

Neilson Grove PAC Agenda

Date: September 19, 2023

Start time: 630pm

NG Library + Google Meet (2 links)

Google Meet only allows for 1 hr meetings - will try to have 2nd ready

Principal: Jann Kwasnicki

Teacher: n/a

Attendees: Angela Brain, Ashley Terpsma, Courtney Ann, Derek Morishita, Katie Taylor, Michelle Baysan, Nicola Kopac, Reynald Pangilan, Taise Dias, Terra Mitchelle,

In person: Dan Fontaine, Tracy Morishita, Rosey Sharma, Terry Kaplan, Diane Chubb, Ronnie, Perides Araujo, Chelsea Pavich, Lorie Seppe, Brigitte McRae, Kyla Williams, Alona

630pm: First Nations acknowledgement and Welcome

635pm: Introductions

Approval of minutes from last meeting - Terry Kaplan, Brigitte McRae seconded

635pm - 645pm: Principal's Report - Jann Kwasnicki

Removal of mokey bars wasn't completed in the summer, will follow up as the work order was approved no one is responding re: timeline

Camp was great 10 people didn't go so there is a \$2500 shortfall for that - PAC approved \$40 per student x 40 students = \$1600 will help offset the shortfall.

Starting Clubs and Student council for this year!!

Code of conduct getting updated - working with district, PAC member and student council

Working on building resistance, building friend groups & doing monthly activities. One of the goals is for each child to have at least 1 trusted friend they can come to.

Nil Teacher Report today

645pm: Chairs Report –Kyla Williams and Brigitte McRae -

We truly appreciate everyone dedicating their time and offering their support. We're eagerly anticipating an incredible year, one that will undoubtedly enrich the journeys of our wonderful kids!

1. Collectively, we believe that you will get out what you put in. Recognizing that all have other obligations that require our time and attention, we are volunteering for a great cause - our children - and we are all in this together.
2. Respectfully, we are a very small community, if you have any questions or concerns regarding PAC or school related matters please bring them forward so that we can work together in creating the best environment possible.
3. Moving forward we will be accepting communication strictly via email. Want to shape the agenda for our next meeting? Please share your topics and ideas with us at neilsongrovepac@gmail.com. This is your

chance to steer our discussions and give everyone a chance to have a voice.

4. While we won't be using the chat "officially", we still encourage you to chat and brainstorm with each other. Collaborative ideas often lead to great outcomes! Please ensure that an email is sent so that we can add the topic to next meetings agenda.

5. Here's a peek at some fundraising ideas to kick off the school year:

- Pub Night! Confirmed Oct 14th @ The Landing
- Bottle Drives (x3) - Oct 14 - Jan - June
- "Box of Cards" fundraiser - Kyla to take on in the near future - to begin first week of Oct
- Karaoke with Santa vs. Breakfast with Santa - nighttime karaoke better. Lorie will take on with support.
- Krispy Kreme fundraiser to sweeten up our Halloween Parade? Would need someone to pickup.
- Purdys chocolate fundraiser December - Natasha
- Giftcardsonline.ca - December - anyone want to take this on?
- Candy Grams for Christmas and Valentine's - hoping we can enlist the Grade 7s to help out otherwise selling after school and lunch(?) - Kyla "& co" will coordinate (and even deliver finished product if required) - grade 7's can help, would try to make it so everyone gets something.
- First aid kits - Brooke not present, but will run this in Januray.

Thanks for bringing your enthusiasm and creativity to the table! 🍷🍹

655pm: Treasurer's Report - Angela Brain and Greg Norton:

BANK ACCOUNTS

The PAC has two bank accounts: (1) a general bank account that is used for fundraising and contributions to the school, and (2) a gaming bank account that receives provincial grant funds and is used for extracurricular opportunities.

Controls:

- All cheques are signed by two of: Treasurers, Chair, Vice Chair.
- Expenses greater than \$300 require a majority vote from parents at the PAC meetings. (*Exception: expenses purchased for resale in fundraising activities: i.e. hot lunch and milk programs*)
- Copies of invoices and expense reports are saved on the PAC google drive.
- Funds received and funds spent are reported at each PAC meeting.
- Monthly financial statements are prepared and saved on the PAC google drive. They are available to any parent upon request to the Treasurers.
- An Annual Report is filed provincially detailing all transactions in the gaming bank account.

