



TYSON ELEMENTARY SCHOOL

PAC Minutes

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*called to order by Kara Van Leeuwen, President at 6:31PM on Wed Jan 22, 2025*

*Welcome. We acknowledge we are privileged to meet on the Stó:lō unceded traditional territory of the Pil'alt, Ts'elxwéyeqw and Semá:th tribes.*

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#### IN ATTENDANCE

**In Person:** Brittany C. Jessie K. Kayla G. Kara V.L. Kristina J. Erin M.  
\*Principal

**Virtual:** Swetha K.

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#### APPROVAL OF AGENDA & MINUTES

- Motion to adopt agenda as circulated.
  - Brittany C. motioned to adopt. Kristina J. seconded. All in favor, approved.
- Minutes for Nov 18 meeting are not ready yet and will be reviewed and approved next meeting

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#### PRINCIPAL'S REPORT

Please refer to the school calendar or Tiger News weekly emails for more info.

<https://tyson.sd33.bc.ca/calendar>

#### Staffing Updates

- Secretary – We are hiring a new secretary this week.

#### Thank you PAC!

- The pancake breakfast was a huge success.
  - Thanks to Kayla and everyone who had a hand in putting this together.
- The treats to celebrate holidays such as Diwali and Lunar New Year are a great way to recognize the diversity of our building; thank you for providing those.
- One School, One Book – it was a huge success.
  - Thanks to PAC for providing a book to each family.
  - Our students were excited to take part in the daily activities
- School Wide Skate was a huge success.
  - Thank you to all the parents that helped make it a great success!

- Discussed feedback around how the process can be done better next time; it was a bit chaotic

### **School Updates**

- Sensory Room by the office is getting repainted – increasing in needs children. Muted green and fresh furniture – painting started today. School pays for it. \$500
- Christmas Concert Feedback on new format?
  - We all thought it was great
  - Less time taken away from instructional time
- Transitions have started with VMS and Kindergarten
  - VMS virtual meeting for transitioning grade 5s into grade 6
  - Ready set explore (used to be learn) will be in Feb and kinder fair is June 6
  - Registration so far is 27 in catchment
  - Talking about how to improve K transitions, daycares etc
- MDI happening in February
  - Middle years development survey
  - Just a note for parents – our grade 5s will have done this last year as well; it used to be grade 4 and 7 but now only grade 5 going forward
- Tyson Tooters, Dingers, Doodlers and Coders all going well!

### **Upcoming Field Trips**

- Swim Program - Fridays

### **Sports**

- Triple Ball, Floor Hockey, Basketball Camp

### **Upcoming Calendar dates**

- Jan. 24th – Assessment and Evaluation Day
- Jan. 29th – Lunar New Year
- Feb. 14th – Pro D (Schools Closed)
- Feb. 17th – Family Day (Schools Closed)
- Feb. 21st – Ready, Set, Explore
- Feb. 26th – Pink Shirt Day
- Feb. 27th – Start of Ninja Warrior
- Feb. 28th – Early Dismissal

April 30 & May 1 – Bike training for grades 4 and 5

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### **TREASURER'S REPORT**

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E-mail [Tyson-pac@sd33.bc.ca](mailto:Tyson-pac@sd33.bc.ca) with questions, concerns or ideas; or message us directly on [FB](#) or [Insta](#).

Tyson PAC Budget 2024/25						
	Budget 2024/2025			Actual 2024/2025		
	Gaming	General	Total	Gaming	General	Total
<b>Opening Bank Balance</b>	\$ 2,777.61	\$ 19,998.50	\$ 22,776.11	\$ 2,777.61	\$ 19,998.50	\$ 22,776.11
<b>Revenue</b>						
BC Gaming Grant	\$ 5,260.00		\$ 5,260.00	\$ 5,260.00		\$ 5,260.00
Annual PAC grant		\$ 150.00	\$ 150.00		\$ 150.00	\$ 150.00
Hot Lunch		\$ 2,000.00	\$ 2,000.00		\$ 2,467.39	\$ 2,467.39
Fundraising		\$ 2,000.00	\$ 2,000.00		\$ 5,221.65	\$ 5,221.65
Misc Income						\$ -
Total Revenue	\$ 5,260.00	\$ 4,150.00	\$ 9,410.00	\$ 5,260.00	\$ 7,839.04	\$ 13,099.04
<b>Expenses</b>						
School Wide Functions*			\$ -	\$ 891.85	\$ 285.00	\$ 1,176.85
Bussing for field trips	\$ 1,500.00		\$ 1,500.00			\$ -
Staff Appreciation		\$ 1,500.00	\$ 1,500.00	\$ -	\$ 353.21	\$ 353.21
Munch a Lunch fees		\$ 336.00	\$ 336.00			\$ -
OSOB		\$ 1,500.00	\$ 1,500.00		\$ 1,156.79	\$ 1,156.79
Year End Class Celebrations*			\$ -	\$ -	\$ -	\$ -
Year End Student Gifts*				\$ -	\$ -	
Bank/Admin Fees		\$ 50.00	\$ 50.00		\$ 25.70	\$ 25.70
Teacher Asks		\$ 1,500.00	\$ 1,500.00	\$ 369.21	\$ 682.38	\$ 1,051.59
Library Revamp				\$ 1,975.58	\$ -	\$ 1,975.58
Misc Expenses				\$ 100.00	\$ -	\$ 100.00
Total Expenses	\$ 1,500.00	\$ 4,886.00	\$ 6,386.00	\$ 3,336.64	\$ 2,503.08	\$ 5,839.72

