

In Attendance:

ULE PAC Executive Members: Sandee Sangha, Emma Milley, Heather Beil, Warren Beil, Jaco Wessels, Carmen Zimmer, Allie Rzen, Jordan Willms

ULE PAC General Members: General attendance.

School Administration: Randy Holman and Lise Grendel

The meeting was called to order at 7:00pm. The land acknowledgement was completed. The meeting agenda was reviewed and adopted

1. Approval of Previous Minutes

The minutes of the previous meeting of the ULE PAC were reviewed and with no corrections or additions were approved and adopted.

2. Message from School Administration

Mr. Holman presented his Principal's Report:

- Staffing changes with Ana Villareal is taking a one-year leave and Bill Piggott is retiring and he is wished all the best in his retirement – Michael Lam is leaving to Brooksbank – Fiona Speech Language will be replaced by returning – additional EA will be taking a leave possibly
 - Trying to hire some learning support and requirements for her to take a class each year before can step back into role if not able to hire someone
- Staff Appreciation lunch: Mr. Holman expresses thanks on behalf of the teachers for the lunch and advises that teachers feel extremely supported by team work, so child-parent-staff works well
- June 23: dressup as 80's style, a few other staff might join – in addition there will be extra long recesses with the kids for divisions 5, 14, and 19
- Walk, ride or glide week was a huge success – Mr. Holman expresses thanks to all organizers – as well Kids were proud to show off their wheels and how fair they travelled to get to school
 - Note hosted all the bikes in the gym – need to figure out a way to give an option year round for students to put bikes or scooters safely somewhere in the school
 - Question as whether any word from Government given focus on sustainability – A: no, as focus is on the new school being constructed in lower Lonsdale, but suggests to check to see if a grant that can be secured
- June 20 – Band concert at 7pm
 - Question of whether extended family can attend as trying to keep to limited numbers
 - Question from SS as to whether can hold it at Argyle? Mr. H: will call and ask and see, and as well noted that alumni students are going to come and attend to play instruments for Mr. Piggot as he attends the concert as a tribute
- June 26 – Grade 7 farewell
 - Afternoon event and then a dance later that evening
- Mr. Holman also acknowledges and thanks parents for support provided through the year

Minutes

- New Principal: Mr. MacLeod is taking over as Principal and excited to come into the role
- Mr. Holman thanked the Meeting for all the support and kind words throughout the year

No further questions for Mr. Holman

3. Staff Appreciation Lunch

Ms. Sangha thanked everyone for putting on a great lunch and thank you to the parents who assisted in putting on the lunch.

4. Bike to School

Ms. Bartlett provided some information that Ms. Sangha presented to the Meeting. 110 bikes compared to 38 bikes last year with approximately 70% participation. It was seen that there was lots of different ways to get to school and lots of kind volunteers. Ms. Sangha confirmed that spot prizes will be awarded.

5. Silent Auction

Ms. Sangha confirmed \$15,337 raised, with 132 items donated, 5 sponsors and 84 donors. Ms. Sangha thanked the sponsors and the donors. Ms. Sangha noted may try and do it earlier but the online set up is a success and will continue with it.

6. Carnival

Ms. Sangha introduced the next item of discussion being the Carnival and specifically offered a large thank you to the organizers. Ms. Sangha noted 450 wristbands sold, a profit of approximately \$6,500, and the airbrush tattoo were popular and successful.

A question was asked as to the success of the food trucks. Ms. Sangha answered that vendors said they made enough to come back. Mr. Wessels confirmed the actual revenue by food truck vendor. Ms. Sangha then further confirmed how some trucks will not come as need to charge a high fee, and the two food trucks that came did not require payment before they will agree to attend.

Ms. Sangha noted that everyone loved the BBQ from the Lions.

Mr. Wessels noted that the Lions have all the equipment but a whole bunch of volunteers that helped the Lions. Lions don't charge us and we don't pay to the food. Ms. Sangha confirmed that the Lions want to ensure to see if parents can volunteer at Lynn Valley days.

7. Year End Survey

Ms. Rzen presented the year end survey and explained that wanting input from the parents as to a few things to see how they interact and engage with the school community. The survey will have four broad topics: (1) fund raising events, (2) social events that have been put on, (3) after school paid programs, (4) communications – how do we share information and receive information.