General Bank Account

As of September 1, 2023, the PAC has general funds of **\$17,383** (May 31, 2023 - \$18,611). In June, the PAC received:

- \$607 from the Sports Day pizza lunch,
- \$636 from the Sports Day concession,
- \$387 from the June bottle drive,
- \$111 from Principal for a Day,
- \$75 from DQ Blizzard card sales,
- \$67 from the Spring Fair, and
- \$1,063 as a generous donation from Cookies Ice-cream.

In June, the PAC spent:

- \$1,020 on DQ Blizzard cards,
- \$514 on the Sports Day pizza lunch,
- \$1,660 on milk purchases,
- \$268 on the Sports Day concession,
- \$346 for the staff appreciation lunch, and
- \$30 for PAC appreciation.

In July, the PAC spent \$336 for annual Munchalunch fees.

At the May AGM, the PAC voted to spend **\$5,500** in the 2023/2024 school year for the annual school funding contribution. (\$200 x 9 Teachers + \$100 x 4 Education Assistants + \$100 x 3 Learning Assistants + \$2,500 for library + \$500 for Literary Program). Per Jann Kwasnicki, "We have four education assistants, nine classroom teachers, and five non-enrolling teachers."

Discuss spend amount at PAC meeting: \$5,500 approved spend vs \$5,700 resolution based on more staff?

- Jann confirmed there are only 3 non-enrolling teachers and the \$5500 is the correct amount. Cheque for \$5500 was given to Jann at meeting.

At the June PAC meeting, the PAC voted to spend up to **\$5,000** of general funds and up to \$17,000 of gaming funds on the playground. (Gaming funds should be spent before general funds due to restrictions and expiry of gaming funds.)

- See playground below for update

Gaming Bank Account

As of September 1, 2023, the PAC has gaming funds of **\$15,279** (May 31, 2023 - \$15,329). During June, a \$50 gift card was purchased for the Spring Fair cake draw raffle prize.

At the May AGM, the PAC voted to spend \$40 x 40 students = **\$1,600** on the grade 6/7 field trip in September. 40 students went on the field trip last week, which brings the approved spend to **\$1,600**. The cheque will be issued to the school when the receipt is provided to the PAC (gaming spend requirement).

- Jann provided the receipt and the PAC confirmed \$1600 will be provided. Cheque for \$1600 was given

to Jann at meeting.

The 2023/2024 gaming grant application was submitted online to the BC Gaming Policy and Enforcement Branch (“GPEB”) on June 27, 2023. After the number of students is finalized and provided by the school to GPEB, the grant can be approved and paid by electronic deposit into the gaming bank account. \$4,000 is expected (based on the amount received for the 2022/2023 school year).

We will get some gaming funds after the October 14 pub night 50/50 draw.

We will spend \$75 of gaming funds on the annual BCPAC fees.

In June 2023, the PAC voted to spend up to **\$17,000** of gaming funds and up to \$5,000 of general funds to replace the stand-alone old blue monkey bars with something new on the playground.

As a reminder, gaming funds have restrictions on use and a requirement to spend the funds within either a one-year or a three-year period, so we always want to spend gaming funds on eligible expenses first to preserve unrestricted general funds.

GAMING FUNDS:

The annual gaming grant funds in the bank expires three years after the dates received. Gaming event funds in the bank expire one year after the gaming events. Because the funds expire, and they can only be spent on specified items, gaming funds should be spent first where possible, before using general funds. The funds expire as follows:

***\$7,159** received from the raffle ticket, 50/50 & Spring Fair cakes – expires May 11, 2024
\$4,120 received on November 30, 2021 – expires November 30, 2024; and
\$4,000 received September 28, 2022 – expires September 8, 2025
\$15,279 gaming funds as of September 1, 2023

- Laura Cole said that once playground is decided it'll be quick to be able to allocate funds.

