



Upper Lynn PAC General Meeting
Minutes
September 26, 2022
7:00 pm

Attendance

Those in attendance:

Executive Committee Member:	Executive Committee Member:
Sandee Sangha	Jaco Wessels
Emma Milley	Carmen Zimmer

Staff Member:
Randy Holman
Lise Grendel

Parent Community:	Parent Community:
Christina Ferino	Holly Castle
Megan Renzitti	Veronica Bartlett
Nicole Namirianian	Christie Stanford
Lindsay Morris	Carolyn Cox
Louis Rzen	Linnea Harris
Nafessa Valli-Hasham	Kirstie Hume
Karen Robertson	Dana Ruilova
Marion Guenther	Rita Vilensky
Ludmila Cliett	Lucyana Egmond
Heather Beil	Christie Owen

1. Call to Order

The meeting was called to order at 7:04 pm.

2. Land Acknowledgement

Sandee acknowledged and thanked the Coast Salish people whose traditional territory North Vancouver School District resides on.

3. Agenda

The attendees reviewed and adopted the agenda for the meeting.

4. Approval of June 28th General Meeting Minutes

The meeting minutes from the June 28th General Meeting were approved.

5. Introduction of PAC Executive

Sandee Sangha introduced the PAC Executive and Committee Members for the 2022/2023 school year.



6. School Administration Message

1. Staffing update:
 - a. Counsellor - Our assigned Counsellor has resigned – we have Sara Hart & Heidi Benoit filling in until someone is hired. Sara will be at the school on Tuesdays and every 2nd Thursday.
 - b. Raina Lee for Grade 2/3 and Bryan Lunny for Grade 6/7 – have returned
 - c. Ana Villarreal – (Grade 4) is 4 days and partnered with Ms. Rubin
 - d. Heather Patchell is one day in LST
 - e. Dani Rubin has partnered with Ms. Daley in K for 2 days
 - f. Lynn Morel has taken on ELL while Carol Wong is on Maternity Leave
 - g. Nancy Wood, who will instruct K-2, is sharing Music with Mr. Piggott (Partial leave)
 - h. Fiona Humbert-Droz is our new Speech Language Pathologist
 - i. Bev Beckingham is our new School Psychologist
 - j. EA staffing not yet finalized, but we have added Mr. Mann, and Ms. Lee
2. Cross-country & Grade 7 basketball starting, trips to Cheakamus will commence again
3. September 29th: Orange Shirt Day
4. September 30th: National Truth and Reconciliation Day (No school)
5. October 5th: Curriculum Implementation Day = (No school)
6. October 10th: Thanksgiving holiday. (No school)
7. October 21st: District wide pro-d (No school)
8. October 27th: Individual Photo retake
9. October 31st: Halloween activities
10. Parents in schools – welcome back (please continue digitally sign in for contact tracing during the school day)
11. Wearing an orange shirt and promoting the slogan, “Every Child Matters”, is an affirmation of our commitment to raise awareness of the residential school experience and to ensure that every child matters as we focus on our hope for a better future in which children are empowered to help each other.
12. Construction on our field: in an effort to fight erosion, the district will be installing large cinder blocks along the south side of the gravel field. We will have to adjust while the crews are working. More details will be passed on when Randy has. A suggestion was for an art project on cinder blocks to make the cinder blocks more appealing.

7. Financial Report

Jaco Wessels provided an update on the current financial statements, which are attached hereto as Appendix A to these minutes.

- Profit loss statement indicates a surplus of \$12,969
- Accumulated funds at September 1, 2022: \$57,044
- Sensory room (\$15,000) and new playground equipment (\$9,700) are to be funded from the accumulated funds.
- Total assets - \$59,300, mainly bank accounts.
- \$18K available for projects, suggestions/initiatives are welcome. The PAC will put together a survey to poll parent on how to spend these funds.



It was unanimously approved by the attendees of the general meeting to amend the Budget for Enhancement Programs – for Grade 6 First Aid training by \$1,500 to \$7,500 in order for the training to be provided to Grade 7's (as first aid training was not provided to them last school year).

