

Parkland Elementary

PAC MEETING MINUTES

April 16, 2026 @ 7:00 p.m. – 8:30 p.m.
(Zoom only)

(noted generated by AI, which Samia cross-checked with her notes and merged)

PAC Executive Officers

Chair: Danielle Bauer
Vice-Chair: Christa Wilms
Treasurer: Derek D’Andrea, not present
Secretary: Samia Godoy (appointed)
DPAC: Teri Beauchemin (appointed)

NEXT PAC MEETING (AGM): May 28, 2026 @ 6:00 P.M. AT PARKLAND (ZOOM LINK AVAILABLE)

Attendance

Executive Officers:

- Danielle Bauer, Chair
- Christa Wilms, Vice Chair

Voting Members:

- Janet Shimizu
- Kate Hoffard
- Alex D’Andrea

Non-Voting Members:

- Sharon McKay, Principal

Key takeaways

- **PAC website** is nearly complete and will launch within a few weeks with calendar, volunteer sign-ups, and event information

- **Read-a-thon fundraiser** is generating strong participation with students excited about reading goals and prizes
- **Parkland received \$10,000 grant for Makerspace** renovation; applied for second \$10,000 grant
- **Hot lunch program** generating approximately **\$1,500 profit per session**; Dairy Queen added as new vendor
- **Fundraising calendar** for next year planned: Neufeld Farm Market (September), Mitchell's Soup (October), Purdys Chocolates (November)
- **Movie Nights** confirmed next year: November 27th and April 22nd
- **Valentine's Dance** tentatively scheduled for February 12th (Friday before Valentine's Day)
- **Annual General Meeting scheduled for May 28th at 6:00pm in person with Zoom option**

Discussed topics

Chair Report and Operational Updates

Details

Danielle:

- PAC now handling most email communications independently, reducing burden on school administration
- Recent digest email from Sharon resulted in 30 new sign-ups to PAC email list
- Important announcements like AGM nominations still need to go through school channels to reach all parents
- Weekly digest emails from PAC are working well for routine communications

Conclusion

- Communication transition is progressing successfully
- PAC has established a strong contact list, though not reaching entire school population

Upcoming Events and Fundraisers

Details

Danielle:

- Gardenworks gift cards delivery on May 6th, frozen yogurt on May 8th, Movie Night on April 23rd, Domino's Pizza Night on May 21st
- Freezies treat days are planned for every Friday in June
- Contacted Save-On-Foods for ice cream donation but didn't receive any response

Alex:

- Will have Derek follow up with Save-On-Foods contacts

Conclusion

- Ice cream preferred for sports day at the end of the day rather than freezies at recess
- Multiple fundraisers and treat days scheduled through the end of school year

PAC Website Development

Details

Danielle:

- Website includes volunteer sign-up forms, PAC email subscription, calendar with event details, meeting documents, and constitution/bylaws
- Calendar can be viewed as a list or in a monthly format and allows subscription
- Event pages include ticket purchasing capability and detailed information
- Donation functionality is still being worked out due to non-registered non-profit status limitations

Conclusion

- Website will be sent to the team for beta testing before public launch
- Site will serve as a central hub for PAC information and community engagement

Principal's Report

Details

Sharon:

- School received a \$10,000 grant for Makerspace; planning to purchase a laser cutter, 3D printer, rolling tables, whiteboards, and supplies
- Applied for a second \$10,000 grant from School District 43 Foundation to remove counter space and create a flexible learning environment
- Read-a-thon generating excitement; kids talking about pages read and trophies displayed
- Planning to purchase books from Scholastic sale and printing 3D bookmarks as prizes
- Como Lake relays results: Grade 4 girls came in 1st, Grade 4 boys came in 4th, Grade 5 boys came in 10th places out of 51 teams
- Track and Field preparation underway with baton passing and high jump practice
- Booked Afro dancing instead of Hoop dancing for next year (\$250 deposit paid)
- Exploring Ultimate Frisbee program for May (\$4,000 for week-long sessions for all classes)

Conclusion

- Makerspace renovation planned for completion by September
- School exploring diverse physical activity programming for students

Financial Report

Details

Alex:

- All cheques and cash deposited; accounts show true reflection of funds

- Current balance approximately \$17,823 in the general account, \$11,000 after upcoming Hot Lunch payments
- Hot Lunch costs for current session: \$6,823 for 6 lunches
- Still expecting income from frozen yogurt and Gardenworks fundraisers
- Gaming grant application due in June; will work on it next week (April 20th week)

Danielle:

- Big Brother Clothing Drive generated \$175 profit

Conclusion

- PAC is in a strong financial position with approximately \$11,000 after obligations
- Additional fundraiser income still expected before year-end

