir has been busy, and will debut at the school Remembrance Day assembly on Nov 10. Future “pop-up” events around the community with the choir & ukulele students are coming.

S Vibe – the S Vibe team is returning Nov 29-Dec 3 to teach our students a series of hip-hop dances, culminating in a school performance that will be recorded for parental viewing

Future Programs – a Young Actors Project, involving acting lessons with students, will be coming in term 2, along with a Squad Blue program hosted by the RCMP.

5. CHAIRPERSON’S REPORT

Calendar of Events

Bruce has been continuing to work on a PAC calendar that will detail all the events & activities the PAC must complete throughout the school year. This calendar will be added to the PAC’s future repository of artifacts, and will provide guidance & direction for future PACs.

External PAC research

Bruce continues to research the websites, minutes & details of the other elementary school PACs in the school district. The idea is to look for ideas that we perhaps aren’t aware of / haven’t considered, and to look for others’ best practices.

Oct 15 school visit

Bruce, Colleen & Leanne visited the school to review the PAC assets including the PAC mailbox, filing cabinet, BBQ, popcorn machine, PAC cupboard and items stored in the attic. The food in the cupboard looks to be expired – a point to note for the future.

6. TREASURER’S REPORT

2020-2021 Annual Audit:

Colleen & Bruce have completed a formalized process and checklist for the annual audit of the PAC finances. This will be added to the PAC’s future repository of artifacts, and will provide guidance & direction for future Treasurers and Executives. Going forward, we will need to determine where to store this document in the PAC repository.

Gaming Grant:

We have received our gaming grant for 2021-2022, in the amount of \$6,240

Balance Sheet:

The balances at the end of September were:

- operating account balance 5,351.04
- gaming account balance 4,363.67
- accounts receivable balance 6,943.89
- accounts payable balance 0.00
- the total balance sheet was 16,658.60

Income Statement:

Operating Account

At the end of September, we have a deficit of \$587.00 as compared to budget. This deficit is due to the fact that we have had some initial expenses for the year, but we have not brought in any income as of yet.

Gaming Account

At the end of September, we have a surplus of \$2.20 as compared to budget. This surplus is due to the fact that we have received some interest income on our bank account, but we have had no expenses yet.

Accounts Receivable / Payable:

The balances at the end of September were:

- accounts receivable balance 6,240.00
- accounts payable balance 0.00
- netted together, the total AR/AP 6,240.00

The funds from the bottle depot & gaming grant were deposited on Oct 13 & 15, respectively.

See Appendix A for specifics of the monthly report.

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Sep 30th, as presented. **MOTION CARRIED.**

1. Colleen Fee. 2. Daniella Munroe. Approved.

7. **DPAC REPRESENTATIVE'S REPORT (presented by Bruce in Sarah's absence)**

PAC 101:

The PAC 101 seminar was held on Oct 6, and was once again a rousing success, as it helped to launch PACs on their way for this year.

General Meeting:

The next General Meeting will be held on Wed Oct 27 at 7pm, and will include such topics as "Planning for Post-Secondary Education".

8. **FUNDRAISING COORDINATOR'S REPORT**

Dieleman Fundraising Sales:

The fall DFS campaign starts on Nov 1st and will run for 3 weeks. Orders are anticipated to arrive before Christmas. <https://dfscanada.com/>

Restaurant Night:

A family pizza night is scheduled on Nov 10th with Me-n-Ed's Pizza Parlor. We have found that hosting such events before a day off is the most effective for the PAC & the most desired by the parent community. <https://www.meneds.ca/>

9. COMMITTEE REPORTS

Conflict & Bias Committee:

Nothing to report

Recycling Committee:

Daniella will reach out to Sean to determine how the Recycling Committee will operate this year. It is anticipated to begin on Nov 1st.

Last year, Nicole Owen had a \$50 gift card donated to the PAC by Superstore to enable the PAC to purchase clear plastic garbage bags to be labelled & distributed to the students. This gift card is located in the PAC filing cabinet. For this project, all bags will need to be labelled & distributed with a notice to all students. It is suggested that we divide the project into 2 periods – one for the K-2 students, and one for the grade 3-5 students. This will likely take place in November & December, but more details are to come.

Grade 5 Leaving Committee

While Daniella has taken the lead on the Grade 5 hoodies, a Grade 5 Leaving Committee still needs to be established to plan Grade 5 leaving functions (e.g. field trips, leaving ceremony). This committee will preferably be comprised of current parents of grade 5 students.