As a reminder, the school has a bursary fund of \$1,000 available which is designed for families prohibited from participating in PAC events, due to financial constraints. If any family would like to partake in the bursary fund, they can contact Randy Holman. This is anonymous and no PAC member will know who (if anyone) uses it. Randy also provided information on the Affordability fund. \$1.4M has been allocated from the government for NV schools. Upper Lynn has access to some of these funds. Randy is waiting for further information from the school board.

8. Hot Lunch Update

Heather Beil provided parents an update on the hot lunch program:

- Online ordering is now open and closes on October 5 at 11:59 pm.
- First hot lunch is October 14, 2022.
- 158 orders and payments have been received to date.
- The vendors are the same vendors as last year, with a few menu changes.
- Hot lunch leaders and parent volunteers are needed. Leaders come to school on their set dates/vendors and organize volunteers. 1.5 hours are required for those volunteering.
- If your child is sick, emails need to be received same day by 8 am for your child's lunch to be set aside for pickup or redistributed.
- Should a family need to cancel a meal, as long as it is 8 days prior, lunch can be cancelled, and a credit will be added to your Munch account.
- For classes who have a field trip coinciding with a hot lunch day, Heather will cancel the class hot lunch and a credit will be added to your family Munch account.
- Please pack your own cutlery on hot lunch days.
- Heather to put out an announcement on Facebook reminding bursary fund is available for families as well. Families who need financial assistance, please contact Randy Holman and he will assist.

9. Drive-in Movie

Lucyana van Egmond provided an update on the Drive-in Movie fundraiser:

- Tickets available on Munchalunch for purchase. 66 cars and 32 walk-ins have registered to date.
- Thursday, Sep 29. Gates open at 6:30. Parking is on a first come first park basis. Please do not arrive before 6:30 as it is disruptive to the crew setting up. Chain will be up prohibiting early parkers until 6:30 pm.
- Concession will be available, can order on munch a lunch: pizza must be preordered. No extra pizza will be sold on site.
- Individual snack packs include popcorn, drink and a full-size chocolate bar. Family snack packs include 1 large bag of popcorn, 5 drinks, and 5 chocolate bars.
- On site payment for concession of cash, credit, and debit, using Square for payment.



- As a separate fundraiser, the Grade 7's will have a table set up to sell max fruit bars (\$2.50) and glow in dark necklaces (2 for \$1.00).
- Volunteers are still needed to put on this event.
- This is Lucyana's last year organizing this event. If anyone would like to takeover for next year, please contact Lucyana or Sandee.

10. National Day for Truth & Reconciliation

ULE will be recognizing this day on September 29. There will be an activity on the field later in the day. Students can wear an orange shirt. Orange shirts went home September 26.

11. Halloween Party

There will be no Halloween party as PAC Exec doesn't have resources. Classroom activities and the parade will still happen. Question of money in the budget for Halloween Party, Jaco responded there is no budget to spend on Halloween party, as it usually funds itself. After discussion, it was agreed there are enough Halloween activities going on and there will be no Halloween party for this year.

12. Fundraising Committee

Volunteers are needed to run our smaller fundraising initiatives (ie) poinsettias, Purdy's Chocolates, Card Project, Samosa's, and 2 Rivers Meats. It is not time consuming, but require some setup, administration and logistics. These fundraisers help fund field trips, classroom supplies, speakers, etc. An idea of assigning a grade level an organization/fundraiser to run was suggested. Please contact PAC if interested in volunteering your time.

13. Emergency Preparedness

Veronica Bartlett provided a quick overview of the schools emergency preparedness: the shipping container on the field is full of supplies to be used in an emergency and each classroom has supplies. Comfort kits for each student in each class is required and will be used only in an emergency as a grab and go bag. Veronica to provide a sample photo of a comfort kit to be posted to Facebook page. Looking to do a 2-3 week fundraiser in October with emergency preparedness company, all money raised will go towards emergency supplies for school.

Would the parent community be interested in a discussion with a speaker from NSEM office, to discuss emergency preparedness?

14. Parent Social

The Parent Social will be on November 4 from 7 – 11 pm at the school. Tickets for sale and more information to come.