Ms. Rzen, so many messages with end of school, so trying to determine when to send so it gets attention but want to ensure have information received over the summer to help prepare for next year.

Minutes

Advises it will be an anonymous survey and then information will be collated and presented to the PAC.

8. Hot Lunch Update

Ms. Beil provides update, and first full year back and noted it is the school's biggest fundraiser. Ms. Beil further explain that hot lunch had generated a profit of approximately \$20,000. Ms. Beil further confirmed that all vendors confirmed and then looking to give a couple new vendors a chance, including that pizza day is the largest contributor. Ms. Beil confirmed the success of the hot lunch program for the year and also noted it was rewarding for all the children.

9. On-Going Committees

Emma Milley reviewed and presented the information to the meeting. Ms. Milly explained that the PAC was considering whether will do the drive-in or change to walk-in, and as well looking at after school programs. In addition, Ms. Milley confirmed that the possibly look to shift the small fundraisers to dedicate time to the afterschool programs. Ms. Milly cautioned that the PAC would need to be really conscious of planning calendar so not doubling up in overloading May or June.

10. Financial Update and Budget Approval

Mr. Wessels then provided the financial update to the meeting and noted that the handout was also sent ahead of the Meeting. Mr. Wessels then reviewed the proposed budget:

- Income and expenses – even though budgeted ~\$5K shortfall, might actually just be break even – note financial year end is end of August so some expenses to incur still
 - Note last year added expenses, a number of things added but still yet to see how it shakes it out
 - Also anticipated more fundraising to support – some of the fundraising did not quite pan out
 - Biggest income items on budget, hot lunch and silent auction
 - Carnival, expecting ~\$6500 versus \$4000 budget
 - Social events budgeted break even, but drive in movie and parents social made profit of \$4,000
 - Note budgeted for after school programs but did not have them
- Last year items wanted to expand
 - Divisional expenses, which is an amount for what they need that is not supplied by district or government – increased from \$300 to \$500 per division – almost all teachers used full allowance
 - Field Trip Transportation budget – increased to \$400 per division (transportation costs have increased) but even with increase for the majority of divisions that do use this but what we have done, is PAC pays the first \$400, then shortfall budget for field trip is then incorporated into cost of the field trip that parents pay – not all divisions make use of this – so older divisions walk or take public transport – some divisions do not do field trip

Minutes

- Online education – online learning programs that is supplemental, so extra exercises – put \$3600 in budget and uptake has been less than half of that – going forward have reduced amount in the budget
- Total expenses below budget – Mr. Wessels reviewed how less in expenses, not for example cost of the highjump mat which will not be repeated – as well the “kindness project” will be removed from the budget –

A question was asked by the incoming co-chair as to what the cost of the speakers are. Mr. Wessels responded to the question to answer it in a satisfactory way.

Mr. Wessels continued, to review the budget of regular income and then regular expenses and then note accumulated budget surplus as last year was \$80K which was reinvested (i.e. the laptop purchases). Mr. Wessels continued that this year there would be expenses for the accessible playground and the sensory room, with \$15,000 approved last year. Mr. Wessels noted that the sensory room project had not yet been completed and that work will continue. Mr. Wessels advised that \$6,000 had been included in the new budget to be approved.

Mr. Wessels also noted that the mural of the school logo in the gym were not completed, as need to have more discussions around logo.

Mr. Wessels reviewed the balance sheet and various balances and then note Munch clearing account, payments from parents for lunches that have not yet been received – then reviews liabilities.

Mr. Wessels then summarized the 2023-24 budget and noted shortfall of approximately \$4,050 but cautioned that the shortfall will materialize if all the expenses materialize.

If no more Questions – then move to adopt budget

The 2023-24 budget was approved by the ULE PAC.

11. Executive Election

With the consent of the meeting Ms. Sangha offered a thank you to the parents and the admin of the school for support in her role as PAC chair over the past 4 years and co-chair before that. Ms. Sangha continued by explaining that she had learned so much from the experience and it was one that she was going to treasure and remember fondly.