If anybody is interested in volunteering for this committee, please feel free to attend the next meeting in November. Also, for more information, please email Bruce at

centralcompac@gmail.com

10. Old Business

PAC Executive Officer & Representative vacancies:

Leanne Francis volunteered to act as the PAC **Secretary** this year. Thank you, Leanne!

The **Vice Chairperson** position is still open, as well as other positions including Community and Multicultural Liaison, Parent Education Coordinator, Communications Officer, Emergency Preparedness Coordinator, Newsletter Editor, and Traffic Coordinator.

If anybody is interested in volunteering for any of these positions, please feel free to attend the next meeting in November. Also, for more information about any of these positions, please email Bruce at centralcompac@gmail.com

PAC signing authorities:

Since the signers have not yet been updated at the RBC, and with the addition of Leanne to the Executive, it was discussed whether a further change to the signers would be prudent before the change was completed at the bank.

A motion was made to change the signing authority for the Central Community Elementary School PAC RBC accounts by removing Daniella Munroe, Colleen Fee and Jessica Ellam, and adding Bruce Catterall, Colleen Fee and Leanne Francis. The motion was **Moved and Seconded. MOTION CARRIED.**

- 1. Bruce Catterall 2. Jessica Ellam. Approved.

The new signers are encouraged to make the change at the RBC before the next meeting in November.

PAC email account:

The password to the centralcompac@gmail.com account has been recovered. Bruce has updated the account with his contact information, and the password has been shared with the current PAC, in order to ensure that the information isn't lost over time.

Daniella noted she was having difficulty accessing the account. Bruce will look into the security settings to see if a solution can be found.

PAC Facebook page:

The Admin roles for the account have been uncovered. Former PAC members have been removed, and the new members have been added. Carmen and Jessica are encouraged to make whatever changes & updates to the page they see fit, including changing the account name & banner photo, posting about the mural and the need for volunteers (for the Grade 5 Leaving Committee, specifically), and posting about a recent kidnapping attempt in our neighbourhood. This Facebook page is important, as it will be a key communication conduit between the PAC and the parent community.

Parents are encouraged to visit the PAC Facebook page at:

<https://www.facebook.com/Central-Community-School-175324962664695>

PAC Document Repository:

The PAC determined that it will use the school PAC website hold such items as meeting agendas & minutes, the Constitution & Bylaws, and forms & templates.

[https://www.sd43.bc.ca/school/central/Parents/PAC/Pages/default.aspx#/=](https://www.sd43.bc.ca/school/central/Parents/PAC/Pages/default.aspx#/) Bruce & Sean are continuing to look at how to do that.

Grade 5 Hoodies:

Daniella has contracted the vendor, and Laura Pachal will attend to the sizing of hoodies for all the grade 5 students, and have the 2022 signature template completed this week. Oct 29th is the due date for the orders.

A huge thanks to Daniella for her prompt efforts with this project!

Spirit Wear:

Colleen presented the offerings from 2 vendors. Based on the pricing, turnaround time & colour selection, we will be going with Mego Gear. <https://www.megogear.com/> We will go with Kelly Green with white lettering, and all shirts will simply say "Central" (no staff- or PAC-specific shirts). Daniella & Carmen can assist the staff with sizing all the students.

BCTF Presentations for Parents:

Bruce has tentatively scheduled the presentation for "Social Media 4 Parents" for either Nov 15 or 22. We are just waiting to hear back from the BCTF.

Body Science workshops:

Bruce sent a follow-up email to Saleema Noon (to the one sent in June), but hasn't heard back yet. He will follow up with the company next week & provide an update at our next meeting.

May Day Banner:

Sean has located a banner that is being stored in the office. Bruce will arrange to check it out with Sean & provide an update at our next meeting.

AV System:

Bruce & Sean have not yet connected further on this item. Possible local vendors to explore include Long & McQuade and Kings Music Abbotsford. Bruce will reach out to Sean and provide an update at our next meeting.

Tent Canopies:

Bruce reached out to Impact Canopies Canada (<https://impactcanopy.ca/>), but has not heard back yet. He will follow up with the company next week & provide an update at our next meeting. He will also look into Costco for pricing comparisons.

School Pinnies:

Sean has not yet reviewed the condition of the school pinnies. He will look into this further and provide an update at our next meeting.