Notes:

Expenses from gaming were voted on at our last 2023/2024 meeting

\* Gaming expenses: these need to be determined

Misc Income - TBD

Misc Expenses - BC CPAC Membership dues

Teacher Asks - Board games for primary div., outdoor equipment, Spuds and Tubs, Diwali treats, insulated beverage dispenser

\*\* is for any item that has been updated since last meeting

Around \$135 revenue was classified as hot lunch revenue but came from coupon books – correct amounts are below in fundraising totals for Term 1.

## Treasurer's Report

### PAC General Account

Opening Balance as of October 16th, 2024 \$ 34,906.21

**Income:**

MunchaLunch (Ref#174711502)	\$ 2,802.35
Puzzle Night Concession (Square Deposit)	\$ 27.32
MunchaLunch (Ref#176590311)	\$ 425.14
Baby Sitting/Homesafe Course (eTransfer - K. E. Delage)	\$ 276.25
MunchaLunch (Ref#1181643448)	\$ 301.28
MunchaLunch (Ref#184034565)	\$ 151.30
MunchaLunch (Ref#186544703)	\$ 192.99
Cash/Cheq. (PAC Grant, Coupon Books, Puzzle Night Con./Puzzle Resale)	\$ 1,575.00
MunchaLunch (Ref#188919889)	\$ 108.40
Neufeld Farms (eTransfer - Brilain Enterprises Ltd.)	\$ 586.00
MunchaLunch (Ref#193471395)	\$ 113.52
MunchaLunch (Ref#196113439)	\$ 72.67
MunchaLunch (Ref#198802134)	\$ 131.59
Cash Deposit (Holiday Store - Income and \$300 Cash Float)	\$ 1,207.60
MunchaLunch (Ref#208269789)	\$ 526.61
MunchaLunch (Ref#212959076)	\$ 2,585.67
<b>Total:</b>	<b><u>\$ 11,083.69</u></b>

**Expenses:**

Hotlunch Supplies, Hot Lunch Yellow Bins, T.A. Spuds and Tubs	\$ 176.04
Community Coupon Book Cost	\$ 8,665.65
OSOB	\$ 1,156.79
All School Yoga - S.Bain	\$ 285.00
Hot Lunch Oct 24 - Church's Chicken	\$ 1,192.50
T.A. Diwali treats 1	\$ 250.00
Popcorn Supplies, Candy for Puzzle Night Concession	\$ 49.19
Hot Lunch - Sinamen Bun Co	\$ 1,549.78
T.A. Diwali treats 2	\$ 55.00
Popcorn Supplies (bags and oil)	\$ 21.67
Popcorn Supplies (Popcorn and Seasoning)	\$ 46.77
Dec 11 Cash Withdrawl - Holiday Store extra cash float	\$ 300.00
Staff Appreciation Lunch - Riaccardo's Pizza	\$ 168.21
Hot Lunch Dec 12 - Jim's Pizza	\$ 1,507.00
Popcorn Supplies	\$ 31.97
Xmas Staff Appreciation Starbucks GC	\$ 180.00
T.A. Drink Dispenser, Hotlunch Supplies, Holiday Store Supplies	\$ 277.38
Hot Lunch Jan 17 - Ricardo's Pizza	\$ 913.84

**Total:** **\$ 16,826.79**

**Outstanding Expenses:**

December Popcorn Supplies	\$ 31.17
January Popcorn Supplies	\$ 76.49
	<u>\$ 107.66</u>

