

Gibson Elementary School PAC

General Meeting Minutes



Date: SEPTEMBER 27 2023

Location: In person School Library

Call to order by the President @ 7:05pm

Attendance and Introductions-

Guest - Principal Mark Douangchanh, Vice Principal Darryl Penny

Additional parents- 10 parents - Sandeep, Sherry, Farhana, Rukeshma, Prasant, Suebhi, Orsa, Sangita, Anita, Shivagni

Executive Team- Gary, Mindi, Kam, Raheela

Fresh slice sponsored our first general PAC meeting with PIZZA

Review/ explanation of meeting terms- Adoptions, Amended (to change or alter the main motion), 1st & 2nd(another member of the group agrees with the motion and would like it to be considered), then vote, approved etc

Adoption of previous minutes- May minutes

Motion to Amend “Official handoff of past Gibson Elementary PAC executive team to new PAC executives.”

Pass off was not fully completed. Newly elected PAC executives did not receive any summary reports on cash generated and expenditures, Financial reports were not provided. Including any previous grant information or annual reports or appeals. Pac is missing multiple invoices from last year and prior years. Cash was deposited as a lump sum and current executives do not have clear information as to where the funds were generated from or which event. June deposit was \$1950.44 and previous to that for cash deposit was Feb 2020.

Moved by Mindi Bhala, seconded by Gary Sandur; Approved

Motion to Amend “the adoption for the April minutes at the start of May’s meeting”

April minutes were not proved to the members to have an approved adoption of the April minutes at the May meeting. Minutes must be provided for membership to review before adoption.

Budget presented at the April meeting was not complete, this budget was not voted on. Cheque written from wrong account (Grade 7 Grad) as per what is stated on the presented budget that was provided at April AGM, other cheques were not issued prior to pass off when contents were passed on.

Budget 2022/2023		
Paid Via PAC Funds		
PAC Prev Account Balance	\$2,182.59	
Current Account Balance	\$1,913.79	
	Proposed	Paid
PAC Membership	75	75
Student Support \$100 per DIV.	18000	No requests
Munch A Lunch	268.80	268.80
Total	2143.80	1,800.00
To Be Paid Via Prev Years Gaming Grant		
Gaming Account Balance	\$2,845	
	Agreed	Paid
Grade 7 Grad events	500	<i>Paid from General account</i>
School Sports Equipment	1,000.00	
Deliview Bursary	350.00	
Total	1,850.00	\$0

Moved by Sandeep Parmar, seconded by Sangita Bhatia; Approved

Present agenda-

Motion to amend current Agenda- Correction the finance table for donation amount and total.

Financial Update-2023/2024 Calculation did not include “shares” from both accounts in total and the donation account was not updated.

Account Type	Remaining Balance
PAC Funding	\$3,864.33
Shares	\$11.24
Gaming Grant	\$2,844.85
Shares	\$11.53
Donation Account	\$2,810.00
Total	\$9,519.18

Corrected to -

Account	Remaining Balance
PAC Funding	\$3,864.33
Shares	\$11.24
Gaming Grant	\$2,844.85
Shares	\$11.53
Donation Account	\$698.77
Total	\$7,430.72

Moved by Gary Sandur, seconded by Mindi Bhala; Approved

Admin Report: Mark/ Darryl

Updates for this year

First day of school - Thanks to PAC for support and presence on the first day

Welcome Open house

- Successful might do a different format next year and different timing
- Thanks to PAC for support and presence and to the parents to for coming out

School Goals:

- Focus was on behavior in school and class

- Cellphone usage - cellphones must be put away at school and not used during school hours
- Focusing on our 4 B's - Be Safe, Be Kind, Be Respectful, Be Responsible

Staff Updates:

- New Staff:
 - Maninder Rai - ITT
 - Satpaul Gill - Gr 3 &4 until end of year
 - Kuvan Parhar - Gr. 5&6
 - Tara Watson - Librarian
- Mat leave coverage:
 - Still looking for coverage for Ms. Nelson's mat leave

Class Placements

- Longer intake this year as we were granted new divisions

Terry Fox run

- Successful
- Raised \$85 online via the fundraising page, this does not include the cash donations sent to the school - Mr. Penny may resend the email for online fundraising

Sports

- Cross country and volleyball will be starting up mid to end of Oct
- 2 Gr 12 students are asking to assist with Basketball
 - Will do pick up games for Gr 7 boys which will start Oct 5th

Important Dates:

- Sept 29th - Truth and Reconciliation Day - please wear orange shirt if possible, the office does have orange shirt cut outs that kids can wear if they do not have an orange shirt
- Oct 5th - World Teachers Day
- Oct 11/12 - Parent Teacher Conferences - Oct 11 from 2-6pm and Oct 12 from 2-4pm. Sign up will be via Parent Connect
- Oct 27th - Pumpkin Patch - Darryl has placed an order for 370 pumpkins
- Oct 31st - Kindergarten to Grade 3 - Halloween Parade, general guidelines: avoid masks for safety reasons, no toy/replica weapons, and try not to be too scary

