

# James Park PAC Meeting Minutes

## September 27th, 2022

**6:30 pm at James Park Elementary School**

Minutes By: Katherine McGill

In Attendance: Sonja Feichtinger, Lyndsay Krause, Joe Chirkoff, Katherine McGill, Rosalie Wells, Donna Ciarniello, Christine Everitt, Luciana Ferro Sardi, Crystal Craig, Cori Kehler, Rob Wright, Hannah Macdonald, Jesse Dramer

Observers (via Zoom): Iain, Janice, Daniel, Cindy, Arpita, Hanh Le, Ryan Fontanilla, Zahra, Jessica, Sina Gole-Stanirad

	Agenda Item	Action Needed
1	<b>Call to Order:</b> 6:35 pm. Welcome and Zoom Instructions	
2	<b>MOTION to present Treasurer’s Report at the beginning of the meeting.</b> Motion Sonja, 2nd Lyndsay, <b>CARRIED.</b>	
3	<b>MOTION for the approval of the agenda.</b> Motion Lyndsay, 2nd Luciana, <b>CARRIED.</b>	
4	<b>MOTION for the approval of the June 14th, 2022 Meeting Minutes.</b> Motion Katherine, 2nd Donna, <b>CARRIED.</b>	
5	<b>Treasurer’s Report</b> (Joe Chirkoff) <ul style="list-style-type: none"> <li>- General Account - \$3,449.41</li> <li>- Gaming Account - \$48.43</li> <li>- General Savings - \$50,109.70</li> <li>- The Gaming Account is low because we transferred money to General Savings for the playground fund. We expect to move \$5,000 to \$10,000 to the General Savings this year depending on how our fundraising goes.</li> <li>- Projecting \$5,300 in profit in the General Account this year. This is a lowball estimate as hot lunch did very well last year.</li> <li>- Gaming grant is coming on Oct 15, 2022. Should be getting \$7,000 this year.</li> </ul>	
6	<b>Principal’s Report</b> (Rob Wright) <ul style="list-style-type: none"> <li>- Enrollment Changes - Addition of one K/1 division, 375 students enrolled (April of last school year was 342), 45 Grade 5 students, 13 EAs.</li> <li>- Lots of staff changes this year.</li> <li>- The reintroduction of the breakfast program has been a great</li> </ul>	

	<p>success with 150-200 meals served per day.</p> <ul style="list-style-type: none"> <li>- Last week we had our first full assembly in 3 years.</li> <li>- Social Emotional Conferences (October 5<sup>th</sup> and 6<sup>th</sup>, early dismissal those days) - 10 minute appointment with your child's teacher, this is an opportunity for parents to give us more information about their child so we are better able to meet their needs.</li> <li>- October 5 and 6<sup>th</sup> BBQ out front from 5-6 pm.</li> <li>- Community Spaces - we are creating a gathering space in the lower learning commons area, which will include sectionals and potentially a piano.</li> <li>- Visitors to School (this includes parent volunteers) – only one door in the elementary school through which visitors can come/go, must sign in at the office, and name tags will be provided.</li> </ul>	
7	<p><b>Teacher's Report</b> (Cori Kehler and Jesse Dramer)</p> <ul style="list-style-type: none"> <li>- Cori Kehler (Grade 4/5 Teacher) <ul style="list-style-type: none"> <li>- This year has a completely different feel. It's nice to be able to plan things like field trips. We are already discussing how we can have parents more involved in the classroom.</li> <li>- Just had an amazing Pro-D on Friday that was all about community building, as a staff and as a school. Lots of teachers are stepping up and volunteering to do things.</li> </ul> </li> <li>- Jesse Dramer (Music and Student Services Teacher) <ul style="list-style-type: none"> <li>- I have lots that I want to do this year. I will be working with Ms. Burke and Mr. Wright to develop a plan.</li> <li>- I would love to have any musical parents/grandparents come into my classroom to share their talent, especially from a variety of different cultures.</li> </ul> </li> </ul>	
8	<p><b>DPAC</b> (Katherine McGill)</p> <ul style="list-style-type: none"> <li>- DPAC is hosting a PAC 101 Orientation night on October 5th. All parents and caregivers are welcome. Registration required.</li> <li>- <a href="https://www.eventbrite.ca/e/pac-101-orientation-2022-tickets-425289661827">https://www.eventbrite.ca/e/pac-101-orientation-2022-tickets-425289661827</a></li> </ul>	
9	<p><b>Fundraising</b> (Lyndsay Krause)</p> <ul style="list-style-type: none"> <li>- September to December Fundraisers <ul style="list-style-type: none"> <li>- Colibri – Reusable bags, order comes in time for Christmas. Really good profit, last year we earned \$350 profit on very few orders.</li> <li>- Neufeld Farms – Frozen meats, meals and desserts. We do this twice a year. Launches tomorrow, delivery on Oct 24<sup>th</sup>, all online ordering. Expecting a profit of approximately \$1,000.</li> <li>- Purdys Chocolates – We usually make about \$400 to \$500 each year.</li> </ul> </li> </ul>	Lyndsay and Katherine