Ending Balance as of January 20, 2025 **\$ 29,163.11**

### PAC Gaming Account

Opening Balance as of October 16th, 2024 \$ 7,505.76

**Income:**

**Total:** **\$ -**

**Expenses:**

T.A Board Games for Primary	\$ 155.00
BC CPAC Membership Dues	\$ 100.00
Library Revamp (First Installment)	\$ 1,975.58
T.A. Outdoor Equipment	\$ 214.21
<b>Total:</b>	<b><u>\$ 2,444.79</u></b>

**Outstanding Expenses:**

Library Revamp	TBA
	<u>\$0.00</u>

Ending Balance as of January 20, 2025 **\$ 5,060.97**

- Waiting on Kiwanis pancake breakfast
  - Invoice discrepancies
  - \$5 per person, for 300 people – this is way more than we planned
  - New invoice is \$1,000 but we don't understand how this happened. \$3.33 per serving is the final cost
  - They have given us a \$1500 invoice but they will donate \$500 back to us – this causes an issue with gaming.
  - We originally voted and agreed on \$600 from the gaming account
  - Jessie K motions to approve an additional \$400 from gaming to pay \$1000. Kristina J. seconded. all in favour, approved.
  - Kara VL motion for \$500 from general to make the full \$1500 payment for the pancake breakfast. Kristina J seconded. All in favor, approved.
- Discussed gaming budget lines:
 

50 x grade 5 x \$12 per	\$600	for graduation swag/gifts at end of year
38 x kinder x \$5.	\$190	for end of year gift/grad of Kinder
14 divisions	\$1400	year end celebrations - \$100 per classroom

  - Smallest class is 15 students; Largest is 26
  - We discussed flat fee \$100 per class – teacher's discretion to spend as they wish
  - Kara VL motions to approve \$1400 for class celebrations and \$790 for graduation swag from gaming account. Kristina J. seconded. All in favour, approved.
- Discuss school wide functions budget and review amounts at next meeting with an updated budget in hand.

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#### DPAC REPORT

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Email [dpac@sd33.bc.ca](mailto:dpac@sd33.bc.ca). [Facebook](#). [DPAC Meetings](#) (all meetings are hybrid).

- Next meeting: Nov 28th @ 7PM-8:30PM
- **We are seeking a DPAC Rep.**
  - **Attend DPAC meetings and report back. Vote on behalf of our school community.**
  - **Meetings are hybrid and well attended virtually**
- Last meeting:
  - Had a presentation about a bicycle bus – Dad from Watson who wanted kids to bike to school but he needed to teach them road safety. Put the word out and now they bike together to school. Only in warmer months – Sept and Oct and then start again in spring. Only in the morning going to school, not home from school.
  - Need DPAC for BCCPAC as well
  - Moving to Teams instead of Zoom because the district is no longer paying for zoom
    - We would move to Teams as well now
  - Child Card BC website has been updated – check it out – new options opening in Chilliwack
  - Update DPAC logo – no one knows the source of it, Kara is on the committee
  - Katie has stepped down Chair of Chilliwack DPAC as she is running for School Trustee; Dierdre is filling in as DPAC. Chair.

- Next meeting is next week

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#### FUNDRAISING REPORT

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Email us with your fundraising ideas or to volunteer your time: [TysonPacFundraising@gmail.com](mailto:TysonPacFundraising@gmail.com)

All profits raised this year are in support of the library re-vamp project with a total budget of \$8,000.

<b><u>Term 1 Fundraising Events</u></b>			
<b>Name</b>	<b>Cost</b>	<b>Revenue</b>	<b>Profit</b>
Mables Labels		\$ 50.88	\$ 50.88
Coupon Books (\$12.95 profit per book) *	\$ 8,665.65	\$ 13,459.19	\$ 4,928.54
Neufeld Farms		\$ 586.00	\$ 586.00
Baby Sitting / Home Safe		\$ 276.25	\$ 276.25
Holiday Store	\$ 2.81	\$ 907.60	\$ 904.79
Puzzle Night	\$ 178.12	\$ 389.75	\$ 211.63
Purdy's			\$59.11
<b>Total</b>			<b>\$7017.20</b>

\*There will be costs for the prizes - bussing, popcorn and movie rentals – which will come out of the profit for coupon books still.

