

CAULFEILD PARENT ADVISORY COUNCIL

AGM AGENDA for

Monday, June 10, 2024

MS Teams Meeting

7:00pm	Call to Order	PAC Chair <i>Anya Yashkina</i>
7:02 pm	Welcome	PAC Chair <i>Anya Yashkina</i>
7:05 pm	Election of all Executive Positions	Past Chair <i>Aneela Mallick</i>

- **Current PAC Executives for the 2023/2024 school year -**
Names highlighted are leaving us on the PAC:
PAC EXECUTIVE
Chair: Anya Yashkina
Vice Chair: Jacky Ng
Co-Treasurers: Jenny Chung/Irina Bardina
Secretary: Tori McDonald
DPAC Rep: Aneela Mallick
Members at large: Zahra Ladha, Stephanie Dixon, Julia Masuda, Carrie Johnson, Katy Glinski
PROGRAM COORDINATORS
Hot Lunch: Candace Havelock
After School Programs: Aneela Mallick
Room Parents: Aneela Mallick
Bear Wear: Jenny Chung
- **Next Year PAC Executive team to vote in for 2024/2025**
School Year: names highlighted are new members or positions to replace those members leaving us.
PAC EXECUTIVE
Co - Chair: Anya Yashkina & Julia Masuda
Vice Chair: Jacky Ng
Co-Treasurers: Irina Bardina & Justine Lin
Secretary: Tori McDonald
DPAC Rep: Ashim Saha
Members at large: Stephanie Dixon, Katy Glinski, Somi Valizadeh
PROGRAM COORDINATORS
Hot Lunch: Candace Havelock
After School Programs: Stephanie Dixon
Room Parents: Tori McDonald
Bear Wear: Jenny Chung
Communications: Katy Glynski

****Call For Vote - to approve the above PAC Exec Team for 2024/2025 School Year**** Voted and Approved

7:10 pm

CPAC Updates

CPAC Exec

- Year-End Report - see slides attached to minutes for full details.
- Communication – one of the main functions of CPAC –
Three channels of communication:
 - Communication with the School
 - Parents
 - DPAC/BCCAP
- CPAC – Enhancing Student Learning and Wellbeing
 - Provide funds for
 - Field Trips
 - Curriculum enhancement
 - Technology Purchases
 - Organize
 - After school programs
 - Hot lunch every day
 - Community building
 - Fundraising

7:30 pm

Treasurer's Report

Co-Treasurer
Justine Lin

***Please see attachments for both treasurer's report and also next years proposed budget*

- Extra Expense Vote - With extra funds raised from the Spring Fling and excess funds from the budget. We are requesting to combine these two amounts (\$21,000) to approve an extra expense to be put towards upgrading the sound & projection system in the Gym.
 - The gym is used for presentations, assemblies, movie nights, and winter concerts each year. This system has not been replaced and is starting to fail causing costly repairs. Nathan has approached the company that has given a rough cost of \$35,000 for the full replacement of the system (possibly less). We are able to do a multi stage replacement and waiting on the individual costs for the items to determine what will be replaced first.

****Call to vote for extra expense - majority approved**

- 2024-2025 Budget Vote - the projected budget is based off of the current year's actual budget and is very similar to last year.
 - Changes to note:
 - Increased teacher discretionary funds
 - increased school field trip fund for each division
-

-
- Grade 7 CPR Program

****Vote to approve next year's budget - Majority vote approved**

7:40 pm

Principal Report

Principal
Nathan Blackburn

Hello and welcome from Mr. Blackburn.

Thank you to CPAC

- **Spring Fling Gala -RAISED over \$13,000!!!!!!**
- Sports Day
- View Boards
- Chromebooks
- [Field Trips](#)
- Special Events: Bhangra Dance, Ultimate Frisbee, Field Hockey, CPR (Gr.7)
- Grade 7 Farewell
- Bike to School Week

Staffing and Enrollment

- Ms. Carsky is leaving, and we will have a new LST join us in the fall.
- Hannah Salmon has joined the team as a permanent member of staff.
- Enrollment is currently strong. Lots of changes happen for the summer.

