

Dr. Thomas A. Swift Elementary PAC Meeting

PAC Email: taswiftpac@gmail.com

E-transfers: swiftpacfunds@gmail.com

Hot Lunch: swifthotlunch@gmail.com

Fundraising: taswiffundraising@gmail.com

Date: Sept. 17, 2024

Location: Library

Minutes taken by: Jessica Friesen

Call To Order

~ Meeting called to Order at 6:07pm by Keri Buxton

Attendance

~ Shannon Kenney (Principal), Keri Buxton, Melissa Tanner, Stefanie Friend, Jessica Friesen, Tasha Mash, Michelle Jones, Amy MacKenzie, Rochelle Chocimski, Alaina Pittman, Rosie Beaudette, Anthony Beaudette, Jennifer Russell, Andrea Arhurs, Michaela Wallis, Tiffany Lee, Nicole Vandervelden, Shelby Krunick, Cory Hull, Keni Sharma, Pankaj Sharma, Jocelyn Ginther, Michelle Gallant

Introductions & What Is PAC

~ Introduce the Executive team for the 2024/2025 year

Keri Buxton – President

Melissa Tanner – Vice President

Jessica Friesen – Secretary

Stefanie Friend – Treasurer

~ PAC is the bridge between parents and school administration. We are a supportive group of parents working together to create a sense of community and advocate for our children's education and experience while attending Swift.

Approval Of Previous Meeting Minutes

~ Motion to Adopt the May 23, 2024 AGM PAC meeting minutes:

Motioned: Michelle Jones

Seconded: Shelby Krunick

Principals Report – Shannon Kenney

~ Land Acknowledgment:

Éy swáyel. We acknowledge that Abbotsford School District is located on the traditional territory of the Stó:lō people, the Semá:th and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.

~ Commitment:

We acknowledge historical and ongoing injustices that Indigenous Peoples endure in Canada, and we accept responsibility as a public educational institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching and community engagement.

- Enrolment sits at 346, 15 divisions. We welcome Mrs. O'Donnell (Grade 4/5), Mrs. O'Sullivan (Grade 3/4), Mrs. Elsner (Grade 3/4), Mrs. Lainchbury (ELL), Ms. Barfoot (EA), Mrs. Brownlee (ISW)
- A bi-weekly news bulletin will be sent out on Friday's with links to the webpage and other quick hitters. We are adding content all the time on the website. Christine spends a great amount of time doing this. Please do check our website for information.
- School Safety Areas – 20m "bubble" around schools that are to be protest free, this is legislation will continue this year. (Safe Access to School Zones Act)

- AP345 – Student Use of Personal Digital Devices in Schools – this is a new AP to support the safe use and restriction of use of personal digital devices. This isn't a ban as has been described in the media.
- Cuddle UP and Read – if you're interested in reading with kids – contact Mrs. Thurmer (gwen.thurmer@abbyschools.ca) you do need to have a completed Criminal Record Check
- Meet the Teacher will be on Thursday @ 6:00 – 7:00, it will be Open House style.
- Strong Start starts on Monday September 23 rd - 8:30-11:30. No pre-registration needed. Outdoor Strong Start will continue Thursdays at Bateman Park (Davie entrance)
- Terry Fox run will happen this year in the neighbourhood on October 4th. If you are interested in marshalling on the course, the more the merrier! We will collect loonies and toonies for Terry (this is the one time you can send cash to school!). Kids wear Swift shirts!
- Parking Lot 101 is on the website. Let's be smart and polite in the parking lot and in the cul de sacs around the school. Safety and good neighbourly-ness.
- Summer Reading Challenge – we will celebrate in early October those who have finished.
- Any parents interested in volunteering must complete a Criminal Record Check (this is done through the School Board Office) and an Annual Volunteer Application (this is done through school). All information is on the website. This must be completed before you can volunteer in any capacity. This requirement is for any adults who will interact with kids – it is legislation.

