



Gibson Elementary School PAC

General Meeting Minutes

MAY 2024

Rescheduled date from April 24, 2024

Date: May 1, 2024 **Time:** 630-730 pm **Location:** School Library

Call to order- 6:35pm

Attendance- Mark, Darryl, Kam, Gary and Raheela

Adoption of April 11 Tea Time Meeting Minutes and Present Agenda

1st Kam ;2nd Gary

Admin Report:

Big thanks to PAC for all they do to list a few items, student and staff appreciation, Vaiskhi, hot lunches and treat sales.

Staff did a Patka tying session which Sonia Rundhawa helped organize with an individual from Toronto. This individual sells kits and we are encouraging other schools to do the session as well to help students during school hours who might need assistance with retying them.

Grade 7 was very successful and the students had lots of fun and didn't want to leave.

Mark attended the PBIS (Positive Behaviour Intervention Support) conference. The school is already using some approaches discussed at the conference like Gotchas. The conference addressed many of more ways to support positive behaviour that school will be looking to incorporate

Vaisakhi Event on Apr 26 was very successful. Ms Satpaul Gill and Ms Sonia Rundhawa help organize with the involvement from students and other teachers. We had lots of individuals from the community come out as well to support, helping bring everyone together. The kids gave out Soil kits to the community and members as well as the students all received soil kits.

During the same week as the Vaisakhi event, all classes from K-7 were involved in Bhangra dancing sessions. Sonia Rundhawa helped organize an instructor to come in and teach all the classes. The volunteer instructors brought little gifts for each of the students.

The District advocated for all students in the Province for CEF class enhancement funds. Gibson received those funds and we are able to hire for a full time teachers worth position to help with language support.

Mr Rai, Ms Dillion and Ms Alipie (new hire) will be working together to fulfill that position. We had 15-18 new student registrations in the past week in which 17 of those students need language assistance.

Earth Day - April 21st. Kids were really involved, we received two new hose reels for our gardens. We are doing 3 challenges that we can get up to \$200 from district. Challenges include: lightless lunches, collection and sorting garbage to see how much waste we have, still figuring out all the challenges and the details of them

Bike to School week is coming up

Walking School Bus - We have about 35 kids in total. We had a lot of new families join as well as we had the relaunch and had 4 constables come out and join us.

Apr 7th - Nathan Wilson did a fireside chat with kids on the outdoor stones/rock circle. The kids really enjoyed this

Jump Rope for Heart will be on the 31st. If we collect enough funds, Mr D'angel, Ms Chahal offered to be taped to the wall.

School supplies list - Staff is working on finalizing the lists. For primary classes, each class will have their own list. For intermediate, it appears the list is the same across all, however, small differences as some classes want duotangs where other classes prefer binders. Kindergarten classes have their own list that teachers purchase on behalf of kids. School will handle the school supplies list and coordinate with vendors.

Track meet is on May 9th. We had only a few participants from Grade 4. If it rains, then the meet will be on May 10th.

Yoga - Some of the Grade 2, 3 and 4 classes have been doing yoga classes to help with social emotional learning. The yoga includes south bathing.

Field trips - A lot of classes are now going on field trips including swimming, Burns Bog and Planetarium.

Parent Appreciation is on June 7th. Admin will be sending out an email to inform parents. Parents will be coming in around 9-920ish and having some treats, followed by some presentation by some students. Currently we have about 3 classes doing presentations.

Sports Day is June 14th and the school is having their first planning committee meeting with staff.

Grade 7 Grad is on June 25th. Schedule for events include:

- Gr 7 Assembly at Delview at 9L15am
The Gr 7 focused assembly will be held at Delview at 9:15-9:20 am. All classes will be attending and walking over to Delview with their class. The Gr 7s will then make their entrance coming in on the Red Carpet. The assembly will begin and will include a welcome speech, memories being shared, Gr 7 Certificates, Recognition awards (Service, Grizzly Grit, Citizenship). 1 or possibly 2

students will receive the Allison Stack award. The assembly will conclude with the Gr 7 leaving procession, where the kindergartens will present the Gr 7s with a flower. Parents are welcome to attend the assembly.

