

Upper Lynn PAC PAC Meeting

April 4, 2022 | 7:00 – 8:00 pm

MINUTES

ULE PAC Executive Members in attendance: Sandee Sangha, Jaco Wessels, Emma Milley and Susanna Smith, Natallia Dzmitriyeva.

ULE PAC General Members in attendance: Heather Beil, Warren Beil, Ashley Yeung, Megan Renzitti and Christine McLaren, Jacquie Kydd, Christie Owen, Christine Ferino, Veronica Bartlett, Victoria Kelly, Prabh Sihota, Rita Vilensky, Ratinder Mundi Rye and Veronica Bartlett

School Administration in attendance: Randy Holman and Lise Grendel

The meeting was called to order at 7.03pm.

1. Review and Adopt Agenda

Natallia Dzmitriyeva moved the approval of the agenda and Veronica Bartlett seconded the motion.

2. Review and Approval for January 24th PAC minutes

Sandee Sangha

Natallia Dzmitriyeva moved the approval of the minutes and Ratinder Mundi Rye seconded the motion. Jacquie Kydd objected to the minutes. There was no further objection.

3. Facebook Code Of Conduct

Sandee Sangha

The ULE Facebook Code of Conduct was reviewed. Parents are reminded to follow code of business conduct Posts will be deleted if not appropriate and without notification.

4. Message from School Administration

Randy Holman

- i. Sports: Intra-mural volleyball has wrapped. Track and Field is going ahead with inter-school competition (Grade 4 to 7). Notices are going home with students. Many teachers will be coaching. Parents are welcome to come and check out practices but are reminded that high jump in the gym will be at 50% capacity until further notice.
- ii. March 1st Open House was a success. It was well attended and teachers are appreciative of parent support.
- iii. Performances will take place this term: Duffle Bag Theatre (Snow White - May 20th and Travis Bernhardt (Magician) May 27th. There will be 2 performances for each to accommodate the school at 50% capacity in the gym.
- iv. Grade 3 will be attending a 1-day trip to the Longhouse at Cheakamus: June 2nd and 3rd.
- v. Planning meeting will be scheduled on April 19th or 21st 3:45 – 6:15 at Argyle. This will include parents and hopefully some students. The focus is expected to be on social and emotional learning.
- vi. The school has completed a technology inventory for the District and the school administration is working on a technology wish list with Primary and Intermediate teams. NVPAC has recommended that PACS do not wait for NVSD funding to purchase technology. The school will continue to work with ULE PAC to identify technology priorities for PAC budget support.
- vii. District Pro-D: Monday May 9th: (No school)
- viii. Fun Day: May 27th. Plans are underway. Details to be managed around current capacity limits.



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- ix. Covid update: The school is open and the door is unlocked. Parents are welcome but need to check in at the office, and complete a daily health check if visiting.

5. Finance Update

Jaco Wessels & Natallia Dzmitryieva

- i. The balance sheet as of March 29, 2022 was reviewed. (See Appendix). There is currently no Term deposit for the PAC.
- ii. The PAC currently has \$32,600 available for new projects including technology purchases. This excludes funds already budgeted for PAC approved special projects (15.4K), budget shortfall (13K) and Contingency (10K). The PAC will be meeting with the teachers on April 7 to discuss outstanding expenses and potential budget needs, including technology requirements.
Project suggestions will be put forward to the PAC for input as to how the surplus accumulative funds can be best spent for the school. Parents are asked to share their thoughts as to how best to use the funds for the school to upperlynnpac@gmail.com. Final decisions will be voted on by PAC at an upcoming meeting.
- iii. It was suggested by Jacquie Kydd that the Lions donation of \$1,000 to ULE PAC in March should be donated to a community group that needs funds, or as an alternative be declined due to the school fund surplus.

6. Hot Lunch Update

Rita Villensky

Hot lunches continue this Spring and volunteers continue to wear masks. Re-usable cutlery will not be handed out until further notice. Grade 7 lunch monitors will be discussed at April 7 teacher meeting. Randy asked for the PAC to run a poll with parents to collect feedback on Grade 7 lunch monitor program.

7. Intermediate playground

Rita Villensky

The new features have been approved. Final date for installation will be June or July. The project came in under budget. It was put forward that a new seating area be considered for the playground using the project budget savings. A proposal will be put forward at the AGM.

8. Staff Appreciation

Sandee Sangha

The staff appreciation lunch will proceed on April 27 in the gym for all Upper Lynn teachers and staff. The lunch will be buffet style. A doodle poll will be posted on April 10 for parents to provide dishes.

9. Fundraisers

Sandee Sangha

- i. Card Project: Orders are due April 10
- ii. Family Photos: May 7 & 8
- iii. ULE PAC Online Silent Auction: May 19 to 27.
Jacquie Kydd opposed the silent auction raising funds for the school through local community donors due to the school fund surplus. Jaco Wessels, Co-Treasurer, shared that the silent auction supports regular PAC expenses. The 2021-2022 budget and fund distribution was approved at the AGM with accumulated surplus position known and there have been no events to trigger an adjustment to this source of income in the budget.



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10. **Spring Carnival**

Sandee Sangha

The event will take place on June 3 with a focus on rides and games. Thank you to Ratinder Rai for leading the Carnival this year.

11. **PAC Roles to Fill**

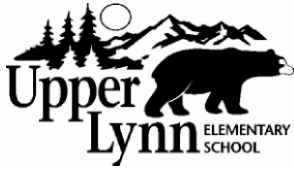
Sandee Sangha

The PAC is looking to fill DPAC, Communications (shared role), Chair, Co-Chair. Parents are asked to reach out to Sandee Sangha for more information.

