Clinton Elementary School
Parent Advisory Council

5858 Clinton Street Burnaby B.C. V5J 2M3
clintonpac.sd41@gmail.com

2023-24 PAC Meeting

Friday, December 1, 2023 at 9:05am in the Library

MINUTES

1. **Call to Order**
   - 9:05am.

2. **Introductions**
   - 14 attendees.

3. **Adopt Agenda**
   - Agenda circulated.
     Motion: *That the agenda be adopted.* ***M/S/C***

4. **Approve Minutes**
   - November 10, 2023 PAC meeting minutes circulated.
     Motion: *That the minutes for the November 10, 2023 PAC meeting be approved.* ***M/S/C***

5. **Principal Report**
   - Student population 367.
   - Field trip buses were $300 pre-Covid, now $800.
   - Dec 11-14 Hip Hop lessons during scheduled gym time, showcase assembly Fri Dec 15.
   - Dec 20 Band performance.
   - Dec 20 Report cards go home.
   - Dec 21 Pancake breakfast in morning, Singalong Assemble in afternoon, Mr. Bortolussi's last day!
   - Dec 22 Winter Break starts.
   - Jan 8 School opens for Term 2, Mr. Brad Winterlik Clinton's new Principal starts.
   - Skating booked for Jan, scheduled to be released once confirmed.

6. **Parent questions and/or comments for the Principal**
   - Q1) Can PAC bring in outside vendor to do afterschool STEM programs? A1) Yes! Can use designated Makers Space in Art Room. It's equipped with building/making tools (saws, hammers, etc.)
   - Q2) Can PAC book classroom or gym for Red Cross "Stay Safe!" scheduled for Mon Apr 29 on the Pro-D Day? A2) Yes! Book the gym.
   - Q3) Can we have a cyber education session? A3) Yes! If school can find a speaker to come to the school. Would be great if speaker and do session during the day for students and do a session during the evening for parents. School is looking for provider that is affordable.

7. **Treasure Report**
   - Statement of Inflows/Outflows circulated.
   - Munch-A-Lunch
     - Buy-A-Friend-A-Lunch program will be ending. Raised $512 from this program, thank you to all the families that have generously donated to this program! These funds will be reallocated to Pancake Breakfast this year (Dec 2024). Will be asking families for toonie donations to help cover remaining cost of this Pancake Breakfast.
     - Feeding Futures program will be starting. Noon Hour Supervisor will be making 10-12 lunches on-site. Lunches will be for students in need and students that forget their lunches. Parent volunteers are welcome to come help. District might expand this program and might move it off-site in 2024/25. Clinton is still running their Breakfast Program. Parent suggested that school get Superstore PC Optimum Card to take advantage of cost savings via points program and Door Dash delivery.
   - Proposed 2023-24 budget circulated.
     Motion: *That the 2023-24 budget be approved.* ***M/S/C***

8. **DPAC Rep's Report**
   - November 20, 2023 meeting summary circulated.

9. **Fundraising Update**
   - Purdys Chocolates – Raised $640, thank you for your support! Orders go home next week.
   - FundScrip Gift Cards – OPEN, closes Dec 3 for orders being picked up by at school and sent home with students. Fundraiser link https://www.fundscrip.com/. Group invitation code 7WV8LP.
   - Library Fundraiser Ideas
     - Goal is to get Library furniture project completed by end of June 2024.
     - Cash Ask, will be doing via School Cash Online, might also ask local businesses to donate.
     - Neufeld Farms (https://neufeldfarms.ca/fundraising/).
     - Bake sale.
     - Hot dogs lunches.
     - Krispy Kreme Doughnuts, made $650 +/- last year, maybe do on Fri Mar 15 last day before Spring Break and Fri Jun 14 Sports Day Concession.
     - Silent Auction.
     - Trivia Night.
   - Gr.7 Grad Fundraiser Ideas
     - Panago Pizza.
     - White Spot.

