



Citadel PAC Meeting May 29, 2023 7pm in the Library

Chair:	Laura Code	Present
Treasurer:	Ayushya Bangur	Present
Secretary:	Gabi Green	Present
DPAC Rep:	Susan Jenner	Present
Social Media:	Nipa Bhalla	Present
Grade 8 Leaving:	Erika Skita/Dese Fulljames	Present
Principal:	Tricia Tipper	Present
Vice Principal:	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 – Nipa and seconded by Susan. All in favour. Passed.
- Adopt the April minutes – Kathy and seconded by Susan. All in favour. Passed.

REPORTS:

Principal's Report: Tricia Tipper/Rachel French

- Info for next year – down in enrollment about 10-15 students so dropping from 19-18 divisions.
- Moving away from Teams. The focus is going to be on building community, sense of belonging, and safety. Fostering collaboration. Building relationships between staff, students, and parents. Mixed across the grades.
- New Principal – Mark Clay. Coming from Moody Middle. Tricia back to retirement.
- Acknowledgment that admin heard the commentary about explorations in the school being a little tech heavy. Trying to build in more hands-on projects under the STEAM banner. Music will continue – exposure to different genres and experimenting with music. Couple in development stage – Applied Arts – combo of drama, set material building, and creation. Try to align drama more with the technical drawing aspect. Fourth option as next year Teams will have four divisions apart from LFI and MAAC which will each have three. Media Arts will be the fourth. Using the Learning Commons and it will have a literacy component and be project based and as hands-on as possible.
- First week back is already in planning. Focus on community building. Teams are becoming Communities and the names will come at the beginning of the year.
- Q regarding cameras and have they noticed a reduction in activity. NO damage to the building and no windows broken and the neighbours have noticed a significant decrease in activity.
- Cross walk marking at the end of the driveway will be done soon – hopefully before the end of the year.
- Windows almost all replaced. Only one at the back and the front window. Delay is due to a supply chain issue according to the District. Tricia will email again and ask for an update.



- Tricia and Rachel have started the process of getting the Citadel School sign replaced. Think it is a City sign but have asked for a quote to put a long wooden sign on the grassy hill. Will enquire whether the City would be willing to pay some of the costs.
- Gates have been locked on Sundays when they weren't before. Typically, District gates are locked on weekends, but our fields are used for baseball and lacrosse. Tricia will see if they can get them opened on Sundays for community use.

Chair: Laura Code

N/A

Treasurer: Ayushya Bangur

- Balance in Leaving Ceremony donations and fundraising \$3,493.55
- Grade 8 \$1,665 left. Spent \$2,386 so far.
- Staff Appreciation \$1,955.09 total \$2,132.
- Gaming \$9,322 – \$3,000 not spent but some expenses coming in for the play.
- Operating \$807 (\$200 to Riverside bursary to come out in June).
- \$715 in KEV PAC account.
- Q from Tricia about the Gaming account – is the intent to roll balance over or deplete it? Reason is that the gym equipment needs a refresh. We are allowed to roll over for three years. Gaming is unlikely to take the money away. Need to have an Executive to be eligible for gaming funds. Gaming is applied for in June on this year's student numbers. Could make new equipment part of next year's wish list. Volleyball standards, nets, badminton racquets (just bought new and they aren't lasting well). Basketballs, soccer balls. Do not have an estimate for costs right now. Athletic director will be asked to cost up some options to be discussed in time for next year's wish list.

DPAC: Susan Jenner

- Two meetings in past month.
- April 26th – budget summary for SD43 presented by Assistant Superintendent Nadine Tambellini. Increase in Indigenous staffing at each secondary school. No teacher layoffs in the district this year. Hiring 15 permanent TTOCs for the District.
- Extra \$5k to DPAC for next year.
- Extra \$10k for music programs in the district.
- Anti racism person designated.
- Playground process summarized for renewal.
- Report cards discussed. Change from letter grades to verbal levels. Can be a challenge for some families to decipher. Provincial change. Some errors using MyEd but you can get a printed report card if required.
- May 24th – presentation on Student Leadership Council.
- Election of the new DPAC exec (see list attached.)
- Great resource to find out what is happening in our District.
- Grant applications must be in by June 30th.
- BCCPAC renewal by 1 September 2023.



Fundraising Report: Laura Code

N/A

Grade 8 Leaving: Erika Skita/Dese Fulljames

- All decorations almost done. Need more volunteers for the day to man the carnival stations. Perhaps ask the Grade 7 parents if they would like to come and help and get ideas for next year's leaving ceremony.
- Ask Riverside Secondary if they have any kids who want to volunteer. Specifically ask for the Leadership kids.
- Q re: photos. Dese now has all but six. Will leave them off completely if they don't send a baby photo in time.
- Music – checking on acceptable language for music. Better to be safe than sorry.
- Got 50 super large pizzas from Reggianos for \$500 and \$50 delivery. Includes gluten and dairy free.

