# Clinton Elementary School Parent Advisory Council 

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# 2021-2022 PAC Annual General Meeting 

Monday, May 30, 2022 7:00pm via Zoom
MINUTES

## 1. Call to Order

2. Introductions
3. Adopt Agenda
4. Approve Minutes
5. Principal Report
-7:05pm.

- 12 attendees.
- Agenda circulated.
- March 7, 2022 PAC meeting minutes circulated
- April 11, 2022 PAC meeting minutes circulated, minor correction made to Principal Report.
- Called to order
- Adopted
- Approved
- Approved with amendments
- Student population 385. Students Sep enrolment at 382.
- Garden:
- Fence - Complete. School district paid for labour. School paid $\$ 800$ for
materials.
- Picnic Tables - Planning to have 4 on East side of garden. 1 has been ordered.
- Benches - Planning to have 3 cedar log benches in garden under pergola
instead of granite stone benches. Each costs $\$ 600+/$-, sits $3-4$ students, 20-
$40 y r$ life span. 1 has been ordered.
- Long Term Planning - Mrs. Wilson, Ms. Gabas and Mrs. Enchelmaier to
create 5yr maintenance plan.
- IEP meetings are happening now.
- Thank you photo of staff on school website and emailed to parents.
- Upcoming events:
- Jun 6 Pro-D Day
- Jun 7 Staff Appreciation Lunch
- Jun 10 Sports Day (12:30pm dismissal)
- Jun 14 Earthquake Drill Tue (1:00pm dismissal)
- Jun 17 Welcome to Kindergarten
- Jun 17 PAC Fun Fair
- Jun 24 Grade 7 Graduation
- Jun 27 Report Card
- Jun 29 Last Day of School (10:00am dismissal)

6. Parents questions, comments for Principal

- Q) When will the cedar log bench arrive? A) Hopefully by end of this school year.
- Q) Will teachers be making a plant id book for volunteers that will be watering/weeding garden in summer? A) Yes.
- Q) Will there be labels/id stakes for garden's plants? A) Goal is to get these made but challenged to get plant names translated.
- Q) When does Gamming take student enrolment for the next year's grant amount? A) At end of school year.
- Q) What is the max capacity for school? A) 410 students with 17 divisions. 530 students with 21 divisions and 4 portables. Sees enrolment staying at $385+/$ - for next year. Gets $45-60$ kindergarteners each year.
- Q) Is there early dismissal on Sports Day? A) Yes at 12:30pm. Lunch will be 11:50am-12:30pm.


## 7. Chair Report

## 8. Treasurer Report

- Staff Appreciation Lunch - Tue Jun 7 during lunch hour. Setup starts at 11:30am in gym. Am to give 'Thank You' speech.
- Sports Day Concession - Fri Jun from 10 9:00am-12:00pm. Offering beef and veggie hot dogs. Pre-order via Munch-A-Lunch. Will need volunteers.
- Earthquake Drill - Tue Jun 14 at 1:30pm. School to email reminder to parents.

PAC supplies equipment is ready to go.

- Welcome to Kindergarten - Fri Jun 17 from 12:30pm-3:00pm. Sarah will run

PAC info table.