- Photos with Family after the assembly
- Gr 7 Lunch in Gibson Library - students will be treated to lunch and snacks
- Gr 7 Farewell party 1pm-3pm

Will be held in the Delview small gym for the students. A DJ has been booked, along with a photobooth and some desserts for the kids.

June 24 - K to Gr 6 Awards Assembly. Students will be receiving awards. Parents are welcome to attend.

Financial Updates:

Letter was provided to the bank regarding the Executive role changes on March 14, 2024. All current executive members have signing authority and are up to date.

- **General Account- \$5,012.62 Shares \$11.72**
- \$200.00 Cash Float - PAC keeps for treat sales or cash hot lunch. (This is not included in the general account total.)
 - Pending 3 cheques to be withdrawn \$609.83 (BPS has not deposited from Feb)
 - Need to issue 9 cheque for Total of \$431.45
 - Vaisaki Guest Appreciation
 - Vaisakhi Popcorn
 - Sports Day Candy bags
 - Hot lunch PAC drinks and snacks
 - Spirit wear images
 - Freezies
 - Vector tracing
 - Waiting for 50/50 Cheque \$1,000.00
 - Will provide admin with April, May, and June starfish Totals
 - April and May Total \$515.42
 - June Total will be calculated after May 14.
- **Gaming Account- \$2,844.85 Shares \$12.01**
 - Gaming applications are now open- PAC will hold off at this time
 - No updates regarding reports that were sent in
 - Name on Cheques : GIBSON PARENT ADVISORY COUNCIL (GAMING)
 - 36 cheques remaining
 - PAC has added ordering new cheques to 2024-2025 budget
 - Gaming guidelines state our account should be stated as below. Full name with the words “Gaming Account”
 - Change to be added to the letter after AGM while adjusting signers.
 - 2024 Gaming guidelines

6. Disbursement of Funds and Reporting Requirements

6.1 Gaming Account

Each grant recipient must maintain a separate Gaming Account held in British Columbia, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from Service Clubs. Non-gaming funds must not be deposited into the Gaming Account.

Recipients must also obtain cheques for the organization's Gaming Account which are imprinted with the organization's full name and the words "Gaming Account." New applicants must open their Gaming Account and obtain cheques before applying.

- **Donation Account- \$1,725.00- Admin to update on amount**
 - Passed motions last meeting April 11, 2024
 - Delview Bursary \$350.00- Cheque has been dropped off to Delview
 - Gr 7 Grad/Camp \$700.00
 - Balance remaining \$675.00 for the School Donation Account (funds from the Donation letters)
 - Admin will provide updated account details
- **2023-2024 Budget- update**

Budget Report Passed in September 2023

| 2023/ 2024 - PAC - Gibson Elementary Budget | |
|---|--|
| Expenditure | |
| Cost | Description |
| \$75.00 | BCCPAC membership |
| \$300.00 | Munch a lunch site |
| \$2,200.00 | \$100 per division - classroom discretionary |
| \$150.00 | Child Assistance |
| \$1,000.00 | Grade 7 Farewell/ Camp |
| \$1,000.00 | Kids appreciation for special days (halloween, valentines, xmas, year end) |
| \$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 |

| Actual-2023/ 2024 - PAC - Gibson Elementary Budget | |
|---|---|
| Expenditure | |
| Cost | Description |
| NA | BCCPAC membership |
| \$337.00 | Munch a lunch site |
| \$2,200.00 | \$100 per division - classroom discretionary |
| NA | Child Assistance- <i>Donation and Grant used</i> |
| \$1,000.00 | Grade 7 Farewell/ Camp (\$300 value from Purdys Chocolates, \$700 Donation funds) |
| \$614.16 | Kids appreciation for special days (halloween, valentines, xmas, year end) |
| \$350.00 | Delview Bursary (Donation funds used) |
| \$294.31 | Staff appreciation |
| \$67.45 | Special event/assembly decor items (Halloween) |
| \$1,000.00 | School equipment - megaphones, sports equipment, library items, etc |
| \$5,862.92 | Total Spent |

