



**RC MacDonald Elementary - Parent Advisory Council (PAC)**

2550 Leduc Avenue, Coquitlam, B.C. V3K 5W6

Phone: (604) 936-0447 / Fax: (604) 936-0448

## PAC Meeting Minutes

April 15, 2024 (6:30 p.m. – 7:30 p.m.)

### Land Acknowledgement

1. Review and Approval of Agenda

- a) Approved by Bryn
- b) Seconded by Fran

2. Review and Approval February Minutes

- c) Approved by Bryn
- d) Seconded by Nelly

3. Principal's Report by Mr. Bozic

- Enrollment projections for September 2024 – anticipating 140 students. Waiting on approval for final number of divisions from school district.
- Como Lake Relays – Mr. Fitz and Ms. Olund – working with Gr 4 & 5 students to prepare for this relay event
- April 19<sup>th</sup> - Pro-D day - Focus for teachers on Indigenous education and community work helping our teachers have more connections to curriculum and teachings.
- Lacrosse pro coming to RC Mac – booked for week of April 22 to teach all classes K-5
- Learning Fair Apr 30<sup>th</sup>/May 1<sup>st</sup>, both days early dismissal at 2pm.
  - April 30<sup>th</sup> Learning fair: 2pm-6pm & May 1<sup>st</sup> Learning fair: 2pm-4:30pm
  - Featuring STEAM activities in all grade levels. Will be set up throughout the school. Parents & caregivers can come and see these great projects your kids are working on. Your child's classroom teacher will send out sign-up sheet
- Grouse Mountain Field trip was really positive and snowshoeing was fun for the kids. Hoping to do school wide field trips on annual basis. Thank you to the parents and caregivers who volunteered.
- Track and Field for Grades 3, 4, 5 coming in May.
- Gymnastics equipment at the school in April for 3 weeks – Martin unable to book gymnastics instructor this year and teachers are teaching this year. Still in contact to book for next year.

4. Co-President's Report

- Thank you to Kim and Grade 5 Leaving Ceremony Committee for organizing pizza night at Me-N-Ed's Pizza. All proceeds will go towards the Grade 5 Leaving celebrations.
- Thank you to Nelly, Justine and hot lunch volunteers for your help at March hot lunch of Little Caesars and TCBY Frozen Yogurt and for A&W on April 12<sup>th</sup>
- Thank you to Justine, Movie Night committee and volunteers for putting together another fun movie night on March 8th. It was great to see students enjoying Migration movie with their friends
- Healthy hair screening was on April 8th – no cases identified. This was the last screening for the school year.



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- There was no fruit & veggie delivery in March. The deliveries will start again in April and we thank Nelly for organizing the deliveries.

Upcoming events:

- Hot lunch (order through Munch-a-Lunch. See details below)\*
  - Friday, April 26th – Noodle Box – new vendor!
  - Friday, May 10th – Subway
  - Friday, May 24th – Doughnut Love
  - Friday, June 7th – Little Caesars
  - Tuesday, June 18th – Hot dog day and TCBY Frozen Yogurt. Hot dog day will be in-person effort cooking hot dogs at the school but kids enjoy the day so much. Volunteers will be needed and more information will be circulated via class reps closer to the date

\*Please note that ordering now closes **10 days before** the hot lunch/treat date.

If you want to sign up your child for hot lunch, returning or future hot lunch, treat sales go to [munchalunch.com/schools/rcmacdonald](https://munchalunch.com/schools/rcmacdonald) for new parents/caregivers and [munchalunch.com/login](https://munchalunch.com/login) for returning caregivers

- Fruit & Veggie Program delivery
  - Week of April 15th – mini cucumbers
  - Week of April 29th – organic apples

If you wish for your child to not participate, please email the PAC at [rcmac.pac@hotmail.com](mailto:rcmac.pac@hotmail.com).