GAMING EVENT REPORTING:

50/50 results for both pub nights (February 2 and October 14) will need to be submitted to GPEB after the October 14 pub night (one licence for both events at The Landing).

GAMING GRANT APPLICATION FOR 2023/2024:

The gaming grant application for 2023/2024 was submitted June 27, 2023, as noted above. The Principal sends the student enrolment numbers to GPEB in September.

GAMING ACCOUNT SUMMARY REPORT FOR 2023

The annual Gaming Account Summary Report for the PAC's year ended June 30, 2023 was completed by Megan Birks and Angela Brain. It was mailed to GPEB on July 6, 2023.

Reference Materials: NG PAC Financial Summary, NG Year End Financial Statements

7pm: DPAC Report - Diane Chubb & Ronnie Nugent:

DPAC is happy with everything happening in the District. Delta proud to have teachers with necessary qualifications in every role. Hot lunch team needs to have food safe.

Liaison officer to NG is Nathan Porter nporter@deltapolice.ca, secondary person is Rob Semler rsemler@deltapolice.ca

2022/23 school year they funded 1.5 million to assist with food and supplies - will have the same amount for 2023/24

\$500 grant available for schools who wish to host a workshop - can partner up with another school

705pm: Emergency Preparedness- Alona Makarsky

“1. Orange Bags Update – to be done on annual basis in Sep/Oct.

2023-2024 school year updates are following:

Over the summer, Vanessa Heal (Emergency Preparedness Officer, Delta School District #37) was supposed to provide new “Emergency Grab & Go” Bags for each classroom, library, staff, multipurpose

rooms etc. The existing bags were supposed to be consolidated into the Library over the summer so she could sort through them. Any additional items not required for the classroom, older first aid kits and the old bags to be stored into the emergency containers.

The new standardized bag contains:

Class list and clipboard (to be inserted in September)

Attendance form

Attendance sign (red card/green card)

Student ID lanyards (Elementary only – to be inserted in September)

Small first aid kit (for minor injuries)

LED Headlamp

Pencils, pens, notepads

High viz vest & whistle

Emergency procedures guide

Contact: Vanessa Heal

Ph: 604-946-5088 ext. 5249

Cell: 604-916-5604

vheal@deltaschools.ca

www.deltasd.bc.ca

To Do:

- Be in touch with the principal/admin to get notified when students are assigned their final Divisions and an updated emergency info for each student is available
- Ask to print the emergency info for each student to be updated in the bags/lanyards - When available update the lanyards in the bags for each division with the relevant students' info - Make sure each orange bag includes an updated students list and updated lanyards

2. Emergency Water Supply kept in the container box at the school backyard – once every 2 years (cost is usually covered by school)

Make sure emergency water supply at the container box isn't expired. If so, buy bottled water from Costco and substitute it.

To calculate the required quantities, assume each person would require 500ml of water per day, 3 days supply. Assume 80 people will stay in school if emergency occurs (out of ~200-250 attending daily).

$80 \times 3 = 240$ bottles are required. Usually, the pack of 40 bottles of 500ml each is available at Costco. 6 packs of this size would cover the needs. These water bottles have ~2 years shelf life, i.e. should be replaced every other year. They could be used to give away to students if not expired yet, but the replacement bottles are already available.

3. Emergency Food Ration kept in the container box at the school backyard – once every 5 years (cost is usually covered by school)

Make sure emergency food ration supply at the container box isn't expired (5 year shelf life). If so, contact F.A.S.T. Limited and purchase a fresh substitute.

Previous communications were done with:

Laurie Van Alstyne

Key Account Manager

laurie@fastlimited.com | office: 604.940.3222 | tf: 1 888 710 3278 | cell: 778.886.1800

F.A.S.T. First Aid & Survival Technologies Limited | 8850 River Rd. Delta BC V4G 1B5

Emergency prep. person has a key to the container box.”