Fundraising Updates and Planning

Details

Janet:

- Gardenworks closes on Monday, April 20th; will receive the report on Tuesday and cut a cheque for delivery
- Domino's Pizza Night confirmed for May 21st
- Proposed fundraising calendar for next year: Neufeld (early September), Mitchell's soup (October), and Purdys (November)
- Community coupon books require pre-purchase with the risk of unsold inventory
- Meridian Meats gift cards are only usable online, which was a barrier for some families

Danielle:

- As of April 15th, 28 Movie Night orders, 13 Gardenworks orders (mostly \$50 gift cards netting \$10 each), 54 frozen yogurt orders

Christa:

- Suggested running Neufeld's earlier (week of September 21st-28th) before other activities start their campaigns

Conclusion

- Gardenworks orders are lower than expected but still generating profit
- Fall fundraising calendar established with strategic timing to maximize participation
- Coupon books not recommended due to inventory risk

Class Liaison Program Updates

Details

Samia:

- Sending weekly newsletters to Division 8 parents with kid-friendly activities and PAC events
- Newsletter includes community events beyond school activities

- Receiving positive feedback from parents
- Includes Instagram link and wishlist link in signature
- Wishlist timing better suited for fall/Christmas season rather than spring

Danielle:

- Suggested making PAC events stand out more (bold or highlighted)
- Recommended sharing the newsletter template with all liaisons for their divisions
- Suggested focusing on community building over the summer rather than gift-giving

Conclusion

- Weekly newsletters are effective for parent engagement and communication
- Template will be shared with all liaisons for consistent communication
- Newsletter content could be integrated into the PAC website events page

Hot Lunch Program

Details

Alex:

- Current session profit will exceed \$1,500 for 6 lunches
- Dairy Queen debuts next Wednesday (April 22nd) as a new vendor with a limited but popular menu
- Dairy Queen is now the second most profitable vendor after Loz Takos
- Domino's Pizza confirmed for Sports Day pizza

Danielle:

- Total annual profit is approximately \$4,000 across 3 sessions

Conclusion

- Hot Lunch program performing well financially
- New vendor addition successful based on pre-orders

Treat Days Planning

Details

Danielle:

- Frozen yogurt treat day underway for May 8th
- Considered Costco macarons but contain almond flour (not nut-free)
- Will need volunteers for frozen yogurt distribution

Sharon:

- Some classes are nut-free, so that macarons wouldn't work

Conclusion

- Ice cream preferred over freezies for Sports Day
- Nut-free options required for all Treat Days
- Volunteer support needed for May 8th frozen yogurt distribution

Grade 5 Fundraising

Details

Alex:

- Grade 5 fundraising cancelled; team ran out of steam
- Wristbands remaining from the campaign
- Plans to save leftover wristbands for next year

Conclusion

- Grade 5 fundraising concluded for the year
- Timing challenges noted for spring fundraising efforts

DPAC Updates

Details

Teri:

- Shared February DPAC general meeting minutes in chat
- Next DPAC meeting scheduled for April 29th
- Will present April minutes at next PAC meeting in May

Conclusion

- DPAC meeting minutes available for review
- Next update will be provided in May

Annual General Meeting Planning

Details

Danielle:

- AGM scheduled for May 28th at 6:00 PM (moved from 7:00 PM)
- Meeting will be in-person with Zoom option available
- Doors open at 5:45 PM, meeting at 6:00 PM-7:00 PM
- Nomination announcements to go out after this meeting
- Constitution and bylaws signing postponed to AGM due to lack of quorum
- Planning offline meeting to brainstorm AGM format and engagement strategies

Conclusion

- AGM date and time confirmed with hybrid format
- Quorum required for executive elections and constitution signing
- Additional planning session needed before AGM

Next Year Planning

Details

Sharon:

- Requested Movie Night dates for next year; confirmed November 27th and April 22nd
- Valentine's Dance confirmed for Friday, February 12th (the day before Valentine's Day weekend)
- Anna returns to office August 31st or September 1st; Sharon will be available all week

Danielle:

- Emphasized the importance of the first day of school event for volunteer recruitment
- Suggested an executive meeting to brainstorm the September welcome event
- Planning parent contact opt-in forms for the beginning of the year
- Proposed a thank you gathering for the PAC team in the first or the second week of June

Conclusion

- Key dates secured for the next school year
- First day of school identified as a critical recruitment opportunity
- Planning sessions needed for September launch and volunteer engagement

Calendar and Event Coordination

Details

Sharon:

- School calendar being populated with major dates; mandate to complete by the end of May
- Confirmed Movie Nights and other PAC events can be added to the school calendar

Danielle:

- PAC website calendar will complement the school calendar

Samia:

- Weekly newsletter content could be added to the PAC website events page

Conclusion

- School and PAC calendars will be coordinated for family planning
- Multiple communication channels will share consistent event information

Challenges

- PAC not registered as a non-profit, limiting donation processing options (PayPal, direct deposits)
- Gardenworks fundraiser not getting expected traction despite promotion
- Spring timing challenging for fundraising; families winding down and busy with other activities
- Lack of quorum at the current meeting is preventing the constitution signing and formal votes
- Reaching all parents remains a challenge despite improved communication systems

Action items

- **Danielle**
 - Email DJ to book February 12th Valentine's Dance
 - Pull Gardenworks report on Tuesday morning after Monday close
 - Send meeting wizard for AGM planning brainstorming session
 - Send meeting wizard for June thank you gathering (first or second week)
 - Send nomination announcements after this meeting
 - Send website to team for beta testing before public launch
 - Follow up with Save-On-Foods contacts for ice cream donation
- **Alex**
 - Have Derek follow up with Save-On-Foods managers for ice cream donation
 - Complete 2026/2027 gaming grant application next week (due in June)
 - Cut a cheque for Gardenworks by Wednesday/Thursday after receiving the amount from Janet
- **Janet**
 - Receive Gardenworks report on Tuesday after Monday close
 - Calculate the cheque amount and text Alex for the Gardenworks payment
 - Deliver cheque to Gardenworks for early distribution (approximately one week early)
 - Send a standalone email reminder for Gardenworks before Monday close
 - Promote Domino's Pizza Night on May 21st through usual channels
 - Book Neufeld's fundraiser for the week of September 21st-28th (orders until October 4th)
 - Book Mitchell's Soup fundraiser for October
 - Book Purdys's fundraiser for November
- **Samia**
 - Share weekly template with all classroom liaisons
 - Continue weekly newsletters with PAC events highlighted/bolded
 - Provide newsletter content to Danielle for PAC website integration
- **Sharon**
 - Include fundraiser reminders in Friday update email
 - Confirm library availability for May 28th AGM at 6:00 PM
 - Add confirmed PAC events to the school calendar (Movie Nights, Valentine's Dance)
- **PAC Members**
 - Send reminders to Division liaisons about current fundraisers (Gardenworks, frozen yogurt, Movie Night)
 - Recruit volunteers for frozen yogurt distribution on May 8th
 - Source freezies for June Treat Days when available at stores
 - Plan ice cream for Sports Day (coordinate with Save-On-Foods contacts)
 - Prepare AGM agenda and engagement strategies at planning meeting
 - Develop first day of school event plan for September

- Create parent contact opt-in forms for the beginning of the next school year
- Attend AGM on May 28th at 6:00 PM to ensure quorum
- Provide blackout dates for the June thank you gathering
- Consider nominations for executive positions for next year

PAC Financials

Parkland PAC 2025-2026

General Account				Gaming Account			
	Budget	Actual 25-26	Variance		Budget	Actual 25-26	Variance
Income				Income			
<i>Opening Balance (2024/2025)</i>	-	6,353		<i>Opening Balance (2024/2025)</i>	-	-	-
<i>Hot Lunch</i>	2,202	7,886	5,684	<i>Gaming Grant - \$20 /student</i>	5,080	5,139	59
<i>Fundraisers</i>	9,422	10,428	1,006				
<i>Opt Out</i>	400	-	(400)				
<i>Interest</i>	-	-	-				
Total Income	14,227	24,667	6,290	Total Income	5,080	5,139	2,247
Expense				Expense			
<i>Classroom Supplies</i>	1,650	5,000	(3,350)	<i>Sports/Outdoor Equipment</i>	1,000	1,579	579
<i>PAC Supplies</i>	290	-	290	<i>Garden</i>	-	-	-
<i>Social Committee</i>	-	-	-	<i>Gaming license</i>	20	-	(20)
<i>Staff Appreciation</i>	922	-	922	<i>School Dance- Halloween</i>	1,000	-	(1,000)
<i>Technology</i>	-	-	-	<i>Santa's Breakfast</i>	200	-	(200)
<i>Banking Fees</i>	-	-	-	<i>Grade 5 Grad</i>	500	-	(500)
<i>Playground</i>	-	-	-	<i>School Activities and Programs</i>	2,350	1,209	(1,141)
<i>School Activities and Programs</i>	1,891	1,639	252	<i>Banking Fees</i>	-	-	-
<i>Fundraisers</i>	1,015	797	217		-	-	-
Total Expense	5,767	7,436	(1,669)	Total Expense	5,070	2,788	2,282
Current Balance	8,459	17,230	8,771	Current Balance	213	2,351	(5,623)