Recent and Upcoming Events

- **Grade 7 Farewell:** Thanks to the team for putting it all together. Tickets went home on June 7th.
- **Grade 7 Camp:** Camp Elphinstone!
- **Grade 3 Sea to Sky:** Tomorrow!
- **Grade 5 Soap Stone Carvig with EHMS:** Next week
- **Metis Dancers:** Last week, all K/1 Classes!
- **Variety Show:** Afternoon performances from a variety of students in k-7.
- **Colour Week:** Blue / Orange / Yellow / Green / Red

FESL Presentation: On June 13, Teachers and Students share the outcomes of the FESL, which was shared here in February. CPAC members are welcome.

*How can one's sense of **belonging and connection to our inclusive community** be strengthened through fostering **resilience and social-emotional***

*well-being in order to equip individuals to **face challenges and thrive throughout their lives?***

Reminders:

1. CSLs Posted to the Family Portal June 26th
2. June 26th is a 12:10 Dismissal
3. [2024/2025 School Calendar](#) posted to eBulletin
4. Look out for summer information packages in late August

7:55 pm

Parent Questions

Q. Will there be another spring fling next year?

The Spring Fling committee is very ready and excited to plan another parents only community event for next year and even expand to add an additional family community event at the school. Anya commented on the concern for doing it annually. We will discuss it over the next few months. We will likely do a survey in the fall to determine the demand for another spring fling.

8:00 pm

Adjournment

PAC Chair
Anya Yashkina

See you in 2024-2025

The background of the slide is a photograph of a school playground. In the foreground, there is a large, light-colored rock formation. In the middle ground, a fenced-in playground area is visible with several people, including children and adults, engaged in activities. In the background, a school building with a blue roof and a flagpole is visible, surrounded by a dense forest of tall evergreen trees under a clear sky.

CPAC: 2023-2024 Year-End Report

CPAC AGM

JUNE 10, 7pm

CPAC 2023-2024

PAC Executive

Chair: Anya Yashkina

Vice Chair: Jacky Ng

Co-Treasurers: Jenny Chung & Irina Bardina

Secretary: Tori McDonald

DPAC Rep: Aneela Mallick

Members-at-Large: Zahra Ladha, Stephanie Dixon, Julia Masuda, Carrie Johnson,
Katie Glinski