AST (Active School Travel/Walking School Bus)

- Kick off was today (Sept 27th)
- Focus on healthy/active lifestyle
- Reduce the amount of traffic in school zone

- Had 2 new cars arrive for walking school bus
- Paid employee is the crossing guard/walking adult - they are paid by the city
- Gibson had received \$10,000 grant for AST
 - Surplus amount was used to purchased gift cards for Save On Foods, Tim Hortons, SportChek
 - Purchased 370 pedometers which will be given to students, Darryl will email out instructions on how to set up
 - Bells for bikes were purchased, if you would like a bell, please come to the office

Library Room

- Thank you Ms Yan for the units/media library she grabbed and are being stored in the additional room. They need to be sorted and organized
- Items from the media library can be used for the STEM discussions that are happening with Ms Classen

Crossing Guard/Noonhour Supervisor:

- One of our current supervisor is leaving. We are looking for a new crossing guard for 90th & 112th intersection. Admin have some applications that they will be reviewing.

New School Constable:

- Brandon Klaman is our new school constable. He will have more of a presence around the school, so please don't be alarmed if there is a police car at the school. He attended the Terry Fox Run with the kids.

Grade 7s:

- Grade 7s are becoming playground pal/monitors
- Creating a green team for the school

School Supplies:

- Additional class school supplies lists are costing over \$100 per student request to have one list for intermediate and one for primary that is collective of everything
 - Mark and Darryl will look into this further and revert

Executive Reports:

Bylaws and Constitutions-

Motion to Create new Bylaws and Constitutions

Draft has been provided prior to the general meeting.

Previous bylaws was a template from BCCPAC. It did not meet the needs of our school and was very generic. These bylaws were not followed and were not clear.

Key points- explaining AGM, Quorum (minimum number of members needed to pass votes), Budgets, Transition periods and clarity on needed documentation. Proper report taking and transparency. Create clear guidelines on appropriate book keeping and hand off to ensure after each AGM the New Executive team has all the needed information needed and help continue to support a successful team.

Bylaws will be reviewed again at AGM and updated or adjusted as needed. It should be reviewed yearly moving forward. Unless needed to be adjusted before then throughout the current year.

Moved by Gary Sandur, seconded by Kam Sandur; Approved

Annual Budget-

2023/ 2024 - PAC - Gibson Elementary Budget			
Expenditure		Fundraising	
Cost	Description	Cost	Description
\$75.00	BCCPAC membership	\$6,000.00	Hot lunch
\$300.00	Munch a lunch site	\$1,500.00	Freezie/candy sales
\$2,200.00	\$100 per division - classroom discretionary	\$1,000.00	Purdy's
\$400.00	General & Admin	\$1,500.00	Neufelds
\$1,000.00	Grade 7 Farewell/ Camp	\$700.00	Special Event Fundraiser
\$1,000.00	Kids appreciation for special days (halloween, valentines, xmas, year end)	\$10,700.00	Total
\$350.00	Delview Bursary		
\$1,000.00	Staff appreciation		
\$300.00	Special event/assembly decor items		
\$1,000.00	School equipment - megaphones, sports equipment, library items, etc		
\$150.00	Child Assistance		
\$7,775.00	Total		

Request to review the Child Assistance amount. PAC will work with Admin on this item.

Motion to Approve Annual Budget Report for 2023-2024

Moved by Sangita Bhatia, seconded by Sandeep Parmar; Approved

*Previous years account details provided at the meeting. Requests to review were not needed.

Mindi is working hard updating financials to create proper log books from previous years with the information we have. We do not have any cash logs or reports on revenue generated. Last cash deposit was made in June of \$1950.44 and previous to that for cash deposit was Feb 2020. The cash that was deposited in June we are unsure which events it is from or how much from each as we had 4 events between the timelines that generated cash revenue.

Amounts not included in the financial update is PAC Float. Executives will be balancing it to a more reasonable amount and will have this updated for the next meeting. Remaining amount to be deposited to the general account.

Refund issued to a family of \$14. Cash found with hand off paperwork. Unknown if the student received order or details as no reports were provided. Executives collectively decided to issue a refund back to the family as we do not have appropriate reports to review or go by.

Grant Updates- Grant report was not provided or completed by past executives. Grant application was not completed for this year by the current team. Newly elected PAC did not have sufficient information to process a factual application. Please see community gaming grant guidelines for specifics including the requirements and documentation needed to qualify.

Gaming grant board has been contacted to figure out what reports are needed to be completed. Since the last documented report was for June 2019. The 2019 report seems to be a partial report. Waiting to hear details from the gaming grant.

In the meantime PAC will need to work with Admin to provide needed invoices for the cheques that were issued since 2019.