	<ul style="list-style-type: none"> <li>- Holiday Shopping Event <ul style="list-style-type: none"> <li>- Sale event for students where they can buy toys, books, games, things for mom, and things for dad. Items cost \$2 at most. All items are wrapped for the students after they are purchased. At the end of the day, parents/caregivers can come purchase items as well.</li> <li>- Nobody gets denied buying an item. Each class will be given \$10 so that any kids without money will be able to buy something.</li> <li>- Lots of parent volunteers will be needed to set up, organize items, and wrap presents.</li> <li>- Cori has items to contribute that were saved from before Covid.</li> <li>- Slight problem on where to store the donated items. PAC office needs to be cleaned out, and we can store some items in there.</li> <li>- Plan to have the event sometime between the 6th and the 9th of December.</li> <li>- Event profits will be approximately \$2000. There will be a \$500 donation made to James Park for Christmas hampers. The rest of the profits will go towards the playground savings account.</li> </ul> </li> <li>- Volunteer Recruitment – We’ll be using Survey Monkey to set up time slots for parents to volunteer. <ul style="list-style-type: none"> <li>- PoCo Youth Crew or High School Student Volunteers might be able to help with big events like the Christmas Shopping Event.</li> </ul> </li> <li>- Cobs Bread (Oxford Crossing location) – Give them the James Park name when making a purchase, and a portion of the profits are donated to the James Park PAC.</li> </ul>	
10	<p><b>Playground Committee</b> (Lyndsay Krause)</p> <ul style="list-style-type: none"> <li>- The playground project’s estimated cost is \$200,000, but we need a requote.</li> <li>- Grants - We have won a Tire Stewardship of BC rubber surfacing grant. We have also won another grant, but it has not been officially announced. Variety BC has agreed to give us a matching grant, and there is a possibility we can ask for more money from them.</li> <li>- Phases – We will be completing the playground in a phased approach. Currently in discussions with Brad from Habitat to design 3 to 5 phases. The first phase would cost \$40,000 to \$50,000.</li> <li>- Goals – Breaking ground in 2023!</li> <li>- Next Playground Meeting – October 12th at 6:30 pm on Zoom.</li> </ul>	Lyndsay
11	<p><b>Grade 5 Planning</b> (Rosalie Wells and Lyndsay Krause)</p> <ul style="list-style-type: none"> <li>- Hoodies are free for the Grade 5s this year! Students will be sized,</li> </ul>	Rosalie