710pm: Hot Lunch Program – Terra Mitchell and Ashley Terpsma and Brigitte McRae

- Awaiting confirmation of dates (for first half of year)
Ordering opens Sept 25th - first hot lunch Oct 16th
- Vendors: DQ, Dominos, Subway and Cobs
- Will have ability to sign up to volunteer when completing Muncha Lunch order

715pm: Milk Program - Nicki Kopac and Deb Stewart:

Nicki and Deb will coordinate with the hot lunch program on the ordering dates/parent letters. The Save-On- Foods prices haven't changed since last year so we would keep things the same as last year, offering white and chocolate milk for the 3 days Tues-Thurs. Added with Muchalunch for ordering Sept 25th

720pm: Fruit and Vegetable Program - Lorie Seppke

Lorie will be doing fruits and veggies

She will try every 3 weeks to have a description of the specific item.

Curtney will post it to social media so parents can see what the food is.

There is endless things the teachers can get involved with. BC agriculture has great programs for the school. Send out pamphlet to Teachers so that they are aware of the programs.

Are the garden boxes free? Because we can start a garden group - discuss at next meeting

725pm: Playground subcommittee - David Terpsma (main liaison), Kristin Schroeder and Brigitte McRae

- Vision for new playground: accessible, inclusive, safe for students and community. - How: by using funds acquired through PAC fundraising efforts, grants and donations, while also liaising and optimizing existing support and contributions from the Delta School Board, in order to promote safe and beneficial play areas that support children's learning and development.

- Playground rings to be demolished and removed during Summer break 2023. - Current funds available: Funds Available (as per June 2023 PAC meeting): 22,000\$ total (breakdown: 17000\$ from Gaming funds (reminder - these funds must be used within year) and 5000\$ from General funds)

- Additional Fund opportunities: City of Delta Grant (Dave contacted), Delta School district (Kristin contacted) + Enabling Accessibility Fund (EAF) - funds projects that makes Canadian communities more accessible for persons with disabilities (House of Commons local Mailer the Hon. Carla Qualtrough,, July 2023).

Can this space grow? - Yes, as long as it doesn't interfere with the irrigation system and it's approved by the district.

Social Media: Natasha Gray -> Courtney - please send any important dates to Courtney. She will add to her schedule. Facebook is not attached to the IG, but can post to both!
Advance notice is appreciated!

- will run a contest soon to get more followers
- Community safety blasts

725-8pm: Outstanding Business, and General Discussion:

Traffic and Safety Representative - appoint?

- since the last rep, they were able to get quite a few safety measures i.e 30km zone, bumps, black median, etc...after covid it became redundant

- Use DELTATALKS app!

- no one interested in being the rep for this - tabled for now

Follow up re: BCCPAC membership renewal - will be paid this month

General discussion:

Important Note: Jann likes to sing!!

Q: Will Matt be back or be replaced?

A. NG might gets funds to hire a FT EA who is qualified and would offer stability for some of the kids who spent time with Misty & Matt.

Q: Spirit Wear orders?

A: Gary is working on the vector image of the griffin over the gym to update logo!

Q: should the PAC cover the \$900 shortfall from Camp?

A: PAC already used all gaming funds available for this. Will try to make up in another way.

Meeting adjourned: 8:07pm - Diane Chubb and Brigitte McRae

Next PAC Meetings:

MEETINGS WILL MOVE TO THE MPR AND BABYSITTING WILL BE PROVIDED IN GYMNASIUM.

THURSDAY OCTOBER 26, 2023 - 6:30-8pm - MPR

THURSDAY NOVEMBER 23, 2023 - 6:30-8pm - MPR

THURSDAY JANUARY 26, 2024 - 6:30-8pm - MPR

THURSDAY FEBRUARY 22, 2024 - 6:30-8pm - MPR

TUESDAY APRIL 16, 2024 - 6:30 - 8pm - MPR

TUESDAY MAY 21, 2024 - AGM - 6:30 - 8pm

Please reach out via email neilsongrovepac@gmail.com if you are interested in supporting any Fundraisers. Please email neilsongrovepac@gmail.com with any questions. Please follow [@neilsongrovepac](https://www.instagram.com/neilsongrovepac) on Instagram