Staff Appreciation: Nipa Bhalla

- All looking good. Very happy with the money that has come in for the budget. Wed next week. Have enough volunteers.
- Hope to get some photos to post on FB later.
- Nipa has her planning process that will go on Box for next year's planning team.
- Rachel will confirm decorating times with Nipa.

New Business:

- Emergency supply stuff is now done. Thanks to Dese. Very organized and in clear bins and with lists inside.
- Gabi will add the lists to Box.
- Rachel to email costs for next year's Saleema Noon to PAC for the budget meeting next month.

PAC Elections for term July 1 2023 to June 30 2024:

- **Chair:** Amy Bushek, nominated by Laura and accepted; **Elected** by Acclamation.
- **VP:** Empty
- **Treasurer:** Ayushya Bangur, nominated by Laura and accepted; **Elected** by Acclamation.
- **Secretary:** Open
- **DPAC Rep:** Jay Elliot, nominated by Laura and accepted. **Elected** by Acclamation.

Motion to accept the 2023-2024 Executive members as elected: Dese

Second: Susan

CARRIED

Non-elected Committees:

- **Fundraising Committee:** Kathy Myers
- **Social Media:** Erika Skita
- **Staff Appreciation:** Open
- **Grade 8:** Open



Upcoming Dates:

Pro D day on June 5th.

Play June 7th and 8th and feeder schools are coming on the 6th.

Next meeting is Monday June the 26th at 7pm in the school library. Budget vote at this meeting so please come and vote.

Motion to adjourn the meeting at 8:13pm by Kathy, seconded by Erika – 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, HongKee Wong, Ayushya Bangur.

DPAC Executive Members 2023-2024

President	Rosey Manhas
Vice President	Zainab Alkassab
Secretary	Marcela de la Pena
Treasurer	Jamie Manchester
Newsletter Editor	Amy Jaeggle
Parent Education Coordinator	Heather McMullen
Health & Safety Coordinator	Nick Horning
PAC Communications Liaison	Bruce Catterall
Member at Large	Melody Watkins
Member at Large	Michaela Ross
Member at Large	Ron Foster

**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)	\$	3,493.55	
Misc. Fundraiser	\$	-	
	\$	4,023.72	
Opening Balance (Staff Appreciation)	\$	177.42	Note 1
PAC Donations (2022 - 2023)	\$	1,955.09	
Misc. Fundraiser	\$	-	
	\$	2,132.51	
PAC Account at School (held in KEV)	\$	10,921.23	B
Operating (account at Vancity)			
Opening Balance	\$	807.90	
Interest	\$	-	
PAC Donations/Hot Lunch	\$	-	
	C	\$ 807.90	
	\$	29,889.46	

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	\$	-	\$ 500.00	\$ -	\$ 500.00
Miscellaneous	\$	-	\$ 300.00	\$ 300.00	\$ -
Wish List/ Field Trip	\$	8,237.82	\$ 1,762.18	\$ -	\$ 10,000.00
Total expenses	D	\$ 12,887.82	\$ 5,187.18	\$ 5,300.00	\$ 12,775.00

Total Balance remaining with PAC (A+B+C-D) \$17,001.64 Note 2

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					
72					
73					
74					

Note 3:	
Funds alloted already (from Key)	
Grade 8 Leaving Ceremony	\$ 4,023.72
Staff Appreciation	\$ 2,132.51
Funds Already Paid	\$ 2,356.81
Funds Left after at YE	\$ 3,799.42
Funds alloted already (from Key)	
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	\$ -
Funds Left after at YE	\$ 607.90
Funds alloted already (from Gaming)	
Funds Allotted LY for Archery	\$ 2,900.00
Wish List/ Field Trip	\$ 1,762.18
Student Education Presentation (eg Saleema Noon etc)	\$ 1,675.00
Emergency Prep	\$ 500.00
Funds already paid	\$ 8,837.82
Funds Left after at YE	\$ 20,160.97

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
	\$ 2,388.59

Note 2:	
Balance in each account (Per Statements)	
Gaming	\$ 10,114.53
Donation (KEV)	\$ 2,419.99
c/f from operating	\$ 807.90
	\$ 13,342.42

Deposits	
Monthly Reporting	
Gaming	\$ 18,160.33
KEV (PAC, Gr 8, Stass App)	\$ 10,921.23
Operating	\$ 807.90
	\$ 29,889.46

Withdrawals (Payments)	
Monthly Reporting	
Gaming	\$ 8,837.82
KEV (PAC, Gr 8, Stass App)	\$ 6,406.81
Operating	\$ -
	\$ 15,244.63

Check	
Balance in each account	
Gaming	\$ 9,322.51
Donation (KEV)	\$ 4,514.42
c/f from operating	\$ 807.90
	\$ 14,644.83