ArtStarts Performances / Workshops:

Because the school is bringing S-Vibe back to the school, the PAC will be covering that cost. If there are any excess funds, we can look at perhaps contributing towards any ArtStarts performances & workshops that the school may wish to pursue.

11. New Business

Popcorn machine:

In the Jan 2020 minutes, it was noted that a mechanical issue arose with the power to the popcorn machine. A workaround was established, but the machine has not yet been fixed. We don't need to attend to it now, but it is a point to remember for the future. Jessica and Courtney (among others) were the primary users of the popcorn machine. Before the knowledge is lost, Jessica has been asked to create a set of procedures for how to operate the machine (including timing & volumes) so that the knowledge can be passed on to future PACs.

12. DATE OF NEXT MEETING

The next meeting is schedule for Wed, Nov 17, 2021 at 7pm.

13. ADJOURNMENT

Bruce made a motion to adjourn the meeting. The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

1. Jessica Ellam. 2. Daniella Munroe. Approved.

The meeting was adjourned at 8:56pm.

APPENDIX A – FINANCIAL SUMMARY

CENTRAL COMMUNITY SCHOOL PARENT ADVISORY COUNCIL

MONTHLY REPORT

July 1, 2021 to June 30, 2022

OPERATING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date Actuals	Annual Budget	Budget Remaining
INCOME			
Treat Days (4 per year)	-	500.00	500.00
Movie Nights (2 per year)	-	400.00	400.00
Winter Event - Santa Pancake Breakfast	-	500.00	500.00
DFS Fundraisers	-	2,000.00	2,000.00
Me-n-Ed's Pizza Night	-	1,000.00	1,000.00
Recycling - Bottle Depot	-	1,000.00	1,000.00
Seed Sale Fundraiser	-	400.00	400.00
Event Floats - In	-	150.00	150.00
TOTAL INCOME	-	5,950.00	5,950.00
EXPENSES			
Contingency	500.00	500.00	-
Event Floats - Out	-	150.00	150.00
Office Supplies	-	50.00	50.00
Treat Day Supplies (4 per year)	-	250.00	250.00
Movie Night Supplies (2 per year)	-	350.00	350.00
Winter Event - Santa Pancake Breakfast	-	500.00	500.00
May Day Parade - supplies	-	100.00	100.00
Teachers' WishList	-	2,000.00	2,000.00
Field Trip Transportation	-	2,500.00	2,500.00
Lions Park Day - freezies	-	50.00	50.00
Grade 5 Grad - cupcakes	-	100.00	100.00
Staff Gifts	-	200.00	200.00
BCCPAC Membership (2021-2022)	75.00	-	75.00
Bank Charges	12.00	50.00	38.00
TOTAL EXPENSES	587.00	6,800.00	6,213.00
(-SURPLUS) / DEFICIT	587.00	850.00	263.00

GAMING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date Actuals	Annual Budget	Budget Remaining
INCOME			
Government Gaming Grant	-	6,000.00	6,000.00
Interest	2.20	-	2.20
TOTAL INCOME	2.20	6,000.00	5,997.80
EXPENSES			
BCCPAC Membership (2022-2023)	-	75.00	75.00
Spirit Wear	-	4,500.00	4,500.00
Saleema Noon - sex education	-	1,000.00	1,000.00
school performance-based activity (S Vibe)	-	3,500.00	3,500.00
Bank Charges	-	-	-
TOTAL EXPENSES	-	9,075.00	9,075.00
(-SURPLUS) / DEFICIT	- 2.20	3,075.00	3,077.20

2021-2022 BALANCE SHEET as at 05-Oct-21	
ASSETS:	
Bank - Operating Funds	5,351.04
Bank - Gaming Account	4,363.67
Accounts Receivable	6,943.89
TOTAL ASSETS	16,658.60
LIABILITIES:	
Accounts Payable	-
TOTAL LIABILITIES	-
TOTAL BALANCE SHEET	16,658.60

OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
12-Oct-21	Return It Bottle Depot		703.89	703.89
			Payable	Receivable
			-	703.89
			-	703.89

GAMING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
15-Oct-21	Gaming Grant		6,240.00	6,240.00
			Payable	Receivable
			-	6,240.00
			-	6,240.00

CUMULATIVE - ACCOUNTS PAYABLE / RECEIVABLE				
		Payable	Receivable	Net
Operating & Gaming Accounts		-	6,943.89	6,943.89