

Minutes

École Coquitlam River Elementary Parent Advisory Council
Thursday, April 10, 2025

1. In Attendance & Introductions

Meeting Start Time: 19:06

In Attendance: Tanya Wu, Chelsea Giesbrecht, Alysha Hackett, Tanya Wilson, Lina Grajales, Angie Morton, Marina Bradshaw, Pamela

2. Approval of Minutes – March

Minutes were approved by: Marina Bradshaw

3. Approval of Agenda

Agenda was approved by: Chelsea Giesbrecht and Tanya Wilson

4. Principals Report – David Mushens

- Terry Fox Run tomorrow – takes the whole afternoon
- Next Wednesday is start of Como Lake relays for grade 4/5s
- Track and field practices May 20th, at Town Centres - Grades 3-5
- Playground update – \$2500 from PAC – sandbox quote: \$5150 (22x22) looking for \$2600 to finish funding the project
- Disc swing on intermediate playground may have to come down – one of the support cables is starting to fray – Cost to replace the 4 “cables is about \$1800)
- Playgrounds are PAC funded and fundraised for
- It's District Budget time – tight budget – significant organization changes coming
 - o Budget gets passed on April 22, 2025
 - o Long term project goal – planning for possible shade sails and possibly trees planted – there is no shade on the back field for the kids

Q&A

None

5. Treasurer Update – Lina Grajales

CRE PAC Treasurer Report

School Year 2024/2025

Meeting Date: April 10, 2025

Please remind the teachers that the following is available to them again:

- Classroom Fund: \$150/division

Minutes

École Coquitlam River Elementary Parent Advisory Council
Thursday, April 10, 2025

- Field Trip Fund: \$5/student – Is this not being utilized because teachers may not know how to use this fund? It's a form to be filled out and the PAC
- Teacher Wish List: \$2500 – to be used towards a sandbox

ACCOUNT BALANCES – April 8, 2025

Operating Fund – \$33,048.31

- To be withdrawn (cheques issued): \$92.97

Gaming Fund - \$8,157.69

Playground Fund - \$13,371.89

Grade 5 Account - \$2,313.79

ACCOUNT BALANCES – Apr 8, 2025

Operating Fund - \$33,048.31

- To be withdrawn (cheques issued): \$ 92.97

Gaming Fund – \$8, 157.69

Playground Fund - \$13,371.89

Grade 5 Account - \$ 2,313.79

Notes:

2025 March 20, attended the 'Community Gaming Grants PAC & DPAC Webinar'

- GOAL: Distribute funds to as many kids as possible. Grant is to use the money in a way that benefits students by
 - enhancing extracurriculars
 - Guidelines have been updated – will need to review to see what the changes are
 - The application process will now be fully online
 - Amount remains at \$20/student. This has been the same since the grant was started and they do not anticipate the amount to change.
 - Community gaming has finished its 9 year transition to a new ministry. Therefore, there is now a new system.
 - PAC requires a BCeID
 - o I have begun the process. Waiting on a letter to arrive at the school to complete the process.

Minutes

École Coquitlam River Elementary Parent Advisory Council
Thursday, April 10, 2025

- Some examples of uses:
- Field trips within BC (pumpkin patch, virtual field trips, gingerbread houses)
- Presentations, performers (music, theatre, science, etc), writing workshops
- Grad hoodies/water bottles designed by students
- Dances, movies, carnivals -> School spirit, not for fundraising
- Entertainment, not curriculum: novels, magazines, board games, colouring books
- Have 24 months to spend

Please see attached proposed budget for 2025-2026 for discussion prior to the AGM

Fundraising Info:

- Teachers LOVED the coffee truck for the Teacher Appreciation Week and choosing their own cookies
- Maybe ask coffee truck about being at the Carnival
- Coupon Books were a huge fundraiser, but we need to try and do it a different way next year
- Hot Lunches are big fundraisers, but we may need to reconsider some vendors (eg. Red Robins and Sushi Fu)
- Looking for new possible vendors – A&W?
- Can we start up hotdog days next year?
- My Safe Life – will not be offered again
- Gaming Account – This money is granted to the PAC (through an application)
 - o Used for events and fun engagements for the kids

