

Gibson Elementary School PAC

General Meeting Minutes

January 2024



Date: Wednesday January 25, 2024 **Time:** 7:30pm **Location:** School Library

Call to order- 7:34pm

Attendance-

Mark Douangchanh, Darryl Penny, Mindi Bhala, Gary Sandur, Kam Sandur, Raheela Mohammed
Maninder Minhas, Tanya Nagra

Adoption of November Minutes and Present Agenda-

1st by Kam Sandur; 2nd by Mindi Bhala passed

Admin Report:

Thanks for the Xmas concert. Parents and kids enjoyed it. Reading was great the next day in the gym.

Had assembly about the 4 B's. Showed a video about teachers acting and not doing things properly in the halls. Video had an impact on kids and the next day kids were behaving properly in the halls.

Walk and roll is starting soon and restarting the walking school bus.

Talked to kids about garbage on school grounds.

Ms Bourhill had an idea for creating a Kindness wall. Kids get tickets they are being put up on the wall.

Old computer lab has stem material. Using that as a Stem lab. Trying to build out. Using some of Pro D to do that. Has the bins now.

Stem club at Delview is going well.

Glee club on Tuesday. Chess club on Fridays.

Welcome back to Mrs. Hannah.

Welcome to Mrs. Dhillon is joining us for Division 2

Temporary New EA's will assist in classrooms.

Upcoming events:

- Lunar new year assembly – no date yet as admin is trying to work out the Kindergarten dragon parade.
- Basketball is up and running. Mr Penny helped organize games and juggle multiple school schedules

Budget Report Passed in September 2023

2023/ 2024 - PAC - Gibson Elementary Budget			
Expenditure		Fundraising	
Cost	Description	Goal	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
\$150.00	Child Assistance	\$1,500.00	Neufields
\$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		
\$7,300.00	Total		

Financial Updates:

General Account- \$5798.35 Shares \$11.72

Gaming Account-\$2844.85 Shares \$12.01

- Deposits completed- \$488 Dec treat sales/Concert, \$51 Jan hot lunch manual order (pending 3 orders), Purdy's \$347.29 cheque
- All accounts update, only Cheques need to be issued for Staff appreciation (drinks) and Jan/ Feb hot lunch (costco, sugar cookies and packaging pending), Student appreciation, missed cheque in Dec for cookie cellophane bags.
- Cheques Picked up Jan 12- No charge to the account for 200 cheques

- Purchased 200- General Account (Style # M101 (Starting at #1400,Blue, Manual QTY 200 \$125.88
- 50 cheques= \$70.66 ,200 cheques= \$125.88
- These costs are before taxes & Shipping costs (about \$20) - we asked to ship to branch to save shipping charge.
- add a cheque binder, that will cost \$19.78 separately.

PAC issued cheque to school for \$2,200.00 on Dec 1, 2023 (class room discretionary)

Gaming Grant Update

Documents provided to the current PAC in December by Gaming Grant Board

- 2 letters sent to previous team dated
 - Dec 21,2021
 - Dec 15, 2022
- 2 summary reports that have been submitted from previous PAC
 - 2020-2021 submitted on Aug 21, 2021
 - 2021-2022 submitted Oct 13, 2022
- Responsibility is up to the applicants on spending and reporting
- It is PAC's responsibility to keep all supporting document
- Current PAC has to now complete Summary Reports for
 - 2019-2020, 2020-2021, 2021-2022, 2022-2023
 - PAC will submit report for this year 2023-2024 by June 30, 2024
- It would be in the best interest for PAC and recommendation from the current executives to continue to not use the funds from the current gaming account unless PAC has received clear confirmation that PAC is able and permitted to do so.
- PAC did not receive proper documents during hand off. The following information was not provided or complete during pass off
 - Summary reports for all previous years for gaming account
 - Applications and supporting documents
 - Invoices for all spending
 - Cash logs for both General and Gaming account
 - Reports on revenue generated
- PAC will work with Admin to collect any invoices they may have to help support the Summary Reports.
- PAC is prepared to return all the funds from the current GAMING account as these grants should not have been applied for due to the requirements of the Gaming grant.