10. **Chair Report**
   - Red Cross "Stay Safe!" – Mon Apr 29 Gym, during Pro-D Day, for students 8-11 y/o, need minimum of 12 students to confirm booked, can have maximum of 20 students.
   - Fall Family Move Night recap – Thu Nov 23 (5-7pm) Gym. Had less families than Feb 2023. Issues with sound system broken, hard to hear movie, school has put in repair workorder to District. Issues with students being dropped off by parents and left unattended and students leaving Gym to stay outside unattended. Parent suggested starting event at 6pm to allow more families to attend.
   - Winter Family Move Night – NEW DATE and NEW TIME Fri Feb 23 (6-8pm) Gym, all notices will include information stating that no children are to remain unsupervised at PAC events.
   - Pancake Breakfast plans
     - Pancakes – Catering booked, $1,750 for 1,000 pancakes + syrup + butter packs + delivery, each student and staff to be served 2 pancakes each ($3.50/serving), will be doing 3 sittings.
     - Fruit – To source fresh fruit donations, will need volunteers to wash/cut fruit.
     - Juice Boxes – To use gift card donated by Superstore and SaveOnFoods to buy $500 of juice boxes.
     - Set Up – Gym booked for 2pm Wed Dec 20 for set up, will be doing same layout and décor as last year, all parents and students welcome to help, will have extra décor for Mr. Bortolussi's Retirement.
     - Breakfast – Catering arrives 8:30am Thu Dec 21, will need volunteers to help serve food and drinks, reset tables between sittings.
     - Clean Up – To start after last class finished breakfast. Décor can stay up for assembly but floor to be cleared and swept for assembly scheduled for after lunch. Will need 3 volunteers to help with Fun Lunch at 11:30am.
   - Mr. Bortolussi's Retirement plans
     - During Pancake Breakfast Thu Dec 21 (8:30am-12:00pm) Gym
       - Buddy class photo with Santa and Mr. Bortolussi.
       - Principal jokes told by students.
       - Parents can come say goodbye to Mr. Bortolussi and sign book that will be set up at coffee station.
     - During Singalong Assembly Thu Dec 21 (1-2pm) Gym
       - PAC to present gifts (tote bag with Clinton logo, bourbon $67, bourbon glasses etched with Clinton logo $135, giant book filled with pages done by each class.

11. **Next PAC Meeting**
   - NEW DATE Friday, January 19, 2024 at 9:05am in the Library.

12. **Adjournment**
   Motion: *That the meeting be adjourned at 10:41am.* ***M/S/C***

CLINTON PAC - GENERAL
STATEMENT OF INFLOWS/OUTFLOWS
September 1, 2023 – August 31, 2024