Program Coordinators

Hot Lunch: Candace Havelock

After School Programs: Aneela Mallick

CPAC 2024-2025

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CPAC 2024-2025

Program Coordinators

Hot Lunch: Candace Havelock & Carrie Johnson

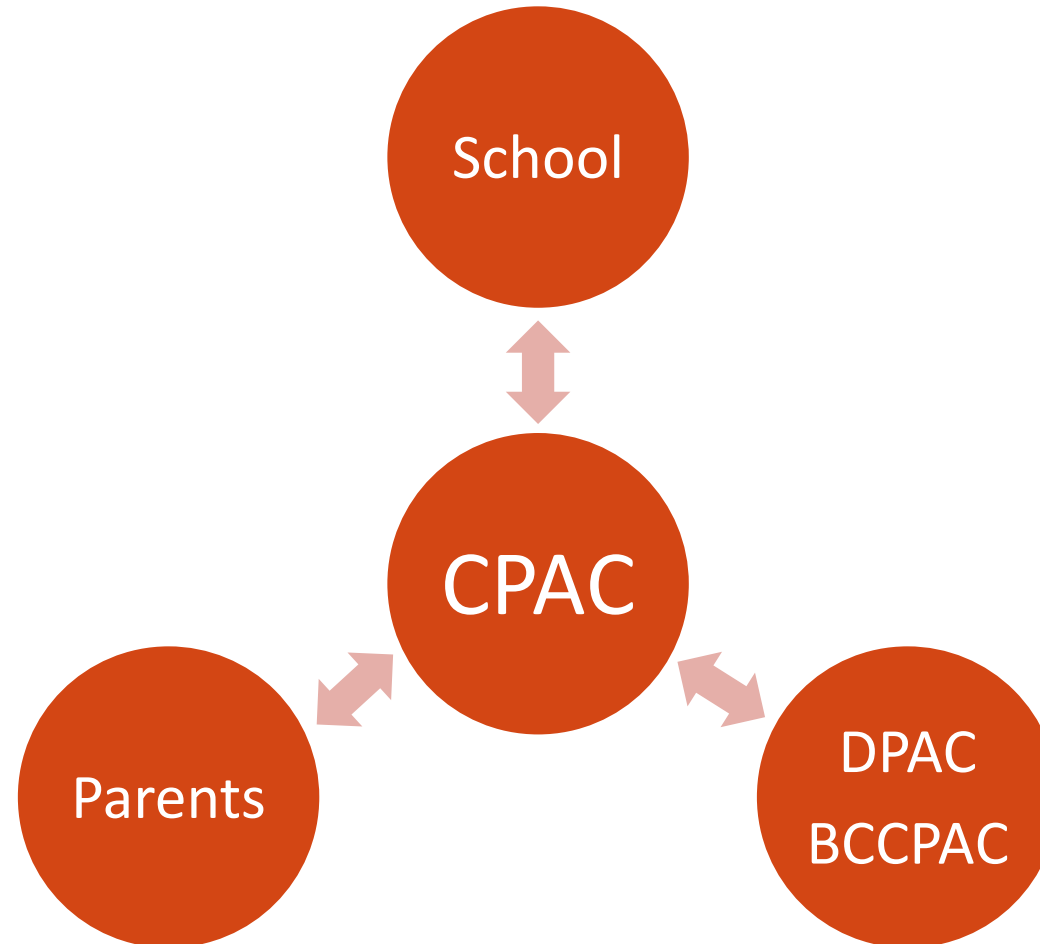
After School Programs: Stephanie Dixon

Room Parents: Tori McDonald

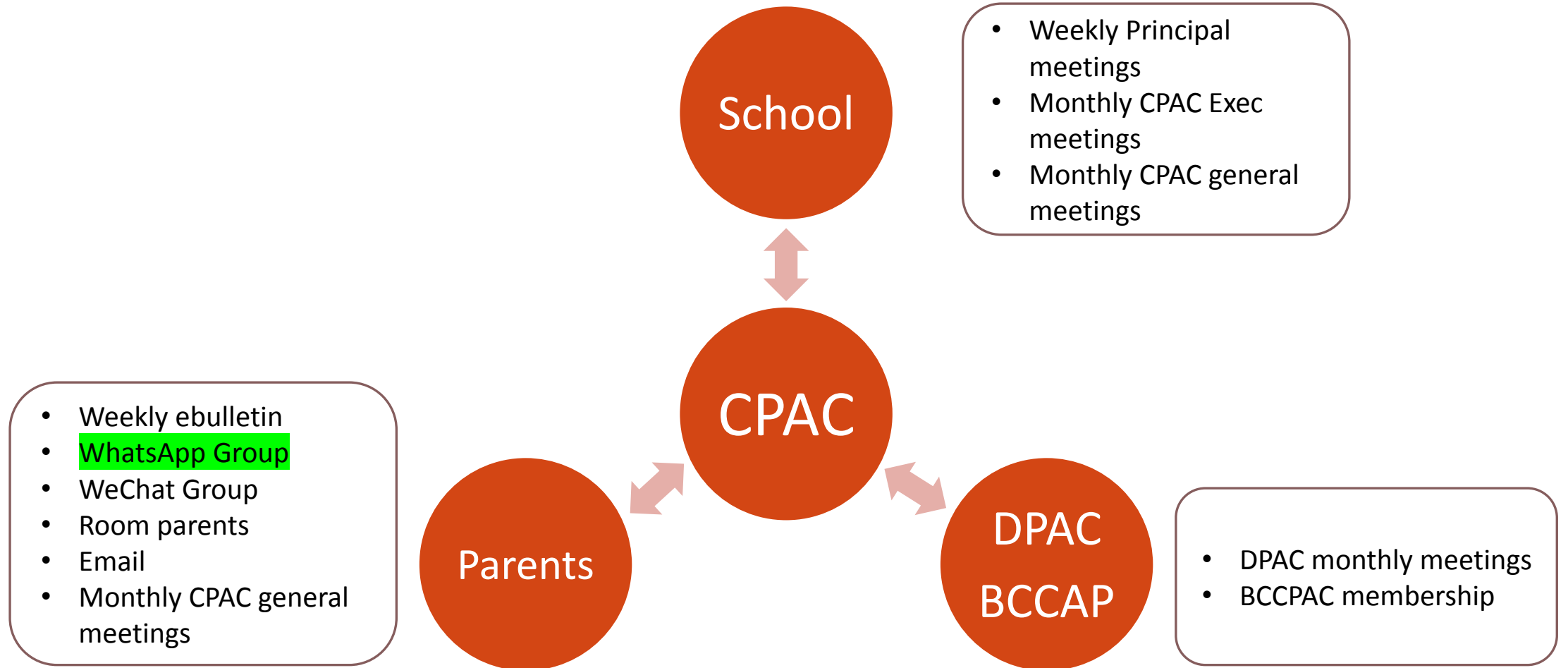
Bear Wear: Jenny Chung

Communications: Katie Glynski

Communication



Communication





Enhancing Student Learning and Wellbeing

Classroom Fieldtrips

- K High Touch High Tech - Newton in a Nutshell & Ladybug Larva (in school)
- Gr1-2 Vancouver Aquarium/V'Ni Dansi: Metis dance and music (in school)
- Gr3 Sea-to-Sky Gondola
- Gr4 Museum of North Vancouver
- Gr5 Britannia Mines
- Gr6 Bowen Island Kayak
- Gr7 Camp Elphinstone