- All items have been paid that were due.
- Pending- Staff and Student appreciation in June
- Child Assistance \$1,178.00
 - Oct \$104.50- Donated by Kam and Gary
 - Nov \$95.52 - School Grant
 - Nov \$119.42 - School Grant
 - Dec \$101.00 - School Grant
 - Jan \$149.04 - School Grant
 - Feb \$93.13 - School Grant
 - Apr \$344.70 - School Grant
 - May \$170.75 - School Grant

- **2024- 2025 Proposed Budget**

| 2024/ 2025 - Gibson Parent Advisory Council Budget-General and Donation Account | |
|--|--------------------------------|
| Expenditure | |
| Budget | Description |
| <i>\$50.00</i> | Food safe- Hot lunch team |
| <i>\$3,750.00</i> | Child Assistance |
| <i>\$400.00</i> | Munch a lunch site |
| <i>\$250.00</i> | Vector Imaging |
| <i>\$400.00</i> | PAC Utility cart- Hot lunch x2 |

| | |
|--------------------|---|
| \$200.00 | Dolly for folding tables |
| \$500.00 | Hot lunch bins and bag |
| \$400.00 | Movie license |
| \$1,500.00 | Projector |
| \$100.00 | PAC Wagon |
| \$300.00 | PAC Tent |
| \$500.00 | Mascot approx \$500 |
| \$1,900.00 | Student Planners |
| \$1,900.00 | Pumpkin Patch |
| \$200.00 | PAC General & Admin |
| \$500.00 | Grade 7 Farewell |
| \$500.00 | Student appreciation |
| \$150.00 | PAC Bank Cheques |
| \$150.00 | Gaming- PAC Bank Cheques |
| TBD | Delview Bursary |
| \$500.00 | Staff appreciation |
| \$300.00 | Special event/assembly decor items |
| \$3,800.00 | Field trips |
| \$2,000.00 | Defibrillator (AED- Automated External Defibrillator) |
| \$850.00 | Special events |
| \$21,100.00 | Total |

- DPAC/ District may be paying for Movie License- will need to follow up with DPAC in September.
- PAC discussed Bursary history from PAC- Admin will look into this.
- Admin informed PAC:
 - Projector is in working order - not needed. This will be removed from the Budget.
 - Tent school has available with Gibson Logo. This will be removed from the Budget.
 - District will be purchasing Defibrillators to schools in the district that do not currently have them. This will be removed from the Budget.
- PAC was able to get vector images of the school logo. This will be removed from the Budget.

| Gibson Parent Advisory Council (Gaming)- Budget 2024- 2025 | | |
|---|------------|--------------------------------|
| Balance July 2023-Present | \$2,844.85 | Allocation \$0.00 |
| Projected Balance July 2024-Sept 2024 | \$2,844.85 | Allocation \$0.00 |
| <i>Gaming grant funds \$2844.85- If approved to continue to spend possible Budget plan for 2024-2025</i> | | |
| | \$3,200.00 | <i>Field trips</i> |
| | \$1,900.00 | <i>Pumpkin Patch</i> |
| | \$1,900.00 | <i>Student Planners</i> |
| | <i>TBD</i> | <i>Jerseys</i> |
| | \$4,800.00 | <i>Spirit wear- Pink shirt</i> |
| | \$850.00 | <i>School Dance</i> |
| <i>All listed above as ideas- Will need to confirm with Gaming</i> | | |

Bylaws:

- Due to the difficulties of meeting Quorum at previous PAC general meetings and feedback from additional parents. PAC to Motion to Amend Quorum on Bylaws.
- Following two Motions will be moved to the next meeting's agenda as Quorum was not met of 4 people.