12. **New Business**

Bike to School Week / Walk and Roll Week will take place May 30 to June 3. The week will be led by Veronica Bartlett. Parent volunteers are needed to help record students participating. There will be spot prizes and a prize for the class with the highest participation rate. It was discussed that raising awareness around street safety with students is an opportunity as part of the communication plan.

The meeting was adjourned at 8.30pm.



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APPENDIX

Income: Budget / YTD / Forecast

INCOME	Budget	YTD	Forecast	Comments
Bank Interest Income	\$450	0	0	Term deposit suggested in order to earn i
Family Photo	\$800	0	\$800	
Card Project	\$1,500	0	\$1,500	
Grants	\$9,500	\$9,300	\$9,300	
Hot Lunch Program	\$12,000	\$7,528	\$12,000	
Drive In (BREAKEVEN)	\$0	-\$693		
After school Programs	\$2,000	\$96	\$100	Potential to Host Spring After School Progr
DPAC speakers grant	\$0			
Carnival	\$10,000	-\$5,362	\$10,000	YTD represents down payment for rides, mag Carnival itself to break even, Profit to come from Online Silent
Pink shirt day (to Pinkshirt.	\$0	\$519	\$0	
Fundraiser	\$5,000	\$2437	\$3,000	
Technology Contribution	\$5,000	0	0	
Donations		\$1,000	\$1,000	
PST Refund	\$300	\$416	\$416	
TOTAL	\$46,550	\$7,891	\$38,116	Forecast Income \$8,434 below budget

- Budget review and forecast to year end was done
 - Both Income and Expenses forecast to be about \$8k below budget
 - Full year shortfall forecast to be \$13k, which is what was budgeted for
 - Treasurers to meet teachers to encourage spending of available budgets (music, field trips, divisional, tennis) etc

Expenses: Budget / YTD / Forecast

EXPENSES	Budget	YTD	Forecast	Comments	
ADMIN	BCCPAC Fee	\$0	\$0		
	Bank Account Service Charges	\$600	\$80		
	Foodsafe	\$180	\$115		
	Munch a lunch fee	\$340			
	Office/stationary supplies/QBO	\$700	\$660		
	Gifts / Recognitions	\$600	\$37		
	Total Admin Expenses	\$2,420	\$892	\$2,420	Forecast Admin Expenses on Budget
CLASSROOM / FIELD TRIP	Bursaries	\$1,000		\$1,000	
	Band/Music	\$1,000	\$109	\$1,000	
	Counsellor Programs	\$1,000	\$0	?	
	Divisional Expenses	\$6,600	\$1,466	\$6,600	
	Enhancement Programs / Cultural Groups	\$6,000	\$0	\$6,000	Potentially Hip-Hop Program
	Field trip Transportation	\$6,600	\$672	\$3,300	Unlikely to use full budget, though we will encourage field tri
	LAC/ELL//French	\$900	\$0	\$900	
	PE Enrichment Activities	\$6,000	\$0	\$6,000	Tennis
	PE Equipment	\$1,000		\$1,000	
	Library Supplies	\$3,000	\$1978	\$3000	
	Technology	\$5,000	\$1020	\$1,500	
	Primary requests	\$4,500	\$4,871	\$5,000	
	intermediate requests	\$5,000	\$1,608	\$4,500	
	Student Council	\$200	0	0	
Total CLASSROOM /FIELD TRIPS	\$47,800	\$11,724	\$39,800	Forecast Classroom/Field trip Expenses \$8k below budget	



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Expenses: Budget / YTD / Forecast

EXPENSES	Budget	YTD	Forecast	Comments	
PAC PROJECTS/EXPENSES	Earthquake Supplies	\$500	\$400	\$400	
	PAC Event Expenses	\$200	\$150	\$150	
	Grade 7 Clothing Drive Matching	\$1,000	\$1,000	\$1,000	
	Safety patrol	\$650	0	\$650	
	Speakers Program	\$6,000	0	\$6,000	Saleem Noon???
	Fun Day	\$900	0	\$900	
	Staff Luncheon	\$500	0	\$500	
	Total PAC PROJECTS/EXPENSES	\$9,750	\$1,550	\$9,600	Forecast slightly below budget
Special Projects	Accessible Playground	\$13,000		\$13,000	Spending approved Sept PAC mee
	Restorative Justice / Circles Program	\$2,400	\$2,400	\$2,400	Spending approved Nov PAC mee
	Total Special Projects	\$15,400	\$2,400	\$15,400	Unbudgeted expenses approved by member's vote

Balance Sheet as at 29 March 2022

Assets	\$	
Blueshore Chequing Account	108,624	Primary Bank account
Chequing Account Equity shares	15	
Blueshore Gaming Account	15,490	Gaming Grant must be kept in separate account
Gaming Account Equity shares	11	
NVSD#44- Donation Acct.	9,135	Trust account with NVSD
Munch Clearing Account	(56,662)	*Hot Lunch orders for upcoming dates (Cr balance)
Total Assets	76,613	
Liabilities	\$	
Accounts Payable	532	Funds raised last year for Pink Shirt
Grade 7 Account	4,268	
Hot Lunch Payable	7573	'missing' families not refunded 2020 COVID cancellations
Total Liabilities	5,557	
Assets minus Liabilities	71,056	

* Money received for Hot Lunch Orders not yet delivered is effectively a credit to parents until the orders are delivered. Revenue and vendor payment will be reflected in Income Statement.



Accumulated Funds