Enhancing Student Learning and Wellbeing

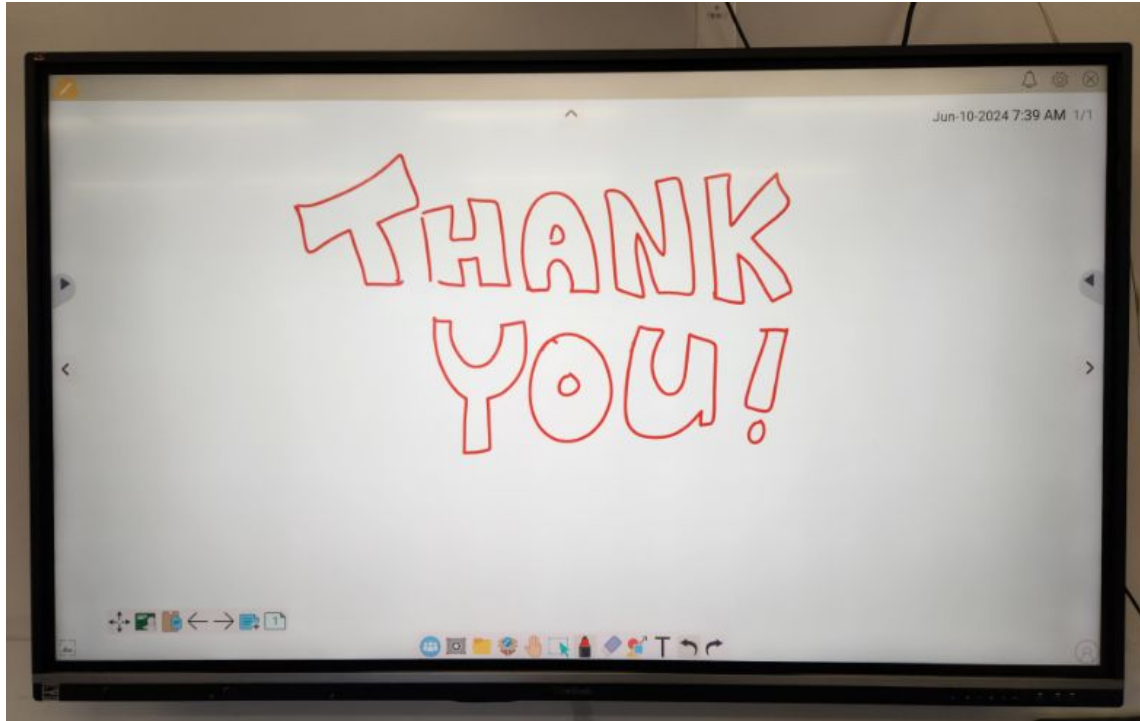
Curriculum Enhancement

- Dance (Royal Academy of Punjab)
- Ultimate Frisbee
- Field Hockey
- Saleema Noon Body Science Edu
- Grade 7 CPR Course

Enhancing Student Learning and Wellbeing

Technology Purchases

- 1 Sound Field System
- 6 Chromebooks
- 2 ViewBoards
- Sound and Video system for the Gym





Enhancing Student Learning and Wellbeing

- iDEC program (edu/tech subscriptions, licenses)
- Music, Sports equipment
- Classroom equipment

Organize

- After school programs
- Hot Lunch every school day



Community Building

- Welcome Back Tea & BBQ
- Room Parents
- Bear Wear
- Movie Night
- Bingo Night
- Pumpkin Hunt
- Santa Sale
- Spring Fling
- Staff Appreciation Day



Fundraising

- Hot Lunch Program: \$28,000 (estimated)
- Annual Community Fundraiser: \$26,000
- Spring Fundraiser: \$13,000
- Pop-up sales during events
- Purdy's sales
- Scholastic Book Fair
- Bear Wear
- BCLC Grant

Treasurer Report GM

June 10, 2024



BMO Operating Account

Bank balance

\$96,428.09

In QuickBooks

\$83,159.45

Updated 10 hours ago



Reviewed



BMO Gaming Account

Bank balance

\$1,854.04

In QuickBooks

\$1,753.99

Updated 10 hours ago



Reviewed

TRUST FUND - CAULFIELD
ACCOUNT #85480-020
July 1 - June 30, 2024

	2022/23 COMMUNITY FUNDRAISER	PAC 2017/18 FUNDRAISER Music Equipment	PAC 2017/18 FUNDRAISER PE Equipment	PAC General	TOTAL
OPENING BALANCE JULY 1, 2023	(12,556.69)	(718.19)	(918.19)	(2,393.00)	(16,586.07)
RECEIPTS					
SCHOOL CASH ONLINE					
06-Dec-23 SCO ACTIVITY NOV DONATIONS	(26,045.00)				
05-Jan-24 SCO ACTIVITY DECEMBER	(200.00)				
2024-04-30 SCO ACTIVITY APRIL	(50.00)				
INTEREST EARNED					(703.63)
TOTAL AVAILABLE FUNDS	(38,851.69)	(718.19)	(918.19)	(2,393.00)	(43,584.70)
DISBURSEMENTS:					
SUPPLIES & SERVICES					
23-Sep 3P LEARNING		RECLASSIFY FROM SCHOOL TRUST	1,915.16		1,915.16
23-Sep LEARNING A-Z		RECLASSIFY FROM SCHOOL TRUST	1,300.76		1,300.76
13-Oct-23 JMJ EAGLE TECH LTD		252	6,033.36		6,033.36
16-Nov-23 MASTERCARD - NELSON EDUCATION		1023GEN	377.80		377.80
23-Jan-24 MASTERCARD DEC2023 GEN		BLACKBURN - AMAZON (1688.93)	1,637.66		1,637.66
23-Jan-24 MASTERCARD DEC2023 GEN		RUDSON - BRAINPOP (usd 175)	246.97		246.97
23-Jan-24 MASTERCARD DEC2023 GEN		RUDSON - LEARNING A-Z	186.29		186.29
23-Jan-24 MASTERCARD DEC2023 GEN		SCHIER - LESPLAN	233.68		233.68
13-Feb-24 CDW CANADA		PN64402	0.02		0.02
20-Feb-24 MASTERCARD-FEB		BLACKBURN - AMAZON	573.28		573.28
20-Feb-24 MASTERCARD-FEB		SCHIER - DOMINOS PIZZA	86.27		86.27
15-Mar-24 CDW CANADA		VIEWBOARD	2,504.14		2,504.14
16-Mar-24 CDW CANADA		VIEWBOARD	2,485.65		2,485.65
16-Mar-24 CDW CANADA		QF68983	0.01		0.01
2024-03-20 MASTERCARD- MARCH		SEA-TO-SKY	1,219.00		1,219.00
2024-05-28 TIDEY'S TROPHIES		26103	168.33		168.33
					0.00
TOTAL EXPENDITURES	18,968.38	0.00	0.00	0.00	18,968.38
BALANCE PER CATEGORY	(19,883.31)	(718.19)	(918.19)	(2,393.00)	
BALANCE (AVAILABLE) / OWING:					(24,616.32)