- Fun Fair:
- Fri Jun 17.
- Setup - 3:00pm-5:00pm.
- Event - 5:00pm-8:00pm.
- Games - Gr. 6/7 classes will be creating and running paid games in courtyard. Free games will be on field.
- Movie - Will be done in under covered area of courtyard. Seating will be benches from gym. Claudio to set up AV equipment.
- Cheeky Face Painting (Michelle) - Will be doing face painting, temporary tattoos, balloon twisting, and bounce house.
- Fun Food Junkies - Will be doing all food and drinks. Pre-order via Munch-A-Lunch. Vendor recommended simple preset menu. PAC to sell food and collect money and give final cheque to vendor at end of event. Vendor wants to make min $\$ 650$ profit. PAC not making profit on food sales. Truck and trailer are 56 ', Melody and Mirsada to work with vendor on getting access to field. Claudio will find out if food truck needs permit. Can sell food tickets at 50/50 and game tickets table. Will have few tables in field for families to stand and eat at, can also eat at benches set up for movie.
- Tables - Can use school tables. Will need 15+/-, 10 for games, 1 for face painting, 3 for ticket sales.
- Seating - Encourage families to bring with own folding lawn chairs.
- Garbage - Encourage families to bring home all their garbage.
- Gr. 7 Grad - Grad Committee to do this event.
- 2021/22 Summary:
- Purchased STEM and ADST classroom supplies.
- Spirit Day Pancake Breakfast.
- Purchased supplies for school's 10 Days of Christmas.
- Photos with Santa, hot cocoa and holiday treat bags.
- Successfully launch 'Buy a friend a lunch’ donation program to support breakfast and lunch programs.
- Contribute to cost of field trips.
- Purchased outdoor sports equipment.
- Purchased tables and stools for library.
- Purchased plants, equipment, cedar log bench, picnic table, and supplies for community garden.
- Purchased earthquake supplies for classrooms and outside earthquake bin.
- Ongoing Fundraisers:
- Cobs Bread - 5\% of sales for Gr. 7 Grads (Feb-Jun), PAC (Jul-Jan).
- Lee's Bottle Depot - money from 100\% of donated refundable containers for Gr. 7 Grads (Feb-Jun), PAC (Jul-Jan).
- Mable's Labels - 20\% of sales for PAC.
- Current financial statements circulated.
- 2022/23 Budget - Proposed budget will be presented at Fall PAC meeting.

We're looking for input and ideas so please submit them to PAC by email.

- Munch-A-Lunch - Raised $\$ 8,000+/$-. Shout out to Am and Grace for all their hard work this year. Thank you!
- Purdys - Pending fundraising totals from vendor.
- Gaming - Most of remaining funds going to field trips.
- Library - Allocated $\$ 3,500$ from 2021/22 Gaming for tables and stools. Because of inflation, may need $\$ 2,000+/$ - more for these items. Suggestion made to use District's business account to purchase stool from Ikea and tables from manufactures. Tables will take 16 weeks +/- to deliver. Mr. Bortolussi to get District contact info to Mirsada.
- Non-Fundraising Fundraiser - School gets updates from District at end of month. Raised $\$ 2,800+/-$ as of the end of Apr. $\$ 63.70$ went to credit card charges for those donations marked "PAC". Changes made to donation instructions and emailed to parents in May.
- Sports Day - Ok to use $\$ 100$ from Gaming to buy freezies for all students.


## 9. DPAC Report

10. Executive Elections

## 11. Roundtable

12. Adjournment

Next Meeting

- May 16, 2022 meeting summary - Racism survey results reviewed, school emailed parents results. 2022/23 DPAC meetings to continue being online. Byrne Creek Community School student passed away May 5, 2022.
- Thank you to everyone on the 2021/22 PAC Executive for making this school year amazing!
- Resignations received:

Past Chair: Samantha Nelson
DPAC Rep: Jade Yang
Members at Large: Grace Huang

- Nominations received, election held, new board voted in.
- PAC Executive for the 2022/23 school year are:

Chair: Am Bains
Vice Chair: Melody Chew, Mirsada Jakupovic
Secretary: Sarah Kilgour
Treasurer: Christina Burge
DPAC Rep: Natalia Rodriguez
Members at Large: Robert Bansal, Moses Muhalal, Sandeep Kulkarin

- Signing authority to remain the same:

Chair: Am Bains
Secretary: Sarah Kilgour
Treasurer: Christina Burge

- Does PAC Executive want to do 'Meet and Greet' event at end of school year?
-8:12pm.
- Adjourned
- Monday, September 12, 2022 9:00am in school library.

