

Parkland Elementary PAC

MEETING MINUTES

October 21, 2025 @ 7:00 p.m. – 8:30 p.m.
(in-person and Zoom)

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

PAC Executive Officers

Chair: Danielle Bauer
Vice-Chair: Christa Wilms
Treasurer: Derek D’Andrea, not present
Secretary: TBA
DPAC: Unknown

NEXT PAC MEETING: November 20 @ 7:00 P.M. ONLINE

Attendance

Executive Officers:

- Danielle Bauer, Chair (in person);
- Christa Wilms, Vice Chair (in person)

Voting Members:

- Alex D’Andrea (online)
- Janet Shimizu (in person)
- Samia Godoy (online)
- Teri Beauchemin (online)
- Vanessa Silveira (online)

Non-Voting Members:

- Sharon McKay, Principal (in person)

Quorum

The Meeting had quorum and was called to order by the Chair.

Previous Minutes

Previous [Meeting Minutes from September 25, 2025](#) were passed by unanimous consent.

AGENDA

Finances

2025/26 Budget Presentation and Approval

Danielle presented the 2025-26 PAC budget proposal with focus on building financial foundation, operational processes, and supporting classrooms directly.

***see Appendix “A” 2025/26 Budget**

- **Details**

- Presented budget goals including:
 - i. Building on past successes and optimizing activities,
 - ii. Making every dollar count by organizing fundraisers that have high profit margins, and offer products that families want.
 - iii. Strengthen the PAC's operational and financial foundation.
 - iv. Directly support classroom needs by providing funding for classroom wishlist items, and through PAC Class Liaisons who will coordinate with parents to purchase needed classroom items for teachers at times of giving throughout the year.
- Shared last year's financial snapshot and proposed budget for current year
- **Sharon:** Requested funding for school programs including Gaga Ball Pit (\$1,780), hoop dancing (\$3,000), planetarium (\$1,200), Green Thumb theater (\$713), and technology (\$3,000)
- **Danielle:** Noted the budget includes \$4,000 for school programs/presentations split between general and gaming accounts, as well as \$1,780 allocated to the materials and construction of the Gaga Ball Pit. The budget allows some flexibility. The \$4,000 allocation for school programs and presentations may be increased depending on available funds and the success of upcoming fundraising efforts.

- **Conclusion**

- Budget was unanimously approved (motion brought by Christa and seconded by Janet).

- Staff appreciation lunch budget may be redirected to classroom funds based on teacher preferences

Financial Report

Unfortunately Derek was unavailable to go through the current financials. Attached **Appendix “B”** is the latest from Derek.

Principal's Report

Sharon provided updates on school activities and initiatives.

***see Appendix “C” Documents from Sharon (Gaga Ball, Desing Thinking Challenge, Green Thumb Theatre, Canadian Planetarium)**

- **Details**
 - Introduced a 3D printer design thinking challenge where students received fidget toys
 - School hallways and classrooms are being repainted from "peachy pink" to white with lighter green doors
 - Grade 5 Volleyball League starts next week
 - Scholastic Book Fair will run November 3-7, with proceeds used for social-emotional learning resources. Volunteers Needed!
 - Gaga Ball Pit has been partially purchased and will be installed soon
- **Conclusion**
 - Volunteers needed for Book Fair
 - School facilities are being updated and improved

Committee Reports

Hot Lunch

Alex provided a brief update on the hot lunch program.

- **Details**
 - Two sessions completed so far
 - Next session will be Los Tacos on October 29
 - Volunteer turnout has been excellent
- **Conclusion**
 - Hot lunch program is running smoothly

Treat Days

- **Details**
 - October 10th cookie sales were \$448 with costs of \$140, netting \$308
 - October 17th sales were \$406 with costs of \$131, netting \$274
 - Allergen-free treats (purchased for \$20 on Oct 8) were unsold at both events. A small quantity will be available at future treat days.
 - Decision to cancel October 31st Treat Day due to Halloween candy competition
 - Suggested staggering Treat Days every other week to prevent "treat day fatigue" rather than holding them every week
 - Columbia Business Systems is sponsoring the November 7th Treat Day
- **Conclusion**
 - Treat Days will continue with adjusted schedule
 - More treat day volunteers are needed; Grade 5 students could potentially help with distribution

Other Fundraising

- iPad raffle planned for the winter concert.
- More fundraising discussion in New Business.