Treasurer Report – Stefanie Friend

~ REGULAR ACCOUNT

Closing balance at June 30th, 2024	\$12,301.76	
Withdrawals	\$2,106.00	Carnival 2024 raffle & 50/50 revenue back to gaming account (error correction)
	\$20.00	Outstanding reimbursement cheque
Deposits	\$ 3,955.81	This included a \$3,316.56 transfer of funds previously placed in a high-interest savings account by a previous PAC

Regular Account Balance \$14,131.57

~ GAMING ACCOUNT

Closing balance at June 30th, 2024	\$261.56	
Withdrawals	\$0.00	
Deposits	\$2,106.00	Carnival 2024 raffle & 50/50 revenue back to gaming account (error correction)

Gaming Account Balance \$8,681.14

- This year we have adopted the use of Quickbooks (pending approval of the budget). It makes it so much easier to ensure accuracy, track receipts, keep records, etc. We contacted DPAC to ask if other PACs used Quickbooks and were told that many do.

Fundraising Report – Michelle Jones

- Focusing on picking fundraisers that are fun and cost effective
- Even if you don't plan to order yourself, please help spread the word (share on social media, etc.)
- See Revenue Forecast addendum for the list of proposed fundraisers for this year

Current fundraisers:

- **Coupon books:**
 - PAC gets 50% back. Orders are due in Friday September 20th.

- **Freezie sale in September:** Made \$187 in revenue

Upcoming fundraisers:

- **Swift Wear:** ordering information will be coming home soon.
- **Neon Dance Party (Oct. 4th):** We have a DJ booked, we'll have concession, glow sticks and glow in the dark tattoos for sale, and Panago will be there as well selling pizza. Entry by donation.

Ongoing fundraisers:

- **Mabels Labels**
 - mabelslabels.ca - select "support a fundraiser", select "Swift" – PAC gets 20% on every order!
- **Bottle Depot**
 - This is an ongoing fundraiser at any Return It location. Bring in your blue bags of empties, enter the schools phone number 604-853-7730 into the self serve kiosk, select how many bags you have, print the labels, stick them to the bag and drop them in the bin. The Return It staff will sort and count your items and the money automatically goes into the schools PAC account.
- **Cobbs Bread (Gladwin location)**
 - Cobbs will donate a portion of your purchase back to the school PAC and all you have to do is mention that you are with Thomas Swift Elementary.

Reminders:

- Please remember that if you are sending an etransfer to pay for any fundraiser, please ensure you note your child's full name and what the funds are for. If sending for multiple items, please itemize amounts and items.
- If you are sending payments via cash, please send exact amounts.
- Email taswiftfundraising@gmail.com with any questions

Hot Lunch Report – Keri Buxton

- The hot lunch representative position was not filled at the AGM, but Shelby Krunick has offered to help out and learn the system this year
- We will be scaling back this year to only 3 vendors (2 Red Robin, 2 White Spot, plus Panago for Sports Day in June)
- If bringing an alternative hot lunch for your child, please try to avoid using Skip the Dishes or Door Dash as it's not clear who the order is for.
- Please email swifthotlunch@gmail.com with any questions

Reminders:

- If paying by etransfer, please remember to send your payment at the same time you submit your order, as orders that are unpaid by the cut-off date will be cancelled. Please also ensure you note your child's full name and what the funds are for. If etransferring for more than 1 child, please itemize amounts.
- Volunteers are always needed on hot lunch days to distribute the food items to each student's desk. If you have completed your criminal record check and your annual volunteer forms, please sign in, grab a "Parent Volunteer" sticker and meet in the PAC kitchen at 11:30am on hot lunch days.
- Please sign up for a hot lunch account if you have not already done so. We use this platform for hot lunch orders, fundraiser, carnival ticket sales and PAC provided lunches in June. A new

account must be made every year for each student. Please visit thomasswift.hotlunches.net and use the access code **TAS**

DPAC Report – Amy Mackenzie

- DPAC's purpose is to "support, encourage and improve the quality of education and well-being of children in our schools" while providing parents with information and advising educational partners of parent concerns.
- DPAC also encourages and provides parent representation on District committees such as: School Planning Council Steering Committee, Traffic and Safety Committee, Special Education Advisory Committee and many more.
- DPAC also coordinates parent information nights and bringing in guest speakers.
- DPAC Facebook Page: "Abbotsford School District PAC"
- **Next Meeting: September 26, 2024 7pm** at the School Board office (2790 Tims St.). Most meetings will be on Zoom, with the AGM in person.