|  | 30/sep/21 | 31/Oct/21 | 30/Nov/21 | 31/Dec/21 | 31/Jan/22 | 28/Feb/22 | 31/Mar/22 | 30/Apr/22 | 31/May/22 | YTD | Budget | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fun Lunch Revenue |  | 8,018.90 | 1,998.34 | 243.22 | - | 4,232.87 | 117.90 | 10,253.40 | 1,228.15 | 26,092.78 |  |  |
| Munch a Lunch Annual Hosting Fee | 336.00 | - | - | - | - | - | - | - | - | 336.00 | - |  |
| Fun Lunch Expense | - | 2,750.30 | 2,974.18 | 2,213.20 | - | 1,762.08 | 1,905.80 | 2,833.84 | 1,659.70 | 16,099.10 |  |  |
|  | (336.00) | 5,268.60 | (975.84) | \$(1,969.98) | - | 2,470.79 | $(1,787.90)$ | 7,419.56 | (431.55) | 9,657.68 | 3,000.00 |  |
| Fun Lunch |  |  |  |  |  |  |  |  |  |  |  |  |
| Spirit Wear Revenue | - | - | - | 298.02 | - | - | - | - | - | 298.02 |  |  |
| Spirit Wear Cost | - | - | - | - | - | - | - | - | - | - |  |  |
| Spirit Wear | - | - | - | 298.02 | - | - | . | - | - | 298.02 | 500.00 | through MVP Athletic Supplies |
| Purdys Revenue | - | - | - | - | 1,062.20 | - | - | - | - | 1,062.20 |  |  |
| Purdys Costs | - | - | - | - | - | - | - | - | - | - |  |  |
| Purdys | - | - | . | . | 1,062.20 | - | - | . | - | 1,062.20 | 800.00 |  |
| Entertainment Book Sales | - | - | - | - | - | - | - | - | - | - |  |  |
| Entertainment Book Costs | - | - | . | - | - | - | - | - | - | - |  |  |
| Entertainment Book | - | - | - | - | . | - | - | - | . | . |  | Cancelled |
| Christmas fundraiser | - | - | - | - | - | - | - | - | - |  |  |  |
| Christmas Fundraiser Costs | . | . | . | . | . | . | . | - | - | - |  |  |
| Christmas Fundraiser | - | - | - | . | - | . | . | - | . | - |  | Any Ideas?? |
| Sports Day/freezie Concession | - | - | - | - | - | - | - | - | - |  |  |  |
| Sports Day/frezzie | - | . | . | - | . | - | - | - | - | - |  |  |
| Sports Day Concession | - | - | - | - | - | - | - | - | - | . | 100.00 |  |
| Pub Night | - | - | - | - | - | - | - | - | - | - |  |  |
| Pub Night Expense | - | . | . | - | . | - | - | - | - | - |  |  |
| Pub Night | - | - | - | - | - | - | - | - | - | - |  |  |
| Walk-a-thon | - | - | - | - | - | - | - | - | - | - |  |  |
| Walk-a-thon Expenses | - | - | . | - | - | - | - | - | - | - |  |  |
| Walk-a-thon | - | - | - | - | - | - | - | - | - | - | - |  |
| ${ }_{\text {Freezies sales }}$ | - | - | - | - | - | - | - | - | - | - |  |  |
| $\frac{\text { Freezies costs }}{}$ | - | - | - | - | - | - | - | - | - | - | 75.00 |  |
| Movie Night | - | - | - | - | - | - | - | - | - | - |  |  |
| Movie Night Costs | . | . | . | . | . | . | . | . | . | . |  |  |
| Movie Night | - | - | - | - | - | - | - | - | - | - |  | Not Budgeted, but still possible |
| Net Other Fundraisers | $\cdot$ | - | - | 298.02 | 1,062.20 | $\cdot$ | - | - | - | 1,062.20 | 1,475.00 |  |
| Grade 7 Graduation | - | - | - | - | - | - | - | - | - | - |  |  |
| Memory Books | - | - | - | - | - | - | - | - | - | - | 400.00 |  |
| Photo Night | - | 75.00 | 100.00 | - | - | - | - | - | - | 175.00 | 350.00 |  |
| Recycling Depot | - | 165.10 | - | - | - | - | - | - | - | 165.10 | 300.00 |  |
| Bank Interest | - | - | - | - | - | - | - | - | - | - | - |  |
| Donation | - | - | - | - | - | - | - | - | - | - | - |  |
| PAC operating grant | - | - | - | 183.11 | - | - | - | - | - | 183.11 | 100.00 | \$157.95 carried forward from 2020-2021 school year |
| Miscellaneous Revenue | - | - | - | - | - | - | - | - | - | - |  |  |