6. Input from Parents Present:

- Buddy Benches are almost always wet so kids don't want to sit on them
- Carnival – interested vendor – cotton candy lady – info will be passed on to PAC e-mail

7. Chairpersons Report

- Newsletter – in teacher's mailboxes
- Hot Lunches/Treat Days:
 - o April 17 – Sushi Fu
 - o May 1 – Little Caesar's
 - o May 9 – TCBY
 - o May 15 – Subway
 - o May 28 – Fruit & Veg day is Peppers
 - o May 29 – Red Robin

Minutes

École Coquitlam River Elementary Parent Advisory Council
Thursday, April 10, 2025

- Volunteers are still needed for the remaining Hot Lunches – Sign up at:
www.tinyurl.com/HotLunchHelp
- Upcoming Events:
 - Portable Planetarium – May 5 and 6 – David to arrange the schedule
 - Year-End Carnival – Friday, June 6th, 4-8pm (time may be adjusted)
- Crossing Lights Update – They're up and operational. Kids will be reminded on how to properly use the lights to cross
- Mother's Day Shopping Night is cancelled
- Any Input for Hot lunch Vendors next year?
 - Discontinuing Sushi Fu – the order requires a lot of work and there aren't enough volunteers

Ongoing Fundraisers:

- **Pedalheads discount** – COQRIVER25 – you receive \$25 off the price of the camp and the CRE PAC receives \$25 every time the coupon code is used.
- **Purdy's** – order closed April 2.
- **Growing Smiles** – CoquitlamRiver.growingsmilesfundraising.com – Ordering closes April 16th, 2025 – Pick up May 1st, 2025 (2:30-3pm – front foyer, 6-7pm front foyer)
- **Cobbs @ Oxford crossing** – you can donate your points to the PAC.
- **Mabel's Labels** – go to mabelslabels.ca and click "support a fundraiser" search for our school (CRE PAC) and get shopping. There is a wide variety of labels you can create.
- **Return it Depot** - walk up with your bottle returns in a clear or see-through blue plastic bag and put in the school's phone number (604) 942-0241 into the express return machine – print out your labels and place them on the bags to leave in the express return area for your deposit to go to the fundraising efforts. Don't forget to scan the bag, and remember there is a **maximum of 12 glass bottles per bag, and 6 bags per day.**

8. Grade 5 Update

- Nothing

9. New Business

- Nothing

10. Next Meeting – AGM Meeting: May 8, 2025

11. Adjournment: 20:31

ATTACHMENTS TO FOLLOW

Minutes

École Coquitlam River Elementary Parent Advisory Council Thursday, April 10, 2025