Motion to Put in an application in May 2024 for gaming grant

Moved by Kam Sandur, seconded by Gary Sandur; Approved

Canucks Grant information- Kam (Date March 28)

Motion to Apply and move forward with Canauk grant

Moved by Kam Sandur, seconded by Mindi Bhala; Approved

Website/Social Media- Kam has been lead on getting the website/instagram, qr codes and memo/flyers ready for pac. Website is in the works and we are doing our best to provide all the needed information. If we are missing anything and you would like to learn more please ask. Reach out to any pac executive and we can help.

We have a Binder at the office where you will find all updated information Bylaws, Minutes and future event details.

Please follow our instagram and website to updated events and information

DPAC- At this time we do not have this position filled for the “representative”. Any parent/guardian may attend DPAC meetings. It is the DPAC exec/rep or any PAC Exec that would be voting at their AGM. We will announce in April who will be voting on our behalf. If DPAC information interests you please reach out to the executive team. If you are interested in the Dpac role as exec or rep please speak to the President to get more information.

Hot Lunch/Fundraising- Kam will be leading the Hot Lunch Program, as she was the one that created the tech side last year and has the most experience.

Any food vendor recommendations please share with the PAC team.

Request to allow teachers to be able to order Hot Lunch items as well.

Additional events/ programs-

1st day of school, welcome open house- Pac funds were not used. All items were donated that were given out.

Cobs bread Scott Rd-10% of all purchases made by Gibson Elementary School PAC families, staff, or supporters will be donated directly. Minimum of \$25.00 raised is required to receive a cheque and funds cannot be carried forward to the next year. Share with family and friends who go to the Scott Road location and mention Gibson Elementary School.

M&M- no longer offers rewards program

Return it depot- Phone number that was used in the past was 604-594-7588.

- Mark will double check with Cory on which account these funds are deposited into.
- PAC and Admin will work together on looking into school return it program

Purdy’s chocolate fundraisers (Dec and Easter)- Fundraising goal from Purdy’s is min \$100.

Neufeld Farms- December

Mable’s labels/Oliver Labels- Pac will set this up an it can run year round

Scholastics- Purchase and add classroom teacher’s class code for rewards to go back to your child's classroom or library.

School supplies: additional lists/costs

- look into and work with the school to arrange a pharماسave program.

Staples school tools-

- We can submit general lists- teachers that have any specifics can also add specifics for their own list under our school name. Over \$50 gets 10%off.

Surrey school also provides prepackaged school supply boxes- will look into

*When purchasing supplies note tax free- at walmart, staples etc. separate transaction help.

Ideas on other fundraisers and events- Photo night, Popcorn/Treat days, staff and student appreciation, holiday celebrations.

Looking into Spirit wear- working on getting quotes for hoodies and tshirts.

Fundraising and other programs- **Motion** for PAC to move forward on fundraising opportunities and community partnership for the year.

Moved by Sangita Bhatia, seconded by Farhana Akbar; Approved

Learn about PAC- Please see school website/pac website to learn more about PAC and how you can support your school PAC.

Questions: OPEN FLOOR

Grade 7 Grad

- Activities/Canoe Trip - Will there be more activities?
 - In discussion with Gr 7 teachers to coordinate on what they can do and will revert when Admin has more answers
 - Costs have increased - parent volunteers may be required to alleviate financial stress on families
 - Grad- Year books were not created for last year but possibly will be for this year

Planners

- Delayed approx 4-6 week delay. Student will still be receiving planners this year

Sensory Room

- Admin will confirm with Jen on the remaining balance and current update status

Kindness Program

- Very well received last year, Admin will be considering on doing it again this year
- Mr. Penny would like to create a pathway to kindness in the school hallways

School events assemblies

- Can parents attend assemblies and how will this information be communicated?

- Challenges may occur to fit all parents. Future event parents will hopefully be given some notice if they are able to attend these types of events.
- Halloween Parade- be mindful of appropriate costumes for school. If you are unsure, reach out to your classroom teacher for clarity.
- Remembrance day assembly- school is planning to have an assembly
- Winter Concert- may be similar to last year. 1 session earlier in the day as rehearsal and the main event in the afternoon. Tickets were given last year. Tentative date schedule for Dec 21, 2023.

Science room/After School Clubs

- Admin and Staff has mentioned the need for some items to support science room and additional after school clubs. Pac has requested for more information on items needed or dollar amount needed to help get the supplies needed

Hardship Funding

- Information is still coming in to Admin, no confirmed amount provided yet, however, the focus is the amount should be spent on food.

Sanitizing/Cold and Flu Prevention

- Cleaning and sanitizing in primary classes to prevent spread of cold and flu
 - Custodians and teachers do use sanitizer
 - A parent requested to help clean - it can be a conflict with union
- Masks
 - Adults and children can wear mask if they feel comfortable

Next meeting date- October 18th - In Person, will update if a hybrid option will be available

Adjourn @ 8:49pm

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