| GROSS INFLOWS | - | 8,259.00 | 2,098.34 | 724.35 | 1,062.20 | 4,232.87 | 117.90 | 10,253.40 | 1,228.15 | 27,678.19 |  |  |
| FUNDRAIIER EXPENSE OFFSETS | 336.00 | 2,750.30 | 2,974.18 | 2,213.20 |  | 1,762.08 | 1,905.80 | 2,833.84 | 1,659.70 | 16,435.10 |  |  |
| NET | (336.00) | 5,508.70 | (875.84) | 1,488.85 | 1,062.20 | 2,470.79 | $(1,787.90)$ | 7,419.56 | (431.55) | 11,243.09 | 5,625.00 |  |
| Other Outiows: |  |  |  |  |  |  |  |  |  |  |  |  |
| Technology |  |  |  |  |  |  |  |  |  |  |  |  |
| Library Books | - | 500.00 | - | - | - | - | - | - | - | 500.00 | 500.00 |  |
| Recreation and Clubs |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gym \& outdor sports equipment | - | 500.00 | - | - | - | - | - | - | - | 500.00 | 500.00 |  |
| Academic Assistance |  |  |  |  |  |  |  |  |  |  |  |  |
| Cultural Enrichment | - | - | - | - | - | - | - | - | - | - | - | \$5/student from gaming grant=\$1950 |
| Field trips | - | - | - | - | - | - | - | - | - | - |  | \$10/student form gaming grant=\$3900 |
| Classroom supplies | - | 2,250.00 | - | - | - | - | - | - | - | 2,250.00 | 2,250.00 | \$5/student plus \$100/special class |
| Planners | - | - | - | - | - | - | - | - | - | - | - |  |
| Fine Arts |  |  |  |  |  |  |  |  |  |  |  |  |
| Musical Supplies | - | 500.00 | - | - | - | - | - | - | - | 500.00 | 500.00 |  |
| Community, Social \& Safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency supplies | - | - | - | - | - | - | - | - | - | - | 390.00 | \$1/student |
| Safety Supplies | - | - | - | - | - | - | - | - | - |  | - |  |
| Grad 7 graduation | - | - | - | - | - | - | - | - | - | - | 200.00 |  |
| Garden renewal | - | - | - | - | - | - | - | 500.00 | - | 500.00 | 500.00 |  |
| Teacher appreciation lunch (net) | - | - | - | - | - | - | - | - | - | - | 300.00 |  |
| Teacher farwell gifts | - | - | - | - | - | - | - | - | - | - | 200.00 |  |
| Pancake breakfast | - | - | - | - | - | - | (717.00) | - | - | (717.00) | 200.00 | Pancake breakfast paid from Gaming Grant, use this for Library |
| Christmas Cheer | - | - | - | 552.50 | - | - | - | - | - | 552.50 | - | Next year use Gaming Grant money. |
| Potuck | - | - | - | - | - | - | - | - | - | - | - |  |
| Clinton Cares | - | - | - | - | - | - | - | - | - | - | 100.00 |  |
| Movie Licece | - | - | 99.75 | - | - | - | - | - | - | 99.75 | 100.00 | So kids can watch fun videos in Class |
| Freezies | - | - | - | - | - | - | - | - | - | - | 100.00 |  |
| Fun Lunch Program | - | - | - | - | \$ (100.00) | (238.00) | (194.00) | (320.00) | - | (852.00) | 100.00 |  |
| Administration of PAC |  |  |  |  |  |  |  |  |  |  |  |  |
| BCCPAC Fees Meeting refreshments | $:$ | : | $:$ | : | : | : | $:$ | $:$ | $:$ | $:$ | 75.00 100.00 |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |
| Miscellaneous | - | - | - | - | 224.00 | - | - | - | - | 224.00 | 50.00 |  |
| Total Expenses | - | 3,750.00 | 99.75 | 552.50 | 124.00 | (238.00) | (911.00) | 646.30 | - | 4,023.55 | 6,165.00 |  |
| $\overline{\text { Net Cash Inflow/(Outilow) }}$ | (336.00) | 1,758.70 | (975.59) - | 2,041.35 | 938.20 | 2,708.79 | (876.90) | 6,773.26 | (431.55) | 7,219.54 | (540.00) |  |
| Opening Cash Balance | 4,973.56 | 4,637.56 | 6,396.26 | 5,420.67 | 3,379.32 | 4,317.52 | 7,026.31 | 6,149.41 | 12,922.67 | 4,973.56 | 8,378.00 |  |
| Closing Cash Balance | 4,637.56 | 6,396.26 | 5,420.67 | 3,379.32 | 4,317.52 | 7,026.31 | 6,149.41 | 12,922.67 | 12,491.12 | 12,193.10 | 7,838.00 |  |