Staff Appreciation – Keri Buxton for Danyella McKinnon

- New representative: Danyella McKinnon
- Periodically throughout the year we do things to show appreciation to the staff
- PAC is currently collecting feedback from staff on past appreciation events and what they would like in the future

New Business

- **Parent engagement ideas:** We will be organizing several events throughout the year. These are not a fundraiser, they're just a chance for parents to get to know each other. Details to come.
- **Terry Fox Run:** In the past we have provided juice boxes and granola bars for the students for their snack that day. Instead of that, and at 2/3 of the price, we discussed ordering custom vinyl stickers. Attendees agreed if they didn't include the school name.
- **Parking/Neighbour gifts:** Reminders that the drop-off lane involves driving through the parking lot (drop off in front of nature kindergarten classes). Neighbours were given a granola bar and a note of appreciation and Bylaw contact information if there are parking issues.
- **Social media guidelines and new website:**
 - All PAC related information, including a link to subscribe to the calendar of school events can be found at our new website: www.taswiftpac.com
 - There is a Facebook group for parents to join called "Dr. Thomas A Swift PAC". Updates and important info are posted here
 - If contacting PAC executives or representatives, email the addresses listed at the top of these minutes. Please avoid personally messaging them on social media.
- **2024-2025 Budget** (see addendum):
 - Key changes this year:
 - Field trip amount increased from \$15/student to \$20/student
 - Spirit Days and Star Student: Decreased from \$1000 to \$500 based on last year's expenses.
 - Class wishlist fund: Previously \$150 x 20 divisions. Decreased to \$100 x 20 divisions, partially to cover increase to field trip funds.
 - Website domain fees: \$300/year
 - Quickbooks: \$250/year (will increase to \$300 next year)
 - Carnival: Expenses presented as \$8000. In the worst case scenario (big rainstorm, etc.), we would be guaranteed revenue from presale wristbands (nonrefundable, estimated at \$3200), but would estimate a potential \$4800 loss. We have budgeted for the worst case scenario

- 2025 additional items to fundraise for – 4 options presented with up to a total of \$4000 to include in budget
 - Attendees voted to add to the budget \$2000 for sensory path painting and hopscotch updates on the blacktop, and \$1000 for a school wide STEM or Theatre presentation.
 - Motion to Adopt the proposed budget - Passed

Dates Of Note

- | | |
|---------------------------------|--|
| ~ Sept. 26 th , 2024 | DPAC meeting |
| ~ Sept. 27 th , 2024 | Pro-D day (no school) |
| ~ Sept. 30 th , 2024 | Truth and Reconciliation Day (no school) |
| ~ Oct. 1 st , 2024 | Picture Day |
| ~ Oct. 4 th , 2024 | Swift Family Neon Dance Party |
| ~ Oct. 14 th , 2024 | Thanksgiving (no school) |

Next Meeting & Adjournment

- ~ Meeting adjourned at 9:00
- ~ Next meeting is October 17th at 6:00pm in the Library