Gaming Grant Guidelines

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>

- Update on signing authority - Letter and last minutes sent to the bank. In the process of getting Gary on the accounts. Bank has been provided with the signed letter from Raheela, Kam and Mindi along with the November meeting minutes. To confirm approved motion.
- Suggestion for future - look at other banks as options as Envision is only open Monday - Friday until 5pm. PAC will try to look at other banks as options for future years if PAC would like to move. Would suggest a bank that has a proper commercial till for quicker bank visits.

Donation Account: Grand total from 2023/2024 Donation letter- **\$1,725.00**

Thank you to all the families. Many donated multiple times. Our largest donation from one family was \$250. Every dollar counts and will go directly to the school.

- A parent has come forward to help with future translation for free for other languages. Possible need for farsi/arabic translations.
- Will discuss with Admin on additional languages that may need to be translated to help families.

Next items to pay

- School Equipment \$1000.00
- Gr 7 Grad/Camp \$1,000.00
- Bursary \$350.00

Motion to use funds for school equipment (general account)

1st by Gary Sandur

;2nd by Mindi Bhala

passed

Events/Fundraising:

- Photo night- Pictures turned out nice. Many families placed orders. Free 8x10
 - \$300 Received via Etransfer and deposited into account
 - 4 no shows, 2 spots not booked
 - Could have raised \$450
- Purdy Holiday Fundraiser- Launched Nov 10- Nov 28
 - \$1323.00, Profit \$347.29 (Cheque deposited)
 - Thank you to the 2 staff members that purchased and parents, include the extended shared to coworkers and families.
- Treat Sale Dec 8- Frosted cookie \$1.50, Samosa \$2.00, Purdy's Bars \$3.00
 - Purchase Qty Cookies (total 100) \$14.00 + (16 was from hot lunch invoice), Samosas \$76.00 (100) and Purdy's \$315.00 (200 bars min order)
 - Sold 34 cookies, 27 Purdy's bard, 65 Samosas
 - 3 cookies sold at hot lunch
 - 40 bars purchased by Kam/Gary
 - 17 bars purchased by Raheela
 - Deposit \$488 (included all extra sales in Dec including concert)
 - Plan for next time- all items sold well, 2 items are easier to manage vs 3.
 - Try 75 samosas

- Remaining Purdy's Bars 100 bars- \$3.00 each.
- Concert Dec 19 - Practice, Matinee, Evening concert
 - PAC helped with Decor- Snowflakes, Garlands, Lights, Music Santa, Boxed gifts
 - Handed out agenda and sold chocolate at the door
 - Set up the day before, day of, and clean up the following day
 - PAC provided Admin with pictures and videos from all three shows
 - Put up student art and Christmas trees from Many div's
 - Treat sale- 16 Purdy's bars (included in Treat sale deposit)
- Staff appreciation Dec 19- Pizza Dinner Concert day
 - Cost Fresh slice 166.93, Drinks (Superstore \$12.14) total cost: \$179.07
 - Freshslice has been great to work with and we are pleased the staff was happy with the dinner. They were also able to provide gluten free and vegan.
- Student appreciation Dec 20- Candy canes delivered by Santa/elf and team-
 - Cost \$48.24
 - Thanks to teachers for allowing the classroom interruption. Many students were happy to see santa. Pac tries very hard to show Student appreciation any way possible.
 - Stanta will be retiring next year. TOC has mentioned they may be interested.
- Cob's Dough Raiser account- POS is being updated, unable to get an accurate number at this time. Minimum needs to be \$25.00 collected to issue a Cheque in June. PAC gets 10% of each purchase.
- Bottle depot- Admin will look into who is managing this, and will let PAC know if support is needed to help manage the account.
- Spirit wear- has been put on a slight pause and few other pac items take precedence. Pac has received mock images which we have been held up on to be able to launch to parents. We will do a test order to ensure quality. We hope this to be a success and bring spirit wear to gibson and offered yearly. Pac will try to get this going as soon as possible, thanks for the understanding.

Motion to put 100 purdy's bars toward Grade 7 grad/Camp Budget

- suggest the 100 chocolate bars which is equal to Sales of \$300
- PAC cost \$157.50
- Grade 7's to sell this at Tasty Tuesday's for \$3.00 a bar
- \$300 toward the budgeted amount of \$1000.00
- Remaining balance would be \$700.00

1st by Kam Sandur

;2nd by Gary Sandur

passed

Hot Lunch:

- Donation option on Munchalunch or cash given for meals- These are dollars collected for future use around providing Hot lunch meals when we are not able to access grant funds or do not have a grant ie. Sept 2024.
- Freshslice has donated a large warmer bag- thank you to 83/120st location.