DPAC

- No DPAC update at this time.

New Business

Treat Days

- More volunteers are needed to support treat day fundraisers.
- Grade 5 students may be called upon to help hand out treats with a parent volunteer handling cash.
- Treat day sponsors are needed to help increase our profits.

Treat Day Sponsorship Program

Danielle and Janet are developing a sponsorship program for Treat Days.

- **Details**

- Janet has prepared a sponsorship letter and Danielle is creating a poster and sign-up form
- Sponsors will receive recognition on posters, in emails, PAC newsletter, and at the Treat Day table
- Sponsorships will significantly increase profit margins
- Janet has volunteered to canvas businesses in the area starting next week
- **Conclusion**
 - Sponsorship materials will be ready and made available to everyone by the end of the week
 - Families are encouraged to approach businesses they frequent about sponsorship opportunities
 - Families are encouraged to support treat days with their toonies as it's a vital school fundraiser.

PAC Calendar and Communications

Danielle presented the working PAC calendar and discussed communication strategies.

- **Details**
 - Shared calendar showing treat days, hot lunch dates, movie nights (Nov 28, Apr 23), school dance (Feb 11), and Stay Safe course (Feb 27 Pro D)
 - Looking for a volunteer to help with PAC social media
 - PAC newsletter will be distributed before the end of the month
- **Conclusion**
 - Calendar will be published in the newsletter
 - Next PAC meeting will be held online on November 20th at 7pm

Donations Directly to the PAC

Danielle discussed options for direct donation collection.

- **Details**
 - Direct donations are the best form of fundraising for the PAC.
 - The District has a donation form that can provide tax receipts but does not allow the collection or recognition of donors names.
 - Danielle suggested using CrowdChange platform (used by the school for the Terry Fox fundraiser) which charges 6% fee but offers user-friendly interface and provides the option to recognize donors.

- Danielle suggested offering the District's form option for those that specifically want a tax receipt.
- **Conclusion**
 - Will likely proceed with CrowdChange platform while offering tax receipt option
 - Will check with Derek (Treasurer) to ensure accounting compatibility

PAC Class Liaisons

Danielle provided an update on the PAC Class Liaisons program.

- **Details**
 - Email has been sent to staff about the program.
 - Goal is to have liaisons in place by mid-November to collect parent contact information
 - Liaisons will help coordinate classroom wish list purchases, described as "like a gift registry for learning"
- **Conclusion**
 - Introduction and call for class liaison volunteers will be sent to families soon
 - Program will be in place for the Christmas season

Challenges

- Finding more volunteers for Treat Days
- Securing a PAC Secretary (position remains vacant)
- Finding someone to manage PAC social media accounts
- Balancing fundraising activities to prevent parent fatigue
- Determining which fundraisers parents prefer to participate in

Action items

- **Danielle**
 - Send out survey about fundraiser preferences
 - Finalize sponsorship materials by end of week
 - Distribute PAC newsletter before end of month
 - Follow up with DPAC representative
 - Check with Derek about CrowdChange banking compatibility
 - Send out email to volunteer list for Book Fair help
 - Send out PAC Class Liaisons introduction to families

- **Sharon**
 - Send out email to school about Book Fair volunteers for Thursday
 - Share video explaining Gaga Ball Pit with parents
 - Discuss staff appreciation lunch vs. classroom funds with teachers
- **Janet**
 - Lead sponsorship outreach to local businesses
- **All PAC members**
 - Look for potential sponsors for Treat Days
 - Parent volunteers needed for Treat Days and Book Fair