- We are planning to hold our annual Read-a-thon in early May. More information will follow through class reps closer to the date.
- Emergency Preparedness Week in BC is on May 5th to 11th and we time our emergency prep collection to be at this time. The collection is for new students to the school (Kindergarten and new students to the school), with the exception of grade 5 new students and the funds will be used towards replacing granola bars and hot chocolate. More information will come closer to the date.
- PAC Annual General Meeting is on Wednesday, May 22nd at 6:30pm on Zoom and all RC Mac families are welcome. At this meeting we will be holding elections for PAC Executive positions and Committees for next school year. We will be sending an email ahead of time with brief descriptions of each position. Meeting invite and agenda will be sent to Mr. Bozic to forward to new Kindergarten families. We hope to see you there.
- Hip hop week will be back on the week of May 27th. We are excited to have Sue and her team from 1-Vibe Dance Tribe back again this year.
- On the last day of hip hop week, on Friday, May 31st, we are planning a school dance 6-8pm with proceeds going to Grade 5 Leaving celebrations. It will be a supervised event in the gym and will need help from families. More details will be provided closer to the date through class reps.
- Staff appreciation is being planned for June 11th. Volunteers will be needed for this event (to help and food donations) and more information will come closer to the date.

5. Treasurer's Report and Fundraising Report by Sarah O (for period of February 1 – March 31, 2024).
  - a) See Appendix A in these minutes for full reports.



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Approved by Fran  
Seconded by Nelly

6. Old Business

- None

7. New Business

- School Technology Refresh - Proposal by Martin B.
  - Timeline – Tech purchases take place annually for upcoming school year with deadline of end of May to purchase tech at school district subsidy prices. Hence, proposal tonight to PAC.
  - Laptops - Currently school has 42 laptop computers up for renewal in 2027, have to trade in by 2026 to take advantage of subsidies/trade in programs. Suggesting a phased approach to spread out laptop and iPad renewal over next 4 years.
  - Currently there aren't enough computers for students to use – no class has a full set and teachers have to coordinate to use. Our school needs 54 computers (28 for Grade 4/5, 24 for Grade 2/3, 2 extra for TOC/Student Teachers/malfunctions). , gr 4/5 class would share a class set (28), 2/3's would share class set and so on. At this time no one class has a full set.
  - iPads – on a 4 year cycle. Once they are out of date, they are no longer supported by SD 43, and rendered useless.
  - Goal - to create a cycle with trade in of approx. 12 laptops annually (in April) in 2024, 2025, 2026.
  - **This year's cost: Laptop and iPad trade-in subsidized price will be \$4,545. Requesting PAC's help to pay for a portion of the cost and the rest will be from school budget**
  - Laptop/iPad's needed and will be purchased in May. If purchased entirely from school budget, school doesn't have budget to purchase other classroom/school needs.
  - Parents discussion for raising funds to support percentage of costs:
    - Could we allocate a portion of the Read-a -Thon funds to this?
    - Could we put out an optional 'fundraising call' via School Cash Online?
    - If we have funds that we haven't used from previous activities in previous years, could we motion and vote to use a portion of those funds to support tech refresh