	<p>and a hoodie one size up will be purchased for them (this will allow growing room). A reverse consent form will be sent out in case parents wish to change their child's hoodie size.</p> <ul style="list-style-type: none"> <li>- Freezie sale today earned \$177. Another freezie sale is happening on October 4th after school.</li> <li>- Pizza Night on September 28th.</li> <li>- Halloween Dance is on October 28th, Friday 6 pm to 9 pm. We are going to do a presale for concessions and tickets. Rosalie and Lyndsay will be doing decorating and setup. Parent-run event. Part of the school will be blocked off so students won't have access to certain areas. Concession will be in the kitchen. Food will be eaten outside of the gym.</li> <li>- Bottle Drive – We are going to start advertising to everyone to bring bottles to the school.</li> <li>- Donna is donating a quilt with the James Park logo. There will be a raffle for this with all profits going to the Grade 5s.</li> <li>- All Grade 5 students in Port Coquitlam are entitled to free recreational services with the Grade 5 Get Active! card. This includes skating and swimming. Please contact the City of Port Coquitlam Recreation for more information.</li> <li>- Cori Kehler (Grade 4/5 teacher) – Teachers really liked how last year went with the Grade 5s. With costs being so high for busses, walking to events in PoCo really saved money and we are on board for doing that this year. Similarly, we would like a leaving ceremony again. A specific date for the ceremony will be set at a later time.</li> </ul>	
12	<p><b>Hot Lunch</b> (Sonja Feichtinger)</p> <ul style="list-style-type: none"> <li>- Two hot lunches and two treat days each month until December.</li> <li>- We are having a mix between take-out and homemade food. Franciso will most likely be helping with Mac and Cheese.</li> <li>- In the new year my goal is to have the same schedule, but it might cut back depending on my work.</li> <li>- We have a lowball estimated profit of \$2,500 for this school year, but we usually profit between \$4,000 and \$5,000.</li> </ul>	Sonja
13	<p><b>Budget Presentation</b> (Lyndsay Krause)</p> <p>The focus of our PAC right now is the Playground Project. We need to show that our school community is working towards this. Anything extra beyond our estimated profits this school year will go towards the playground savings account.</p> <p>Please find the proposed general and gaming budgets at the end of these meeting minutes.</p> <p>General Budget Proposal 2022/23</p> <ul style="list-style-type: none"> <li>- Christmas Shopping Event – These estimates are based on what</li> </ul>	

we made the last time this event was held.

- Class Contingency – \$200 per division. This money supports classroom teachers. Teachers submit receipts and at the end of the school year a cheque is written.
- Support Worker Contingency – This money is allocated for the ELL and student services teachers.
- Teachers Appreciation Day – Occurs in May, \$300 is allocated for this. We also collect donations which usually doubles this amount.
- BCCPAC – This covers fees and conference ticket (conference didn't happen last year).
- Grade 5 Fundraising – Last year we brought in \$3600, so \$2500 is a fair estimate.
- Neufeld Farms – Usually bring in \$1000 per sale.
- Misc Donations – We advertise for donations to parents who don't want to participate in fundraisers. PAC can not issue tax receipts, but donations can be made on KEV, which will issue tax receipts for donations over \$25.
- Movie Nights – This profit will be split between the Grade 5s and General Account this year. We usually have three movie nights. We can potentially coordinate these movie nights with early dismissal days and work with Hannah (CFD) to create these events.

**MOTION to approve the General Budget Proposal for 2022/23.** Motion Lyndsay, 2nd Luciana, **CARRIED.**

#### Gaming Budget Proposal 2022/23

- The gaming grant money comes from the BC lotteries corporations. We get \$20 per student.
- Discretionary Classroom Allotment – In prior years, we used to have an allotment for hip hop, art start, and bus trips, but we have decided to cut that this year. Instead, we will provide each class with a \$150 discretionary allotment. This money can be combined between teachers if needed. Our focus needs to be on the playground this year as opposed to art start, hip hop, etc.
- Major Event – Hopefully, we will have a Carnival this year. We have lowballed the estimates for the raffle and 50/50.
- Saleema Noon – This is an age-appropriate educational program that provides classes on body and health science.
- Grade 5 T-shirts – This is \$1500 gift from PAC to the Grade 5s for purchasing the hoodies.
- Playground Contribution – This is the estimated amount we will be allocating to the playground fund.
- Misc All School Expenses – This will cover an event like hot chocolate and cookies for kids or something similar.

	<b>MOTION to approve the Gaming Budget Proposal for 2022/23.</b> Motion Lyndsay, 2nd Donna, <b>CARRIED.</b>	
14	<p><b>New Business</b> (Sonja Feichtinger)</p> <ul style="list-style-type: none"> <li>- There are two K/1 classes in need of classroom materials. Will be posting on social media to ask parents/caregivers for donations. Any items not used are to be saved for the Holiday Shopping Event in December.</li> <li>- Items needed include books, puzzles, playdoh toys, lacing cards, car toys, dinosaur toys, animal toys, building/STEM toys, magnetic or wood letters, farm toys, loose parts (buttons, straws, beads, gems, shells, polished rocks).</li> </ul>	
15	<b>Next Meeting:</b> Tuesday, November 1st at 6:30 pm.	
16	<b>Adjournment:</b> 8:29 pm.	