	30/Sep/21	31/Oct/21	30/Nov/21	YTD	Budget	Comments
MunchaLunch Revenue	13,706.75	5,977.46	2,002.76	21,686.97	-	
Munch a Lunch Annual Hosting Fee	-	336.00	-	336.00	-	
MunchaLunch Expense	1,821.94	4,608.70	5,367.66	11,798.30		
MunchaLunch	11,884.81	1,032.76	(3,364.90)	9,552.67	9,000.00	
Other Fundraisers:						
Fun Lunch Revenue	71.00	163.00	-	234.00		
Fun Lunch Expense	-	-	-	-		
Fun Lunch Program	71.00	163.00	-	234.00		
Purdys Revenue	-	-	-	-		
Purdys Expense	-	-	-	-		
Purdys	-	-	-	-	900.00	
Spirit Wear Revenue	-	233.16	-	233.16		
Spirit Wear Expense	-	25.21	-	25.21		
Spirit Wear	-	207.95	-	207.95	250.00	
Krispy Kreme Revenue	-	-	-	-		
Krispy Kreme Expenses	-	-	-	-		
Krispy Kreme	-	-	-	-	650.00	
Movie Night Revenue	-	-	-	-		
Movie Night Expenses	-	-	-	-		
Movie Night	-	-	-	-	275.00	
Net Other Fundraisers	**71.00**	**370.95**	**-**	**441.95**	**2,075.00**	
Grade 7 Graduation	-	-	-	-	-	
Memory Books	-	-	-	-	-	
Photo Night	-	-	-	-	-	
West Coast Seeds	-	-	-	-	-	
Recycling Depot	-	-	-	-	200.00	Split 50/50 between Grade 7 Grad and PAC
Bank Interest	-	-	-	-	-	
Donation	-	-	-	-	-	
PAC operating grant	-	-	-	-	180.00	
Mabel's Label's Fundraiser	-	-	-	-	60.00	
Sun-Oka Fruit Fundraiser	-	-	846.00	846.00	1,500.00	
Miscellaneous Revenue	-	-	-	-	-	
GROSS INFLOWS	13,777.75	6,373.62	2,848.76	23,000.13		
FUNDRAISER EXPENSE OFFSETS	1,821.94	4,969.91	5,367.66	12,159.51		
NET	**11,955.81**	**1,403.71**	**(2,518.90)**	**10,840.62**	**13,015.00**	
	-	(0.00)	-	-	-	
Other Outflows:						
Technology						
Library Books	-	-	600.00	600.00	600.00	
Library Renovations	-	-	-	-	2,500.00	
Computers, software and accessories	-	-	-	-	-	
Recreation and Clubs						
Gym & outdoor sports equipment	-	-	600.00	600.00	600.00	
Playground Equipment	-	-	-	-	-	
Sports Training	-	-	-	-	2,000.00	Spike Ball
Academic Assistance						
Cultural Enrichment	-	-	-	-	-	$5/student for 377 students=$1885
Field trips	-	-	-	-	5,400.00	$20/student form gaming grant, plus $15/student from PAC func
Classroom supplies	-	-	2,300.00	2,300.00	2,250.00	$5/student @360 students, plus $150/x3 special class
Planners	-	-	-	-	-	
Fine Arts						
Musical Supplies	-	-	600.00	600.00	600.00	
Community, Social & Safety						
Emergency supplies	-	-	-	-	360.00	$1/Student
Safety Supplies	-	-	-		-	
Grad 7 graduation	-	-	-	-	250.00	
Garden upkeep	-	-	-	-	4,000.00	includes 4th picnic table
Teacher appreciation lunch (net)	-	-	-	-	450.00	
Teacher farwell gifts	-	-	-	-	300.00	
Teacher wishlist	-	-	-	-	200.00	
Pancake breakfast	-	-	-	-		From Gaming account
Potluck	-	-	-	-	200.00	
Clinton Cares	-	-	-	-	100.00	
Movie Licece	-	-	144.37	144.37	150.00	
Spirit Days/Fun Events	286.02	-	-	-	2,000.00	
Panarama Photo	-	-	-	-	200.00	
Administration of PAC						
BCCPAC/DPAC Fees	-	-	-	-		From Gaming Account
PAC Administration Expenses	-	-	-	-	800.00	
Meeting refreshments	-	-	-	-	200.00	
Other						
Miscellaneous	-	-	-	-	50.00	
Total Expenses	**286.02**	**-**	**4,244.37**	**4,244.37**	**23,210.00**	
Net Cash Inflow/(Outflow)	**11,669.79**	**1,403.71**	**(6,763.27)**	**6,596.25**	**(10,195.00)**	
Opening Cash Balance	**16,037.84**	**27,707.63**	**29,111.34**	**16,037.84**	**16,037.84**	
Closing Cash Balance	**27,707.63**	**29,111.34**	**22,348.07**	**22,634.09**	**5,842.84**	