8. Adjournment

- a) Motion to adjourn by Fran
- b) Seconded by Nelly

# Appendix A

**RC MACDONALD ELEMENTARY  
PARENT ADVISORY COUNCIL  
TREASURER'S REPORT  
July 1, 2023- June 30, 2024**

	Current Period 01-Jul-23 to 30-Sep-23	Current Period 01-Oct-23 to 31-Oct-23	Current Period 01-Nov-23 to 31-Dec-23	Current Period 01-Jan-24 to 31-Jan-24	Current Period 01-Feb-24 to 31-Mar-24	Current Period 01-Apr-24 to 30-Apr-24	Current Period 01-May-24 to 31-May-24	Current Period 01-Jun-24 to 30-Jun-24	Year to Date 01-Jul-23 30-Jun-24	BUDGET 01-Jul-23 30-Jun-24	VARIANCE
<b>RECEIPTS:</b>											
Direct Access Grant (Gaming)	0.00	2,900.00	0.00	0.00	0.00	0.00	0.00	0.00	2,900.00	3,200.00	(300.00)
Emergency Preparedness Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	(125.00)
Hot Lunch Net Proceeds	2,470.53	(144.08)	(1,623.69)	2,420.43	(930.86)	0.00	0.00	0.00	2,192.33	2,000.00	192.33
Interest Income	16.65	5.62	11.09	5.65	10.95	0.00	0.00	0.00	49.96	10.00	39.96
Lunch Lady Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parent Donations	2,735.00	405.00	400.00	0.00	180.00	0.00	0.00	0.00	3,720.00	3,500.00	220.00
Special Event - Coupon book	0.00	(150.00)	1,040.33	0.00	0.00	0.00	0.00	0.00	890.33	125.00	765.33
Special Event - Pancake breakfast	0.00	0.00	1,114.99	(144.49)	0.00	0.00	0.00	0.00	970.50	125.00	845.50
Special Event - Movie night October	0.00	(150.00)	719.85	0.00	(24.63)	0.00	0.00	0.00	545.22	125.00	420.22
Special Event - Movie night March	0.00	0.00	0.00	0.00	(150.00)	0.00	0.00	0.00	(150.00)	125.00	(275.00)
Treat Sales Net Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	(400.00)
Theatrix Proceeds	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00	320.00	(120.00)
Read-a-thon Net Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Holiday Hamper Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purdys Fundraiser Net Proceeds	0.00	0.00	551.31	0.00	0.00	0.00	0.00	0.00	551.31	800.00	(248.69)
<b>TOTAL RECEIPTS</b>	<b>5,222.18</b>	<b>2,866.54</b>	<b>2,413.88</b>	<b>2,281.59</b>	<b>(914.54)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,869.65</b>	<b>10,855.00</b>	<b>1,014.65</b>
<b>DISBURSEMENTS:</b>											
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	(20.00)
Classroom Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	(1,600.00)
Emergency Preparedness expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00	(155.00)
Family Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade 5 Leaving Ceremony (net)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	(800.00)
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	(250.00)
Fruit and Veggie Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	(50.00)
Munch a lunch	(336.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(336.00)	350.00	14.00
Healthy Hair Program (Lice 911)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	(330.00)
Office Supplies (paper, postage, envelopes, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAC Expenses (zoom, food safe certification, etc.)	0.00	(224.00)	(45.00)	0.00	0.00	0.00	0.00	0.00	(269.00)	0.00	(269.00)
Pancake Breakfast Committee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	(250.00)
Performing Arts/Cultural Events (art smart)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Salamander	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retirement Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	(200.00)
Staff Appreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	(300.00)
Student Recreation/Physical Ed (HipHop, recess equipmer)	0.00	0.00	0.00	(500.00)	0.00	0.00	0.00	0.00	(500.00)	5,500.00	(6,000.00)
PAC Community Fun Events	(319.16)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(319.16)	400.00	80.84
<b>TOTAL DISBURSEMENTS</b>	<b>(655.16)</b>	<b>(224.00)</b>	<b>(45.00)</b>	<b>(500.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,424.16)</b>	<b>10,205.00</b>	<b>(10,129.16)</b>
<b>NET SURPLUS before undernoted items</b>	<b>4,567.02</b>	<b>2,642.54</b>	<b>2,368.88</b>	<b>1,781.59</b>	<b>(914.54)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,445.49</b>	<b>650.00</b>	<b>11,143.81</b>
Classroom Project Base Learning 8x\$200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,400.00)	1,400.00
Technology Costs - replacement of iPads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Classroom Bus Trips/quest (flex) - \$350 x 8 divisions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Additional items (Freckle Math, Raz Kids, stools, subscription, white board, etc.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>EXCESS (DEFICIENCY) RECEIPTS OVER DISBURSEMENTS</b>	<b>4,567.02</b>	<b>2,642.54</b>	<b>2,368.88</b>	<b>1,781.59</b>	<b>(914.54)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,445.49</b>	<b>(750.00)</b>	<b>12,543.81</b>
CASH ON HAND, BEGINNING	12,147.24	16,714.26	19,356.80	21,725.68	23,507.27			0.00	12,147.24		
CASH ON HAND, ENDING	16,714.26	19,356.80	21,725.68	23,507.27	22,592.73	0.00	0.00	0.00	22,592.73		
<b>CASH IN BANK</b>											
Community Chequing - General	7,550.22	6,829.50	8,817.29	11,093.23	9,987.74						
Community Chequing - Project Salamander	1,850.38	1,850.38	1,850.38	1,850.38	1,850.38						
Community Chequing - Gaming	206.07	3,106.07	3,106.07	2,606.07	2,606.07						
Community Savings - General	4,414.89	4,420.51	4,431.60	4,437.25	4,448.20						
Community Savings - Gaming	0.34	0.34	0.34	0.34	0.34						
Outstanding Cheques	-52.64	0.00	0.00	0.00	0.00						
Oustanding deposits	10.00	10.00	0.00	0.00	0.00						
School Account	2,735.00	3,140.00	3,520.00	3,520.00	3,700.00						
CASH ON HAND, ENDING	16,714.26	19,356.80	21,725.68	23,507.27	22,592.73	0.00	0.00	0.00	0.00	0.00	0.00