**James Park PAC - Budget - General Account July 1, 2022 - June 30, 2023**

Event	Category	Budgeted Revenue	Budgeted Expense	Budgeted Profit (Loss)	Notes
Christmas Shopping Event	Fundraiser	\$ 2,000.00	\$ 600.00	\$ 1,400.00	
Class Contingency	Contribution		\$ 3,400.00	\$ (3,400.00)	17 divisions x \$200 each
Support Worker Contingency	Contribution		\$ 1,000.00	\$ (1,000.00)	
Teacher Appreciation Day	Contribution		\$ 300.00	\$ (300.00)	
BCCPAC annual membership	Contribution		\$ 75.00	\$ (75.00)	
PAC Misc. Expenses	Contribution		\$ 300.00	\$ (300.00)	
office expenses	Contribution		\$ 300.00	\$ (300.00)	zoom license, stamps, ink catridges, envelopes, etc
BCCPAC Conference	Contribution		\$ 225.00	\$ (225.00)	
EMA T-Shirt card fundraiser	Fundraiser	\$ 500.00	\$ -	\$ 500.00	25 T-shirts cards \$20 each = \$500
colibri fundraiser	Fundraiser	\$ 1,000.00	\$ 700.00	\$ 300.00	total estimate, more accurate numbers to come
Grade 5 Fundraising	Fundraiser	\$ 2,500.00	\$ 2,500.00	\$ -	pizza, freezies,dance, easter purdys, ema in school/movie night
Purdy's Chocolates	Fundraiser	\$ 1,800.00	\$ 1,300.00	\$ 500.00	
plant sale x2 - growing smiles	Fundraiser	\$ 1,500.00	\$ 1,000.00	\$ 500.00	
Neufeld Farms x2	Fundraiser	\$ 7,000.00	\$ 5,000.00	\$ 2,000.00	
Misc Donations	Fundraiser	\$1,000.00		\$ 1,000.00	
movie nights x 3	Fundraiser	\$3,000.00	\$ 1,500.00	\$ 1,500.00	
Hot lunch	Fundraiser	\$4,000.00	\$ 2,000.00	\$ 2,000.00	
christmas shopping event	fundraiser	\$2,000.00	\$ 800.00	\$ 1,200.00	expense includes \$500 donation to school for xmas hampers
		<b>REVENUE</b>	<b>EXPENSE</b>	<b>PROFIT</b>	
		<b>\$26,300.00</b>	<b>\$21,000.00</b>	<b>\$5,300.00</b>	left over profit goes to playground

**James Park PAC - Proposed Budget - Gaming Account**  
**July 1, 2022 - June 30, 2023**

Event	Category	Budgeted Revenue	Budgeted Expense	Budgeted Profit (Loss)	Notes
Government Grant	Grant	6,680.00		6,680.00	
discretionary classroom allotment	support		\$ 2,500.00	-2,500.00	\$150/class x17 divisions fieldtrips, class performe
Major Event - 50/50	Fundraising	\$ 800.00	\$ 400.00	400.00	
Major Event - Raffle	Fundraising	\$ 800.00	\$ 100.00	700.00	
xmas concert raffle	Fundraising	\$ 400.00	\$ 100.00	300.00	
xmas concert 50/50	Fundraising	\$ 600.00	\$ 300.00	300.00	
				0.00	
Salema Noon - Body Science	Support	\$ -	1,500.00	-1,500.00	
Grade 5 Tshirt/Reception	Support	\$ -	1,475.00	-1,475.00	
		\$ -		0.00	
Playground contribution	All Students	\$ -	\$ 2,500.00	-2,500.00	
				0.00	
miscell all school expenses	All Students		\$ 280.00	-280.00	
				0.00	
				0.00	
				0.00	
		9,280.00	9,155.00	125.00	gaming surplus to playground fund at the end of 1