

James Park PAC Meeting Minutes Tuesday, June 17, 2025 6:00 pm, Learning Commons

In Attendance: Christine Mackenzie, Donna Ciarniello, Cynthia Johnson, Soda Cran, Helen Cran, Katherine McGill, Courtney Eisel, Luciana Ferro **Non-Voting Attendees:** Rob Wright

Zoom: None **Minutes Prepared By:** Courtney Eisel

	Agenda Item
1	Call to Order: 6:06 pm Land Acknowledgement
2	Approval of the Agenda MOTION: Katherine CARRIED: Cindy
3	Approval of the April 15, 2025, Meeting Minutes MOTION: Cindy CARRIED: Katherine
4	Approval of the May 13, 2025, Meeting Minutes MOTION: Luciana CARRIED: Cindy
5	President's Report (Christine Mackenzie) • Thank you for a great year, I look forward to supporting you anyway I can next year • Indigenous books for the school to use as teaching resources have been purchased from Western Sky Books. Funds raised and allocated by PAC to be used for this purchase.
6	Principal's Report (Rob Wright) • Thank you to the PAC for all of your hard work. I feel so fortunate to be at a school with such a dedicated, hard-working PAC and look forward to working together again next year. • James Park Talent show! • The first half of the talent show was today—those who participated did a great job! • The second half of the talent show will take place tomorrow • Indigenous assembly to take place on Friday, June 20th in acknowledgement of National Indigenous History Month. • Summer Camp is on its way! You may notice leaders around JP as some have training Thurs/Fri this week • Enrollment update: • We have been assigned 18 divisions

	• Staff next year: • Ms. Campbell has stepped in for Mr. Chang for the rest of the year. Mr. Chang will also be on leave, not returning next year. • Ali Smith is giving Middle School a try at Minnikhada- we wish her the best. • We welcome Kevin Alt for next year, who will take over Ms. Smith's position • As of now: We are planning on 17 EAs for next year • We have booked Tennis for the school-wide activity for next year. <i>Fun Tennis</i> is booked for next year as a school-wide program
7	Hot Lunch (Donna Ciarniello) • Profit this year: \$13,109.08 • We'd like to do a pasta day at least once a term • We've had good feedback about the addition of chicken to the Domino's menu
8	Fundraising (Courtney Eisel, Katherine McGill) • As we have had to move our storage/donations items from our room in the annex, and pare down what we have, Soda has been selling donations, etc that we do not currently have space for. So far, she has through this, she has fundraised \$34 for the PAC. Great job! • We need to figure out storage/shelving system for our storage. • Kid's Shopping Event: As we have lost a significant amount of storage space in the annex , <u>we have great concerns that we may not be able to accommodate donations for the Kid's Shopping Event.</u> If we don't have the space for the donations, we cannot hold this fundraiser (and tremendously important event) for our James Park community, who may not otherwise have a Christmas were it not for the Kids Shopping Event. We will need to get creative with storage if we want this wonderful event to go on.

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5th Grade (Cindy)

- Yearbooks have come in (Thank you, Imran at ABC Printing for your help! They look great!)
- We would like to thank Imran with ABC Printing who was so willing to work with us and help use with our printing of yearbooks and working with our budget to give our 5th graders a beautiful yearbook! Thank you, Imran for helping us make yearbooks possible!

• **ABC Printing:** <https://www.printbc.com/>

2701 Kingsway Ave, Port Coquitlam

- This Friday is our last freezie sale of the year!
- **Odds and Ends:**
 - Need to get juice boxes for the leaving ceremony
 - I plan to get 5 boxes of freezies for 5th grade coordinators to start of their fundraising next year

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• **Leaving Ceremony:**

- June 23rd evening- begin set up for leaving ceremony
- June 24th leaving ceremony
 - Morning for decoration, set up, etc.
- Katherine Phillips (Terry Fox) bringing popcorn machine on the morning of the 24th and their life skills students will pop the popcorn and are donating the time, popcorn, and oil for this event. (Thank you so much!!!)