Item: General Account	Approved Budget 2024-2025	Spent to Date	Current Balance	Notes	Proposed Budget 2025-2026
BCCPAC Membership (Gaming account)	\$ 75	\$ 101.50	-\$ 26.50	Moved to Gaming Budget	\$ -
Babysitting (\$17.50/hr)	\$ 700	\$ 297.50	\$ 402.50	Keep the same (\$17.50/hr)	\$ 700
Social Committee	\$ 300	\$ 172.06	\$ 127.94	To be used for PAC MISC. Meeting snacks, pizza for volunteers, etc.	\$ 300
Classroom Funds	\$ 3,000	\$ 790.63	\$ 2,209.37	\$150/classroom, plus Library, Music, 2 Teacher Assist. This year we covered 19 total. Budget is currently for 20.	\$ 3,000
Teacher wish list	\$ 2,500		\$ 2,500.00	Keep the same	\$ 2,500
Field Trip Funds	\$ 1,600	\$ 346.50	\$ 1,253.50	Moved to Gaming Budget	\$ -
Snowflake Ball/ DJ	\$ 1,250	\$ 1,273.62	-\$ 23.62	Increase to \$1400	\$ 1,400
Pac Movie Night*	\$ 1,000	\$ 589.55	\$ 410.45	We don't tend to make much money here. Usually are close to breaking even. Would budget \$500 per event.	\$ 1,000
Grad Funds	\$ 500	\$ 500.00	\$ -	Keep the same	\$ 500
Christmas Hampers	\$ 500	\$ 500.00	\$ -	Keep the same	\$ 500
Strong Start	\$ 500		\$ 500.00	Keep the same - 2024/2025 was a transition year	\$ 500
PAC Supported Lunches (Increased to 4,500 from 3,500. Approved Feb 6, 2025)	\$ 4,500	\$ 2,870.00	\$ 1,630.00	Was increased part way through this year. Keep to increased amount.	\$ 4,500
Munch a Lunch	\$ 280		\$ 280.00	Have not notified of any increases. Keep the same.	\$ 280
Miscellaneous Admin Expenses	\$ 500	\$ 21.00	\$ 479.00	Keep the same (stamps, ink, labels, etc.)	\$ 21
Volunteer appreciation gifts (draws)	\$ 200	\$ 125.94	\$ 74.06	Is this something we want to keep doing? Keep the same?	\$ 200
PAC Zoom (approved Sept 12, 2024)	\$ 214	\$ 192.55	\$ 21.45	Keep the same	\$ 214
December Treat day	\$ 616	\$ 604.80	\$ 11.20		\$ -
Charlie's Chocolate (approved Oct 2, 2024)				Moved to Gaming Budget	\$ -
Popcorn Machine (approved Nov 5, 2024)	\$ 325	\$ 324.79	\$ -	N/A	\$ -
Carnival (approved Mar 6, 2025)	\$ 5,000	\$ 767.90	\$ 4,232.10	Not sure if there will be a carnival. Do we want to preapprove a budget?	
Teacher Appreciation Week (approved Mar 6, 2025)	\$ 500	\$ 262.50		Keep the same	\$ 500
TOTALS:	\$ 24,060	\$ 9,740.84	\$ 14,081.45		\$ 16,115.00

*Need to add in February Movie Night

Fundraising sources	
Sun Oka Farms	\$ 268.00
Coupon Books	\$ 2,941.05
Cosutme Sales	\$ 100.00
Prudy's (december)	\$ 431.08
My Safe life	\$ 405.00
Hot lunches (approx. Up to April 3)	\$ 3,918.92
Growing Smiles	\$ 109.00
WestCoast Seeds	
Neufeld's	\$ 8,173.05

Item: Gaming Account	Approved Budget 2024-2025	Spent to Date	Current Balance	Notes	Proposed Budget 2025-2026
BCCPAC Membership (Gaming account)	\$ 75	\$ 101.50	-\$ 26.50	Increase to \$100. Fee went up this year.	\$ 100
Field Trip Funds	\$ 1,600	\$ -	\$ 1,600.00	This is paid out of the Gaming Funds. Currently set at \$5/student. Estimate 320 students	\$ 1,600
December Treat day	\$ 616	\$ 604.80	\$ 11.20		\$ 675
Charlie's Chocolate (approved Oct 2, 2024)				Assume approx. 10% increase	\$ 100
End of year freezie day			\$ -		\$ 100
Dance Class (Hip Hop)	\$ 1,500	\$ 1,500.00	\$ -	Keep the same	\$ 1,500
Activity (performance, etc) - planetarium	\$ 1,500	\$ 1,565.00	-\$ 65.00	Keep the same	\$ 1,500
Welcome back coffee and donuts		\$140	-\$ 140.00	New item	\$ 200
TOTALS:					\$ 5,675.00

Estimate receiving (based on 310 students, \$20 per student)	\$ 6,200.00
Budget amount left over	\$ 525.00

Changes to the above:

- PAC supported Lunches to be increased to \$5000 for the year
- Miscellaneous Admin Expenses to remain at \$500
- PAC Zoom fee increased to \$245
- My Safe Life – will not be returning next year

Minutes

École Coquitlam River Elementary Parent Advisory Council
Thursday, April 10, 2025

- Note – Hot Lunches, Purdy's and the Coupon Books are our best fundraisers, but we will need someone to take on the coupon books next year

END OF DOCUMENT