December- Freshslice/ Pizza Art

- Total sales-\$1,257.00
- Costs - \$680.66
- Stripe fees on Munchalunch - \$63.85
- Profit - \$576.34 - \$63.85 = **\$512.49**
- Donation = \$75.00

Rescheduled Feb 23rd- Jan 19, 2024 Boston Pizza/Mary Browns

Thank you Admin for your support and helping us plan to reschedule and help share the needed information out to parents in a very short time. Vendors were very understanding.

- Total Sales \$1,130.57
- Costs - \$737.09
- Stripe fees on Munchalunch - \$50.35
- Profit - \$93.48 - \$50.35 = **\$343.13**
- Donations towards lunches - \$25.00
 - Donation Cash - \$10.00
 - Donation Munchalunch - \$15.00

Feb 9 Freshslice- Cut off Jan 19 Extended to Jan 24

- Total Sales \$934.13
- Stripe fees on Munchalunch - \$51.01
- Profit \$420.25 - \$51.01 = **\$369.44**
- Donations towards lunches - \$40 Munchalunch

Starfish

- Starfish- Billed at cost prices.School Grant will be used
- Invoice will be provided to Admin
- **Grand Total \$662.60-**
 - Oct 19, 2023- Freshslice \$104.49 (Paid by Family donation 27 meals)
 - Nov 3 2023- Boston Pizza \$95.52 (20 Student Meals)
 - Nov 17, 2023- White spot \$119.42 (18 Student Meals)
 - Dec 15, 2023- Freshslice/ Pizza Art \$101.00 (27 Student Meals)
 - Jan 19, 2024 (Rescheduled for Feb 23, 2024)- Boston Pizza/ Mary browns \$149.04 (24 Student Meals)
 - Feb 9, 2024- Freshslice \$ 93.13 (24 Student Meals)

Student appreciation Feb 9- Lunar new year (Feb 10th)

- Chocolate coins
- Working on getting small red envelopes

DPAC update:

- Meetings are for Dpac rep's, Pac exec's, and any parent (in Delta School District) who wishes to join- unless stated otherwise for closed meeting due to topics.
- Next meeting Feb 12, April 8, May 13 AGM/Elections, June 17- Adenda, Minutes on District website. <https://www.deltasd.bc.ca/resources/delta-parent-advisory-council-dpac/>
- Jan 15, 2024 Patrick Klassen, Director, Learning Services – Inclusive Learning did a presentation on inclusive learning.
- Inclusive Learning Caregiver Handbook Link - <https://www.deltasd.bc.ca/wp-content/uploads/sites/2/2023/12/Sept-2023-IL-Caregiver-Handbook.pdf>
- Delta School Parent Information Page- <https://www.deltasd.bc.ca/resources/parent-information-brochures/>
- <https://erasereportit.gov.bc.ca/>- Reporting tool anonymous- goes directly to school principal
- Many Dpac roles will be up for election this year as many parents' children are graduating out, any Delta parent can hold an executive role. Reach out to team if interested.
- Pac did discuss Lakvir's support with Gibson PACs Election for 2023/24 to help achieve a successful and open election to All Parents at Gibson and meeting Quorum of at least 10 min parents.

Question period: Admin, PAC executives and additional parents present had open discussion about below topic

- Field trips (Daytripper)
- Budget allocation
- Hot lunch pricing options
- Parents dropping off lunches for students

Parent Questions:

Concerns about the cost of hot lunch were raised and the prices being too high. It was explained that hot lunch was a fundraiser for the school and the prices are based on the vendor and the the pricing the vendor has provided to PAC

Concerns regarding not being able to drop off lunches on hot lunch days were raised. It was explained that this was not a PAC request but an Admin decision due to the traffic it causes at the school during lunch hours.

Concerns regarding why there are no field trips provided by PAC. It was explained that parents should discuss field trips with their child/children's teachers so they are aware they would like field trips. Field trips are at the discretion of the teacher.

Adjourn: 9:22pm