Treasurer's Report (Katherine)**• Motion to amend the 2024/25 General Budget as follows:**

- Add a new line item titled 'Technology Contribution,' which will be a \$1,500 contribution to James Park Elementary School to put towards the purchase of iPads for student use.
- Add a new line item titled 'Music Club Uniforms,' which will be a \$2,000 contribution to James Park Elementary School to be spent on uniforms for the Music Club. These uniforms are to be owned and maintained by the school.
 - Amend the Music Club Uniform line item by adding a note that this purchase can take place in the 2025/26 fiscal year. The deadline for this purchase is December 31st, 2025.

Moved by Katherine, seconded by Donna.

8 in favor, 0 opposed, 0 abstentions, MOTION CARRIED.

• Motion to amend the 2024/25 Gaming Budget as follows:

- Add a new line item titled 'Grade 5 Leaving Ceremony Decorations,' which will be a \$200 contribution towards purchasing decorations for the Grade 5 Leaving Ceremony. These decorations should be reusable for future Grade 5 Leaving Ceremonies.
- Add a new line item titled 'Pumpkin Patch,' which will be a \$300 contribution to James Park Elementary School to be used towards the cost of pumpkins for the Fall Pumpkin Patch. *****This contribution has already been made through the PAC General Account. This motion is being made to have gaming funds cover this expense instead.*****
- Remove the note "Any unallocated profits from the 2024/25 Gaming Budget to be put towards Grade 5 year-end celebrations" from the Gaming Budget.

Moved by Katherine, seconded by Courtney.

8 in favor, 0 opposed, 0 abstentions, MOTION CARRIED.

• Motion to approve the 2025/26 General Budget.

- Amend the Munchalunch Fees line item so that the expense is raised from \$336 to \$370.

Moved by Katherine, seconded by Cindy.

8 in favour, 0 opposed, 0 abstentions, MOTION CARRIED.

• Motion to approve the 2025/26 Gaming Budget.

Moved by Katherine, seconded by Christine.

8 in favor, 0 opposed, 0 abstentions, MOTION CARRIED.

	• Purchases Outside of Budget ○ \$125 was spent on year-end gifts for staff members who have been exceptionally helpful to PAC and to a leaving PAC member. • Bank Account Amounts on June 17, 2025 ○ General Acct ▪ PAC: \$16,143.79 ▪ Grade 5: \$409.40 ○ Gaming Acct: \$4,539.04 ○ Savings Acct: \$1.03
11	New Business • Thank you to Rob for all his help this past year. • PAC would like to extend our thanks to Cindy Johnson for all of her years of service. Cindy's connections to James Park stem back to her childhood, when she herself was a student at this school. Cindy has been a pivotal member on PAC, with roles including Munchalunch Coordinator, Secretary, and, more recently, Grade 5 Coordinator. She has always been a reliable volunteer and has been a joy to work with. This past school year, Cindy has worked her butt off as Grade 5 Coordinator and pulled off an amazing Activity Day for the Grade 5s. She also worked hard to make purchases for Grade 5 that will last for years to come, and also benefit PAC as a whole. She will be greatly missed! • Popcorn Machine: Katherine Phillips has offered to bring the popcorn popper to James Park once a month next school year to let us use the popcorn popper and see if it is something we can use for fundraising, would use often enough to purchase one ourselves. We just need to buy and provide our own popcorn and oil.
12	Old Business Staff Appreciation: We transformed the staff room and replenished platters of goodies and drinks throughout the day. We also ordered cute little ducks to leave in staff mailboxes, with some picked especially for the recipient. ○ Donations: \$1,441.21 ○ Expenses: \$1,398.55 ○ Carry over to 2025/26: \$42.66 Drop-off/pick-up: There are a limited number of spaces, and they are needed for our staff. When staff are unable to find parking, they're forced to look for street parking, which delays their arrival and adds unnecessary stress. Staff often carry supplies and materials into the school for their students, and being able to park nearby helps them bring everything in safely and efficiently. Quick access to the building also ensures they're ready to welcome our children and start the day on time. Bylaw Infractions: If anyone (parents, caregivers, etc.) witnesses illegal activity/bylaw infraction, <u>anyone</u> can call the Port Coquitlam City Bylaw (604-927-5440) to report.
13	Next Meeting: See you in September!!!
14	Adjournment: 8:20 pm