Section III (3) – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be four voting members (the minimum number of voting members that can reasonably be expected to attend).

- Motion to Amend current Gibson Parent Advisory Council's Bylaws and Constitution to:

Section III (3) – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be **three** voting members (the minimum number of voting members that can reasonably be expected to attend).

Section II (2)–MEETINGS OF MEMBERS

General meetings

2. General meetings will be held not less than six times during the school year. This does not include AGM.

- Motion to Amend current Gibson Parent Advisory Council's Bylaws and Constitution to:

Section II (2)–MEETINGS OF MEMBERS

General meetings

2. General meetings will be held not less than six times during the school year. This may include AGM. (Example for General meetings may be Sept, Oct, Nov, Jan, Feb, Apr, May, Jun. Suggestion for an Election to be held in April or May.)

Events/Fundraising:

- Vaikiski event- School Event
 - Thank you to Ms Sonia Randhawa, Ms Satpaul Gill for their work and planning with this event including additional staff and students involved
 - It was great to see parents joining tea time to help plan and support
 - Day of - coming in early, shopping and all the prep and planning that occurred
 - Thank you to all vendors, and Guests who joined
 - Val Windsor- Delta School Board Chair
 - Delta Police
 - Delta Fire Department
 - Katrina Nolasco -Fraser Health
 - Silk Lounge
 - Jagga Sweets
 - Vegetarian Delight
 - Real Canadian Superstore
 - Universal Track
 - Starbucks
 - Guru Nanak Food Bank
 - Invitations were sent out to many District members and due to schedule conflict they were unable to attend.
 - Thank you to all the families and vendors who donated items
 - Thank you to all the students and teacher/staff who all helped make this a success!

Spirit Wear-

- PAC team is trying their best to get this going to be available to families.

- Experiencing vendor issues.
- PAC will hold off on Spirit wear at this time as Quality issues have come up with the samples purchased.
- PAC has been working on proper logo imaging and outsourcing a new Vendor
- Apologies for the long delay
- PAC may not be able to get this fundraiser going this year.

Cobs bread- Mention Gibson.

- Cobs changed their POS and we found discrepancies in JAN.
- Have not heard any new updates

Sports Day concession-

- Looking to confirm volunteers for helping on the day of.
- Please email PAC directly if you are able to volunteer.

Canuck 50/50- March 28

Thank you to the following staff members for helping support this initiative. Staff took time out of their Spring Break for this event.

- Mark Douangchanh, Darryl Penny, Eva Jung, Devon Tracey, Adam D'Angelo, Payge Del Monte, Maneek Chahal, Ashley Zacharias, Jenn Kupsch, and Lindsay Hannah
- Raising Total of \$23,250.00

| | |
|-----------------|------------|
| Mr. Douangchanh | \$1,675.00 |
| Mr. Penny | \$1,955.00 |
| Mr. D'Angelo | \$3,240.00 |
| Ms. Zacharias | \$3,360.00 |
| Ms. Tracey | \$2,930.00 |
| Ms. Jung | \$2,735.00 |
| Ms. Kupsch | \$2,210.00 |
| Ms. Hannah | \$1,775.00 |
| Ms. Chahal | \$1,640.00 |
| Ms. Del Monte | \$1,730.00 |

- PAC is still waiting on the Cheque for \$1000.00

PAC did not go over all the hot lunch details in depth at the meeting. It was noted that the additional information would be shared on the minutes to help with meeting time.

Hot Lunch:

Many staff members are unaware they are able to order on hot lunch days. This was shared from PAC at the start of the year. Ordering is open for all. Teachers and staff can create a login with any email address and ask to have it delivered to the staff room or their class.

Thank you to all the staff who have placed orders! The money raised goes right back to the school and our students. Every meal counts!