15. After School Programs

After school programs can commence this year, however a volunteer is required to run the after school program. ULE has limited space and limited availability (ie) the gym is only available depending on the day as there will basketball practices, etc. Ideas of programs that can be run: chess, STEM, Lego, ultimate frisbee. If interested in running the program, please contact Sandee.



16. Speaker Program

The PAC would like to bring in speakers for parents & students. If you have any ideas on what you would like to hear, please let the PAC know.

17. New Business

- Traffic and Safety Committee – Rita Vilensky & Veronica. Goal to improve drop off and pick up times, alleviate congestion in parking and no parking zones, encourage appropriate use of drop off zones. Want to become proactive and create a small group of parents to put together an action plan. Rita will post regarding volunteers to assist with action plan. Drive to 5, easy to do, available parking beyond borders of school, Walking school bus, easy to do. RCMP and bylaw enforcement will be onsite soon to monitor. A volunteer is needed to attend bi-monthly safety meeting (get info from Rita). There is a page on PAC website dedicated to traffic safety.
- Future PAC Meetings will be alternating between Zoom and in person.
- Christmas concert expected to occur this year.

18. End of Meeting

The meeting was adjourned at 8:37 pm.



Appendix A – Financial Statements

Upper Lynn Elementary PAC

Profit and Loss

September 2021 - August 2022

	TOTAL
INCOME	
Bank Interest Income	0.42
Donations	1,852.80
Fundraising	
After School programs	
Babysitting Course	40.00
Home Alone/First Aid	56.00
Total After School programs	96.00
Card Project	2,194.29
Carnival	
Carnival costs	-11,758.90
Carnival Food	150.00
Carnival Ride Sponsorship	1,100.00
Carnival Tickets	14,344.22
Total Carnival	3,835.32
Family Photo	451.68
Hot Lunch Program	-92,933.10
Hot Lunch Paypal/Stripe	-3,658.34
Hot Lunch Revenue	111,818.25
Total Hot Lunch Program	15,226.81
Online Silent Auction	17,150.99
Orange Shirt Day	0.00
Other Fundraising	
Cobs Fundraiser	499.90
Mabel's Labels	119.36
Poinsettias	946.35
Purdy's Sales	1,010.76
Samosa Fundraiser	425.37
Well Fed Meals Fundraiser	225.08
Total Other Fundraising	3,226.82
Pink Shirt Day	0.00
Total Fundraising	42,181.91
Grants	9,300.00
PST Refund	3,109.31
Social	
Drive In Movie Night	-693.59
Total Social	-693.59
Total Income	\$55,750.85
GROSS PROFIT	\$55,750.85
EXPENSES	
ADMIN Expenses	
Bank Account Service Charges	360.11
BCCPAC Fee	0.00
Foodsafe Courses	115.00
Gifts, Recognition, Honorarium	194.46
Munch a lunch fee	336.00



Upper Lynn Elementary PAC

Profit and Loss

September 2021 - August 2022

	TOTAL
Office & Stationary Supplies	791.23
PayPal/Stripe Expense	4.00
Quickbooks Online	260.40
Total ADMIN Expenses	2,061.20
CLASSROOM Expenses	
Band/Music	747.51
Bursaries	805.75
Counsellor programs	536.68
Cultural Groups/Enhancement Prg	6,976.50
Divisional Expenses	6,244.96
Field Trip Transportation	2,520.75
LAC/ELL/French	801.68
Library Supplies	2,990.48
PE Enrichment Activities	5,007.45
Primary / Intermediate Requests	7,193.93
Technology	1,193.30
Total CLASSROOM Expenses	35,018.99
PAC Project/Expenses	
Earthquake Supplies	400.00
Fun Day	693.00
Grade 7 Fund Contributions	1,000.00
PAC Event Expenses	150.00
Safety Patrol	409.06
Speakers Program	2,400.00
Staff Luncheon	649.17
Total PAC Project/Expenses	5,701.23
Total Expenses	\$42,781.42
OTHER EXPENSES	
Capital Projects	
Technology Special Projects	27,057.27
Total Capital Projects	27,057.27
Total Other Expenses	\$27,057.27
SURPLUS(SHORTFALL)	\$ -14,087.84