Respectfully submitted,  
Sarah Ostonal - Treasurer

RC MACDONALD ELEMENTARY  
PARENT ADVISORY COUNCIL  
FUNDRAISING REPORT (NET PROCEEDS REPORT)  
July 1, 2023- June 30, 2024

<b>FUNDRAISING ACTIVITIES</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>NET PROCEEDS</b>
Hot Lunch - September (net proceeds of funds rec'd)	2,470.53		2,470.53
Hot Lunch - October (net proceeds of funds rec'd)	-144.08		-144.08
Hot Lunch - November & December	-1,623.69		-1,623.69
Hot Lunch - January	2,420.43		2,420.43
Hot Lunch - February & March	-930.86		-930.86
Hot Lunch - April	0.00		0.00
Hot Lunch - May	0.00		0.00
Hot Lunch - June	0.00		0.00
<b>Total Hot Lunch</b>	<b>2,192.33</b>	<b>0.00</b>	<b>2,192.33</b>
Special Event - Welcome BBQ			0.00
Special Event - Halloween Dance			0.00
Special Event - Coupon Books	890.33		890.33
Special Event - Pancake breakfast	970.50		970.50
Special Event - Movie night October	545.22		545.22
Special Event - Movie night March	-150.00		-150.00
Special Event - Dance			0.00
			0.00
<b>Total Special Event</b>	<b>2,256.05</b>	<b>0.00</b>	<b>2,256.05</b>
Treat Sale - September			0.00
Treat Sale - October			0.00
Treat Sale - November			0.00
Treat Sale - January			0.00
Treat Sale - March			0.00
Treat Sale - May			0.00
Treat Sale - June			0.00
Treat Sale -			0.00
Treat Sale -			0.00
<b>Total Treat Sale</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Purdy's Fundraiser - Dec	551.31		551.31
Purdy's Fundraiser - Mar			0.00
			0.00
<b>Total Purdys Fundraiser</b>	<b>551.31</b>	<b>0.00</b>	<b>551.31</b>
Theatrix Proceeds	200		200.00
			0.00
<b>Total Theatrix Proceeds</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>
Read-a-thon Fundraiser - Jun			0.00
Read-a-thon Fundraiser - Jun			0.00
Read-a-thon Fundraiser - Jun			0.00
			0.00
<b>Total Read-a-thon Fundraiser</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fundraising Activities</b>			<b>4,999.69</b>