Following Ms. Sangha’s comments, a list of people standing for election was noted to the meeting and that each person having consented to act, the executive was approved.

12. New Business

None

13. Meeting Terminated

Meeting terminated.

Addendum A: Executive Election

2023/2024 Executive Election

Sandee Sangha

The following PAC members are standing for the Executive:

- Emma Milley - Co-Chair
- Jordan Wilms - Co-Chair
- Allie Rzen - DPAC
- Carmen Zimmer – Secretary
- Warren Beil – Co-Secretary
- Jaco Wessels – Treasurer
- Sandee Sangha – Past Chair



Addendum B: Budget

Upper Lynn PAC		
2023-2024 Annual Budget		
		2023-2024 Budget
INCOME		
	Comments	
	Bank Interest Income	
	Donations Received	
	Parent social	1,000
	Family Photo	400
	Card Project	1,850
	Grants	9,600
	Hot Lunch Program	20,000
	Drive In Movie Night	UNCERTAIN
	After school Programs	2,000
	Carnival	4,000
	Silent Auction	15,000
	Other Fundraisers	2,500
	<i>Mabel's labels</i>	
	<i>Purdys</i>	
	<i>Cobs</i>	
	<i>Pointsettias</i>	
	<i>Well Fed Meals</i>	
	<i>Coffee Fundraiser</i>	
	<i>Meat Fundraiser</i>	
	<i>MaxFruit</i>	
	<i>School Photos</i>	
	<i>Knotty Alex</i>	
	<i>Samosa Fundraiser</i>	
	Technology Contribution	
	Donations Received	
	PST Refund	200
	Total Income	56,550
EXPENSES		
ADMIN EXPENSES		2023-2024 Budget
	Bank Account Service Charges	300
	Foodsafe	No need anticipated at this stage -
	Other transaction charges	Stripe, Square not allocated to Fundraisers 150
	Software Licensing	Munch, Zoom, Quickbooks 1,000
	Office/stationary supplies	250
	BCCPAC	Membership fees & AGM fees 250
	Gifts / Recognitions	450
	Total ADMIN EXPENSES	2,400
CLASSROOM EXPENSES		
	Divisions: (for budgeting assume 22)	22
	Bursaries	1,000
	Band/Music	600
	Fish Fund	Food and maintenance for Fish Tank 400
	Student Wellbeing Programs	Remove - has not been used for a number of years. -

Upper Lynn Elementary PAC
PAC Annual General Meeting
 June 12, 2023 | 7:00 p.m.

Minutes

Counsellor Expenses		300
Divisional Expenses	\$500 per division for classroom supplies	11,000
Online Education	Online learning programs, eg IXL.	1,500
Enhancement Programs / Cultural Groups	Gr 6. First Aid training. Musical & cultural performances	8,500
Field trip Transportation	\$400 per division	8,800
LAC/ELL/French		900
PE Enrichment Activities	Usually alternates Gymnastics or Tennis	6,000
PE Equipment		900
Library Supplies		2,500
Technology	Ad hoc replacement & maintenance, incl projector, printers	3,500
Primary requests	Primary wish list items	3,500
intermediate requests	Intermediate wish list items	1,500
Total CLASSROOM SUPPLIES/FIELD TRIPS		50,900
PAC Projects/Expenses		
Earthquake Supplies	Purchase long life water for earthquake kit	450
PAC Event Expenses	eg. Parade of trees, parent coffee, meeting expenses	250
Grade 7 Fund Contribution		1,000
Safety patrol	Bike&Walk to school prizes, Traffic patrol expenses	500
Speakers Program	Restorative Justice / Saleema Noone / Anti Racism / Other	4,000
Fun Day		600
Staff Luncheon		500
Total PAC projects		7,300
Total Expenses	Total expenses	60,600
Surplus / (Shortfall) for the year		(4,050)
Special Project Spending		
Accesible Playground	Project Completed	
Sensory Room/Self Reg Spaces	In progress - PAC to approve funds to carry over to 2023/24	6,000
Mural of School Logo in the Gym	Project Not Completed. PAC to approve funds to School Logo	
School Logo		750
Surplus / Shortfall for the Year - Profit & Loss Statement		(10,800)