Note

1. SURPLUS vs SHORTFALL

- SURPLUS BEFORE Capital Projects = \$12,969.43.
- This represents the surplus of Income (\$55,751.85) over Expenses (\$42,781.41) from regular PAC activities
- The Shortfall for the year of \$14,087.84 includes the spending of \$27,057.27 on the purchase of laptops - a special project approved by members at the June 2022 AGM.
- The shortfall will reduce the Accumulated Surplus, and represents a spending of the Accumulated Surplus of the PAC that is available for spending on Special Projects

2. PINK SHIRT DAY/ORANGE SHIRT DAY

- \$1,318.93 Profits from Orange Shirt sales were donated to Orange Shirt Society
- \$519.85 Profits from Pink Shirt sales were donated to CKNW Kids' Fund

3. DONATIONS



Upper Lynn Elementary PAC

Profit and Loss

September 2021 - August 2022

Donations Received include:

- \$1,000 received from Lynn Valley Lions
- \$96.10 Munch credit balances at year end donated by families
- \$756.70 carried from 2019/2020 Fiscal year pertaining to cancelled Hot Lunches. 3 families that left and could not be traced.

4. GRANTS

- \$9,300 received from BC Gaming commission

5. PST Refund

- \$2,693 pertain to spending July 1, 2017 to June 20, 2020
- \$416.31 pertain to spending 2019/2020 school year

6. BCCPAC Fee

- The annual \$75 membership fee of BC Confederation of Parent Advisory Councils (BCCPAC) was reimbursed to Upper Lynn PAC by North Vancouver District PAC.

7. PAYPAL/STRIPE Expense

Transaction processing fees, eg STRIPE, PAYPAL, SQUARE, are allocated as a debit to each fundraiser's income account. The PAYPAL/STRIPE expense for \$4 consist of transaction processing fees that cannot be allocated.

8. CAPITAL PROJECTS

- Technology Special Projects of \$27,057.27 pertain to the purchase of laptop computers.



Upper Lynn Elementary PAC

Balance Sheet
As of August 31, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
NSCU - Chequing Account	38,500.52
NSCU - Equity Shares	25.08
NSCU - Gaming Account	536.62
NSCU - Term Deposit #1	0.00
NSCU Equity Shares -Gaming Acct	25.94
NVSD#44 - Donation Acct.	9,145.19
Total Cash and Cash Equivalent	\$48,233.35
Accounts Receivable (A/R)	
Accounts Receivable	0.00
Munch Clearing Account AR	0.00
Total Accounts Receivable (A/R)	\$0.00
Cash Float	0.00
Prepaid Expenses	11,066.73
Total Current Assets	\$59,300.08
Total Assets	\$59,300.08
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	801.68
Total Accounts Payable (A/P)	\$801.68
Grade 7 Account	7.95
GST Payable	0.00
Hot Lunch Payable	1,446.40
PST Payable	0.00
Total Current Liabilities	\$2,256.03
Non-current Liabilities	
Argyle Donation Account	0.00
Total Non-current Liabilities	\$0.00
Total Liabilities	\$2,256.03
Accumulated Funds	
Opening Bal Equity	0.00
Accumulated Funds - beginning of Period	71,131.89
Shortfall for the year	-14,087.84
Total Accumulated Funds	\$57,044.05
Total Liabilities and Equity	\$59,300.08

Note

1. ACCUMULATED FUNDS:

- Special Project Spending (Laptop Purchases) of \$27,057.27 approved by members at the June 2022 AGM resulted in a reduction in Accumulated Funds by \$14,087.84 to \$57,044.05.

2. PREPAID EXPENSES:



Upper Lynn Elementary PAC

Balance Sheet

As of August 31, 2022

Prepaid Expenses consist of payments made towards expenses that will be incurred during the 2022-2023 Fiscal year

- \$9,634.73 to NVSD to hold for payment for Playground Equipment
- \$1,182 down payment to Fresh Air Cinema for Family Movie Night
- \$250 down payment to Gordon Dick (artist) for Mural of the New School Logo in the Gym

3. HOT LUNCH PAYABLE:

- \$1,446.40 pertain to families' credit balances on Munch that were carried forward to the new fiscal year.