Approved PAC Budget for 2024-2025 School Year

Expense	Last Year Budget	Last Year Actual	Budget	Notes
BCCPAC Fees	\$ -	\$ -	\$ -	
Low Income Assistance	\$ 500.00	\$ 500.00	\$ 500.00	
Field Trip Funds @ \$20/student \$15 * 343 students	\$ 5,145.00	\$ 5,010.00	\$ 6,900.00	@ \$20 * 345 students
Spirit Days and Star Student	\$ 1,000.00	\$ 360.95	\$ 500.00	
Fine Arts Presentations	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Sports Day (Freezie, Snack, Pizza) Pizza lunch, freezies, snack	\$ 1,500.00	\$ 1,619.98	\$ 1,650.00	
Staff Appreciation	\$ 800.00	\$ 546.62	\$ 800.00	
Seasonal Front Window Decor	\$ 1,400.00	\$ 1,050.00	\$ 1,260.00	
Class Wishlist Fund \$150 * 20 Classrooms	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	@ \$100 * 20 Classrooms
Grade 5 Appreciation \$25 * 52 students	\$ 1,325.00	\$ 1,350.00	\$ 1,300.00	
Parent Engagement Events	\$ -	\$ -	\$ 350.00	
Carnival	\$ 8,000.00	\$ (3,093.49)	\$ 4,800.00	*see breakdown below
Swift Wear Kindergarten & new students Kindergarten & new students	\$ 750.00	\$ 672.95	\$ 800.00	
Christmas Fun Day	\$ 1,500.00	\$ 1,398.34	\$ 1,600.00	
Terry Fox Run	\$ 300.00	\$ 217.36	\$ 200.00	
Website Fees Domain, hosting on Wix	\$ -	\$ -	\$ 300.00	
Quickbooks Online Fees	\$ -	\$ -	\$ 250.00	
16oz Popcorn Machine + Cart	\$ -	\$ -	\$ 1,000.00	
General Expenses * copying, materials, etc.	\$ 1,000.00	\$ 629.26	\$ 750.00	
2024 Large Item - Ramp For Gym	\$ 3,500.00	\$ 3,500.00	\$ -	
Blacktop Sensory Path Painting and Hopscotch Updates	\$ -	\$ -	\$ 2,000.00	
School Wide STEM or Theatre Presentation	\$ -	\$ -	\$ 1,000.00	
TOTAL	\$ 32,720.00	\$ 19,761.97	\$ 30,960.00	

Carnival Breakdown	2024 Budget	2024 Actual	2025 Budget
Costs	\$ 8,000.00	\$ 8,173.64	\$ 8,000.00
Sales	\$ -	\$ 11,267.13	\$ 3,200.00
	\$ 8,000.00	\$ (3,093.49)	\$ 4,800.00

Revenue Forecast

Revenue		Gross Revenue & LY Carryover Funds		LY Revenue If Applicable	Notes	Actual 2025
		Guaranteed	Estimated			
Opening Balance	[General]	\$ 13,821.57				
Opening Balance	[Gaming]	\$ 2,367.56				
Gaming Grant	\$20 X 345	\$ 6,900.00				
Coupon Books	September		\$ 1,275.00	\$ 1,252.50		
Swift Wear	September		\$ 850.00	\$ 819.63		
Neon Dance Party	October		\$ 2,000.00			
Christmas Vendor Night Market	December		\$ 1,000.00	\$ 1,200.00		
Christmas Raffle Baskets	December		\$ 3,000.00	\$ 3,375.50		
Christmas Convert VIP Raffle	December		\$ 500.00	\$ 600.00		
Christmas Concert Concession	December		\$ 500.00			
Abbotsford Canucks Tickets	December		\$ 500.00			
Pre-Valentine's Movie Night	February		\$ 1,000.00			
Art Cards	March		\$ 1,500.00	\$ 1,533.30		
TBD	April					
Grade 5 Car Wash	May		\$ 500.00			
Garage & Book Sale	May		\$ 400.00			
Carnival	June		\$ 3,500.00	\$ 3,093.39	<i>*possibility of \$0 revenue due to weather</i>	
Panago Fundraiser x 3	Nov, Jan, April	\$ 2,400.00				
Freezie / Hot Chocolate Treat Days	Monthly		\$ 1,375.00			\$ 170.21
Mabels Labels & Cobbs	Ongoing		\$ 250.00	\$ 285.41		
Bottle Returns	Ongoing		\$ 250.00	\$ 259.58		
Hot Lunch	Ongoing			\$ 485.00	<i>* hl.net costs offet \$400 estimated rev.</i>	
Miscellaneous Revenue				\$ 390.88	<i>Carnival sponsorship</i>	
				\$ 53.29	<i>Unknown</i>	
				\$ 150.00	<i>Donation towards ramp</i>	
TOTAL		\$ 25,489.13	\$18,400.00			
TOTAL (GUARANTEED + ESTIMATE) REVENUE		43,889.13				