Caulfeild PAC

Cheque Detail

June 1-8, 2024

	Date	Transaction Type	#	Name	Memo/Description	Clr	Amount
BMO Gaming Account							
	08-06-2024	Expense	323	BCCPAC	Membership Fee BCCPAC 2024-25		-100.00
BMO Operating Account							
	03-06-2024	Cheque Expense	899	Sunanda Saunders	Spring Fling Decoration		-670.54
	03-06-2024	Cheque Expense	900	1318161 BC LTD.	Sakura Ichiban, May 2024		-4,519.50
	03-06-2024	Cheque Expense	901	1351837 BC LTD	The Lunch Bucket Deli Inv #LBD024-05-27		-1,190.75
	08-06-2024	Cheque Expense	902	Victoria McDonald	Spring Fling Catering, Printing, Music		-4,943.00
	08-06-2024	Cheque Expense	903	Candace Havelock	Catering, Food, Drinks		-1,580.23
	08-06-2024	Cheque Expense	904	Commandex Corporation	MunchaLunch 2024-25 Service INV# 24-10144		-336.00
							-13,340.02

Saturday, Jun. 08, 2024 12:47:52 p.m. GMT-7

Caulfeild PAC

Profit and Loss

April 29 - June 8, 2024

	TOTAL
▼ INCOME	
Bingo Night Income	1,780.00
Hot Lunch	3,946.06
Sales of Product Income	470.00
Spring Fundraiser	17,044.25
Total Income	\$23,240.31
▼ COST OF GOODS SOLD	
Bingo Night Costs	409.93
Hot Lunch Costs	7,575.50
Total Cost of Goods Sold	\$7,985.43
GROSS PROFIT	\$15,254.88
▼ EXPENSES	
Caulfeild Social Event Costs	7,385.33
▼ Curriculum Enhancement	
Sports day	95.94
Total Curriculum Enhancement	95.94
Operating Expenses	105.01
▼ Social	
Staff Appreciations	1,580.23
Total Social	1,580.23
Uncategorized Expense	5.00
Total Expenses	\$9,171.51
PROFIT	\$6,083.37

Sales of Product Income - money collected for Staff Appreciation
Caulfeild Social Event Costs - Spring Fling Costs