Upper Lynn PAC Annual Budget

INCOME

	Sept 2022 - Aug 2023	Sept 2021 - Aug 2022	
	BUDGET	BUDGET	ACTUAL
Bank Interest Income	-	450	0
Parent social	-	-	-
Family Photo	600	800	452
Card Project	2,000	1,500	2,194
Grants	10,000	9,500	9,300
Hot Lunch Program	20,000	12,000	15,227
Drive In	-	-	(694)
After school Programs	2,000	2,000	96
Carnival	4,000	-	3,835
Silent Auction	15,000	10,000	17,151
Orange Shirt Day - Profits Donated	-	-	-
Pink shirt day - Profits Donated	-	-	-
Talent show	-	-	-
Other Fundraisers	9,000	5,000	3,227
<i>Mabel's labels</i>			119
<i>Purdys</i>			1,011
<i>Cobs</i>			500
<i>Pointsettias</i>			946
<i>Well Fed Meals</i>			225
<i>Coffee Fundraiser</i>			
<i>Meat Fundraiser</i>			
<i>MaxFrut</i>			
<i>School Photos</i>			
<i>Weslynn Meat Pies</i>			
<i>Samosa Fundraiser</i>			425
Technology Contribution		5,000	
Donations		-	1,853
PST Refund	300	300	3,109
Total Income	62,900	46,550	55,751



EXPENSES

ADMIN EXPENSES

	Sept 2022 - Aug 2023	Sept 2021-2022	
	BUDGET	BUDGET	ACTUAL
Bank Account Service Charges	400	600	360
Foodsafe	230	180	115
Munch a lunch fee -> Software Licensing	1000	340	340
Office/stationary supplies/QBO	200	700	1,052
Gifts / Recognitions	450	600	194
Total ADMIN EXPENSES	2,280	2,420	2,061

CLASSROOM EXPENSES

	22		
Bursaries	1,000	1,000	806
Band/Music	1,000	1,000	748
Student Wellbeing Programs	700		
Counsellor Expenses	300	1,000	537
Divisional Expenses	11,000	6,600	6,245
Online Education	3,600		
Enhancement Programs / Cultural Groups	6,000	6,000	6,977
Field trip Transportation	8,800	6,600	2,521
LAC/ELL//French	900	900	802
PE Enrichment Activities	6,000	6,000	5,007
PE Equipment	3,000	1,000	
Library Supplies	2,500	3,000	2,990
Technology	5,000	5,000	1,193
Primary requests	3,500	4,500	4,871
intermediate requests	2,000	5,000	2,323
Student Council	-	200	
Total CLASSROOM SUPPLIES/FIELD TRIPS	55,300	47,800	35,019

PAC Projects/Expenses

Earthquake Supplies	450	500	400
PAC Event Expenses	200	200	150
Grade 7 Fund Contribution	1,000	1,000	1,000
Argyle fund		-	
Safety patrol	700	650	409
Speakers Program	5,000	6,000	2,400
Fun Day	900	900	693
Staff Luncheon	900	500	649
Total PAC projects	9,150	9,750	5,701

Total Expenses

	66,730	59,970	42,781
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Surplus / (Shortfall) BEFORE SPECIAL PROJECTS	(3,830)	(13,420)	12,969
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Special Project Spending

Laptop Purchase		28,000	27,057
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Surplus / Shortfall for the Year	(3,830)	(41,420)	(14,088)
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Special Projects / Accumulated Surplus Spending:

Accumulated Surplus at 1 September 2021	71,132
Surplus for the Year BEFORE Special Projects	<u>12,969</u>
Total	84,101
Special Projects 2021-2022:	
- Laptop Purchase	<u>(27,057)</u>
Accumulated Surplus at 1 September 2022	<u>57,044</u>
Planned Spending of Accumulated Surplus	
Contingency Reserve	(10,000)
Budgeted Shortfall for the Year 2022-2023	(3,830)
Approved Special Projects - 2022-2023:	
- Accessible Playground	(9,700) (Delayed from 2021-2022 due to supply constraints)
- Sensory Room/Self Reg Spaces	(15,000)
- Mural of School Logo in the Gym	<u>(1,000) (Delayed from 2021-2022)</u>
Total:	<u>(39,530)</u>