April 12- Navraj Sweets Cut off was April 3

- Total orders - 105
- Donations towards lunches - \$30.00
 - Donation Cash - \$0.00
 - Donation Munchalunch - \$30.00
- Orders went out very smooth
- Will suggest smaller portions, may help with price point also.
- Thank you to the volunteers to signed up to help and came to help on the day of
- PAC will provide invoice for Starfish orders to Admin
 - 30 orders \$344.70
- PAC borrowed spoons as this was not included in the meals.
 - PAC has purchased and replaced them.

May 3- Pizza Hut Cut off was April 17

- Total orders 189
- 6 students had double order. Errors found by PAC. Wasn't a tech issue. Parents were notified and credits were issued to help with the parent error. Total Credit of \$58.50
- Thank you to the volunteers who signed up to help
- PAC will provide invoice for Starfish orders to Admin
 - 33 orders \$170.75
- Donations towards lunches - \$35.00
 - Donation Cash - \$0.00
 - Donation Munchalunch - \$35.00

LAST HOT LUNCH FOR THE YEAR!

June 7- Boston Pizza

- Ordering went live on Monday April 29, 2024
- Cut off on Munchalunch will be Tuesday May 14, 2024 (starfish May 13)

- PAC will not be offering cash orders for this hot lunch, unless a parent is requesting it and notifies the PAC team.
 - If you are unable to process an order through MUNCHALUNCH please directly email the executives before the cut off date of MAY 14. Team will do their best to help process the order.

Other:

- **Bottle Depot account-**
 - Discussed at a previous meeting in January.
 - Waiting for an update from Admin regarding account and current balance.
- **Food and Veggie program-**
 - Admin to remove PAC food safe holder as we have not been called in for food safe but is the one on the program as the food safe holder. School has added Sonia Rundhawa.
- **School Supplies-** Admin has asked to work on this.

DPAC update: AGM on MAY 13 7pm

Nomination Committee: No parents have come forward to be on the committee. PAC executives will move forward with having all nominations be emailed to the PAC team at gibsonpacgeneral@gmail.com or to ADMIN.

- Submitted names must have permission from the nominee.
- A parent may also nominate themselves

PAC Election: Election will take place on MAY 22, 2024. All Executive positions will be open. A minimum of 3 positions need to be filled and is required to have a functioning PAC.

- **President**
- **Treasurer**
- **Secretary**

Other Executive positions include Vice-President and DPAC Representative.

For questions regarding the roles please email gibsonpacgeneral@gmail.com

- If nominations do not come forward on MAY 22, 2024 PAC via email or in person will make a 2nd attempt in JUNE.

Acknowledgments for 2023/2024 year:

Thank you to Mark and Darryl for supporting our PAC.

Thank you Mark- For all the approvals, posts, keeping up with dates and emails, sharing information and supporting PAC. Thank you for supporting the executive team in allowing us to try our best to execute all the plans we had for the year.

Thank you Mark and Darryl for taking the time to be our guests at our meeting and moving your personal schedules around multiple times to help accommodate us. Also Admin Team and staff for all their support and helping us execute all PAC items, events and hot lunches.

A big thanks to the 10 staff members as mentioned above that helped with 50/50! Thank you very much for helping us raise \$1000.00

Thank you to the parents that came to vote last year to meet our quorum of 10 people and our meeting in September to help pass out bylaws and budget.

Thank you to the families who have donated, participated, attended meetings and volunteered their time.

Thank you to all the students for support and helping us when needed.

Thank you Sonia for opening up Tea Time and allowing PAC to hold meetings if needed.

Thank you to all the Teachers and staff for helping promote PAC and our events/sales.

Thank you to all our Vendors for our treat sales and hot lunch.

- Freshslice
- Pizza Hut
- White Spot
- Safeway
- Hollywood Cinema
- Rose Sweets
- Navraj Sweets
- Mary Browns
- Pizza Art
- Boston Pizza

Adjourn: 8:25pm

Next meeting AGM on May 22, 2024 at 6:30pm in the school library.