Bingo Night

Revenue \$1780.00

Costs. \$409.93

Profit. **\$1370.07**

	unit cost	number of units	Tip (\$)	Total
Revenue				
Ticket Sales - Attending and non attending but supporting	\$80.00	123 - 110 attending and 13 purchased to support but cannot attend		\$9,840.00
Silent Auction/ Raffle	\$9,599.37			\$9,599.37
Sponsorships/ Extra Donations	\$1,460.00			\$1,460.00
Financial Sponsors via schoolcash online	\$500.00			\$500.00
Total revenue				\$21,399.37
Costs				
Venue				
Venue cost				\$1,516.91
Insurance				\$124.88
Entertainment				
Photobooth	\$550.00	1	\$0.00	\$550.00
Band/DJ	\$1,260.00	1	\$200.00	\$1,460.00
Decor & Setup				
Decor	\$642.90			\$642.90
Food & Beverage				
The Orchard - \$39.30 per person (tax, gst, pst incl.) + high top rentals	\$36.90	102		\$3,763.80
Other				
Print Material	\$319.20			\$319.20
- Total Costs				\$8,377.69
Net revenue				\$13,021.68



Caulfeild PAC

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
BCLC Grant		7,500.00	-7,500.00	
Bear Wear Sale		100.00	-100.00	
Bingo Night Income		1,500.00	-1,500.00	
Caulfeild branded balls		400.00	-400.00	
Caulfeild Gear		900.00	-900.00	
Donations to SD 45		25,000.00	-25,000.00	
Hot Lunch		174,400.00	-174,400.00	
Movie Night		200.00	-200.00	
Purdy's Chocolates		700.00	-700.00	
SD45 Start Up contribution		180.00	-180.00	
Total Income	\$0.00	\$210,880.00	\$ -210,880.00	0.00%
Cost of Goods Sold				
Bingo Night Costs		1,200.00	-1,200.00	
Hot Lunch Costs		140,000.00	-140,000.00	
Hot Lunch Refund		500.00	-500.00	
Movie Night Costs		200.00	-200.00	
Total Cost of Goods Sold	\$0.00	\$141,900.00	\$ -141,900.00	0.00%
GROSS PROFIT	\$0.00	\$68,980.00	\$ -68,980.00	0.00%
Expenses				
Charitable Outgoings				
Rockridge Scholarship		500.00	-500.00	
Total Charitable Outgoings		500.00	-500.00	
Curriculum Enhancement				
Caulfield learning spaces		6,000.00	-6,000.00	
CPR Training Grade 7		1,200.00	-1,200.00	
Family Education		500.00	-500.00	
Field Trips		16,000.00	-16,000.00	
Music supplies		800.00	-800.00	
PE Equipment		800.00	-800.00	
Principal discretionary funds		1,000.00	-1,000.00	
Sport Month (Gaming funds)		0.00	0.00	
Sports day		200.00	-200.00	
STEAM and Site licenses		5,000.00	-5,000.00	
Teacher discretionary funds		9,500.00	-9,500.00	
Technology Enhancement		13,000.00	-13,000.00	
Total Curriculum Enhancement		61,000.00	-61,000.00	
Emergency preparedness		500.00	-500.00	
Operating Expenses		1,100.00	-1,100.00	
Social				
Cultural Community Building		1,500.00	-1,500.00	
Food & Beverage for PAC Meetings		100.00	-100.00	
Grade 7 farewell		1,200.00	-1,200.00	
Pumpkin patch		600.00	-600.00	
Purdy's Chocolate Pizza Party		100.00	-100.00	
Room Parent Meet & Greet		480.00	-480.00	

Caulfeild PAC

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Staff Appreciations		1,700.00	-1,700.00	
Welcome Back Tea		200.00	-200.00	
Total Social		5,880.00	-5,880.00	
Total Expenses	\$0.00	\$68,980.00	\$ -68,980.00	0.00%
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
Other Income				
Interest		100.00	-100.00	
Total Other Income	\$0.00	\$100.00	\$ -100.00	0.00%
NET OTHER INCOME	\$0.00	\$100.00	\$ -100.00	0.00 %
NET INCOME	\$0.00	\$100.00	\$ -100.00	0.00 %