Clinton Elementary Parent Advisory Council

2023/2024 Proposed Budget for Approval Updated
November 2023

	Proposed 2023/2024		Final 2022/2023		Increase/(Decrease)	
	General Account	Gaming Account	General Account	Gaming Account	General Account	Gaming Account
	Waiting for Approvel	Waiting for Approval				
Beginning Cash	**16,037.84**	**1,464.59**	**11,376.79**	**2,172.49**	4,661.05	- 707.90
Gaming Grant				7,660.00	-	- 7,660.00
Net Cash Available for Distribution	**16,037.84**	**1,464.59**	**11,376.79**	**9,832.49**	**4,661.05**	**- 8,367.90**
Projected Net Inflows:						
MunchaLunch	9,000.00		9,938.17		- 938.17	-
Fun Lunch Program (BaFaL)	-		1,584.98		(1,584.98)	-
Purdy's	900.00		891.71		8.29	-
Spirit Wear	250.00		225.99		24.01	-
Plant Fundraiser			779.65		- 779.65	-
Krispy Kreme	650.00		830.00		- 180.00	-
Fun Fair	-		2,736.44		- 2,736.44	-
Movie Nights	275.00		276.09		- 1.09	-
Grade 7 Grad Fundraiser	-		-		-	-
Photo Night	-		275.00		- 275.00	-
West Coast Seeds			216.23		- 216.23	-
Recycling Depot	200.00		-		200.00	-
Bank Interest	-		-		0.00	-
Donations	-		-		-	-
PAC operating grant	180.00		181.92		- 1.92	-
Mabel's Labels	60.00		69.61		(9.61)	-
Sun-Oka Fruit	1,500.00		1,358.00		142.00	
Miscellaneous Revenue	-		-		-	-
Total Net Inflows	**13,015.00**	**-**	**19,363.79**	**-**	**(6,348.79)**	**-**
					-32.8%	
Outflows:						
Technology						
Library Books	600.00		500.00		100.00	-
Library Revitalizatioin	4,500.00		500.00	4,467.90	4,000.00	- 4,467.90
Computers, software and accessories	-		-		0.00	-
Recreation and clubs					-	
Gym & outdoor sports equipment	600.00		869.23		- 269.23	-
Playground Equipment						
Sports Training	2,000.00					
Academic Assistance					-	
Cultural Enrichment ($5/student)	-		2,102.64		- 2,102.64	-
Field trips (in person or virtual)	5,550.00		3,492.11	3,900.00	2,057.89	- 3,900.00
General Classroom supplies ($5/student + $150/special class)	2,300.00		2,238.76		61.24	-
Planners	-		-			
Fine Arts					-	
Musical Supplies	600.00		500.00		100.00	-
Community, Social and Safety					-	
Emergency supplies	360.00		78.69		281.31	-
Safety supplies			-		-	
Grad 7 graduation	250.00		250.00		-	-
Garden upkeep	2,000.00		45.30		1,954.70	-
Teacher appreciation lunch	450.00		412.47		37.53	-
Teacher farewell gifts	300.00		162.04		137.96	-
Teacher wishlist	200.00					
Pancake breakfast	-	1,400.00	1,081.31		- 1,081.31	1,400.00
Christmas Cheer	-		-		0.00	-
Clinton family potluck	200.00		48.99		151.01	-
Clinton Cares (Thanksgiving, Chirstmas, and emergency issues)	100.00		-		100.00	-
Movie License	150.00		137.81		12.19	
Spirit Days/ Fun Events	2,000.00		1,338.75		661.25	
Panarama Photo	200.00		156.80		43.20	-
Administration of PAC					-	
BCCPAC Fees		75.00	75.00		- 75.00	75.00
PAC Adminstrative Expenses	800.00		797.80			
Meeting Refreshments	200.00		237.27		- 37.27	-
Other					-	
Miscellaneous: bank, postage, etc.	50.00		11.77		38.23	-
Total Outflows	**23,410.00**	**1,475.00**	**15,036.74**	**8,367.90**	**8,373.26**	**- 6,892.90**
Net Inflow (Outflow)	- 10,395.00	- 1,475.00	4,327.05	- 707.90	55.7%	
Net Projected Cash	**5,642.84**	**- 10.41**	**15,703.84**	**1,464.59**	- 10,061.00	- 1,475.00
					-64.1%	-100.7%

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2023-24 DPAC Report

MEETING SUMMARY

Monday, November 20, 2023

Burnaby School District

- Emotional Regulation – Supporting your child with open conversations- Presentation by Roberto Bombelli, Deputy Superintendent, and Nick Christofides, Director of Instruction.
  They will send the package to us. It was mostly a discussion about how parents can help their children to navigate emotions.

DPAC Update

- The issues in the DPAC executive are still unresolved. Laura Ward, vice-chair (and BCC PAC chair), stated that they will sort out the conflict by January, and she will resign at the end of that month. If that doesn't happen, the whole executive needs to resign to re-elect the new exec members.
- The DPAC reps agree on the need to have access, review, and eventually approve or amend the May, September, October, and November meetings on the January meeting. The district needs to send the slides of the past presentations (September, October). The reps request more transparency from the DPAC executive, an update on the DPAC exec Committees, and documented updates on the conversations with the district.
- There is a motion seconded to elect two members for Central West to join the executive. The positions were fulfilled.
- Some schools are running out of capacity. Maywood rep asks DPAC exec to bring this issue to the district. Another parent explained that they started a committee at their school and a petition. Same for Brentwood, Alpha. Laura W. will ask the district about it, and BCC PAC is trying to bring this to the Ministry of Education. A rep proposes to set up an Advocacy Group for Burnaby (as there is one in Vancouver). Laura states that she will answer this on the next meeting.
- It is noticeable that the trustees have not been present in the last DPAC meetings. Laura W. explains it has to do with conflicting schedules.
- The 2011 DPAC Bylaws might need to change as they are outdated.

Show & Tell

- Marlborough: Jazz concert with a special guest, Corey Reeds ('low-cost celebrity') and silent auction on December 22nd.

- Clinton: FundScrip fundraiser (gift cards), family movie night Nov. 23rd plus Grad pizza fundraiser. Pancake breakfast on December 21st.

Meeting adjourned at 21:07.
Next meeting on January 15th.