|  |  | 30/Sep/21 | 31/Oct/21 | 30/Nov/21 | 31/Dec/21 | 31/Jan/22 | 28/Feb/22 | 31/Mar/22 | 30/Apr/22 | 31/May/22 | YTD | Budget | Fav/(Unfav) Variance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Grant |  |  | 7,360.00 |  |  |  |  |  |  |  | 7,360.00 | 6,200.00 | 1,160.00 |
| Bank Interest |  | - | - | - | - | - | - | - | - | - | - |  | - |
| GROSS INFLOWS |  | - | 7,360.00 | - | - | - | - | - | - | - | 7,360.00 | 6,200.00 | 1,160.00 |
| Expenditure Details: | Cheque\# |  |  |  |  |  |  |  |  |  |  |  |  |
| Field trips/Educational Group Activities: |  |  |  |  |  |  |  |  |  |  |  | 6,200.00 | 4,831.20 |
| BCCPAC membership fee | 268 |  | 75.00 |  |  |  |  |  |  |  | 75.00 |  |  |
| Pancake Breakfast (Fuel Catering) | 269 |  |  |  |  |  |  | 1,293.80 |  |  | 1,293.80 |  |  |
|  |  |  |  |  |  |  |  |  |  |  | - |  |  |
|  |  |  |  |  |  |  |  |  |  |  | - |  |  |
|  |  |  |  |  |  |  |  |  |  |  | - |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Expenses |  | - | 75.00 | - | - | - | - | 1,293.80 | - | - | 1,368.80 | 6,200.00 | 4,831.20 |
| Net Cash Inflow/(Outfow) |  | - | 7,285.00 | - | - | - | - - | 1,293.80 | - | - | 5,991.20 | - | 5,991.20 |
| Opening Cash Balance |  | 1.29 | 1.29 | 7,286.29 | 7,286.29 | 7,286.29 | 7,286.29 | 7,286.29 | 5,992.49 | 5,992.49 | 1.29 | 1.29 | - |
| Closing Cash Balance |  | 1.29 | 7,286.29 | 7,286.29 | 7,286.29 | 7,286.29 | 7,286.29 | 5,992.49 | 5,992.49 | 5,992.49 | 5,992.49 | 1.29 | 5,991.20 |