- Community Values wrote off our lost and damaged books so there was no risk and the PAC is not out of pocket. We will run this again next year and will send out info in June/over summer.
- Holiday Market did really well again this year – thank you everyone! We are sharing our profits by donating 30% to a local charity. This year we are donating to The Free Store Chilliwack a total of \$271.38.
- Save the date:
  - o West Coast Seeds last year, we also have Make it Sow options – but it's a pre-packaged pack. Try for West Coast Seeds.
  - o February - We will be doing Movie Night at Cottonwood 4 Cinemas!
  - o We will run Purdy's again for Easter. Thank you Evelyn for running Purdy's this year!
  - o Kayla will be looking to run a program for Mother's Day flowers
  - o Vedder Middle is doing the babysitting course for 11+ kids on Pro D Day April 25<sup>th</sup>. We will run the Stay Safe course again for the 9-13 year olds. 8:30AM to 2:30PM.

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#### HOT LUNCH REPORT

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Email [TysonPacHotLunch@gmail.com](mailto:TysonPacHotLunch@gmail.com) with ordering questions or concerns.

If your child is absent and you would like to pick up their hot lunch please mail by 11AM delivery day otherwise it will be donated to another kiddo.

- Link is live for term 2 – remember to sign up to volunteer for popping popcorn or delivering hot lunch.
- Sushi is next
- Feedback?
  - Some mix ups with deliveries – we are going to tweak orders and be more diligent
  - Last pizza delivery was a bit chaotic but we will work on it for next time – sizes were confusing
- Kara won't be here for Church's delivery on Feb 13 – volunteers needed!

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## ONGOING BUSINESS

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- Library Project
  - Have started receiving items
  - We pay as they ship, unique colours take time to make and ship
  - And the big book shelf has been removed, feels much bigger!
- Tree/ shade
  - Kara is going to approach Erin and the district about getting trees for our school
  - We'd like to prioritize shade for the south facing classrooms, otherwise the east side of the field to create shady areas for the kids to hang out near the playground
  - Will start from scratch and go from there
- Equipment Purchases
  - Lots of budget leftover
  - We have purchased quite a bit
  - Will wait until spring to keep buying more equipment
- Staff Appreciation
  - This was done \$353.21 spent on gift cards and pizza
  - Re-visit again in June for end of year
- Teacher Asks
  - Water jug has been delivered and used
- Old Popcorn Machine
  - The french immersion school did take our old machine
  - They gave us \$20 Starbucks gift card – which helped pay for tonight's treats
- Pancake Breakfast
  - Lessons learned
- C&Bs vote
  - Jessie K. motioned to add within Section III – Meetings add wording for virtual meetings:
    - Meetings can be held both in person and virtually (online); and in case of emergencies, can be held online only to ensure the meeting still proceeds.
    - Virtual attendees must have their full first and last name present and state if they are Parent, Staff or Both within their virtual meeting name handle
      - Brittany C. seconded, all in favour, approved.
  - Jessie K motioned to add within Section IV – Quorum and Voting add wording for virtual meeting voting:
    - Virtual voting is done by a raise of hand – either physically on camera or using the meeting tool “Raise Hand” feature.

- For secret ballot virtual voting, all virtual non-voting members will be moved to the virtual waiting room while voting members are shown a voting poll. The poll acts as the secret ballot; all poll responses are anonymous.
  - Kayla G. seconded. All in favour, approved.
- Jessie K motioned to add within Section X – Finances:
  - Add a new sub-section for “Cash Handling” and
  - Move last 4 points under this sub-section
  - Add a new sub-section for “Electronic Cash Handling” and include:
    - The Square payment reader for debit and credit purchases must be kept in the PAC safe when not being used or charged.
    - Only PAC Executives will login to and out of the Square device account for running payments; an Executive must be present when logging out of the account at the end of an event.
    - A Square payments sign-in/out sheet will be available in the PAC safe and must be filled out each time the Square is used.
    - Online banking e-transfers can be sent by the PAC to pay for large, one-time, vendor-based payments only and similarly, the PAC can receive and be paid for large, one-time, vendor-based payments, such as fundraising campaigns.
    - Online banking e-transfers cannot be used by parents to pay for individual items.
      - Kristina J. seconded. All in favour, approved.

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#### NEW BUSINESS

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- Teacher Ask
  - Incubator last year - \$170 set aside this year
  - Kara will discuss – next meeting is 3 weeks away
  - We'd like to find a good quality unit from a local store and ensure this is a longer lasting unit
- Want to look at running a carnival / family fun day

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#### UPCOMING MEETING(S)

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- February 13th at 6:30pm
- April 10th at 6:30pm
- **Annual General Meeting: May 7th at 6:30pm**
- June 5th at 6:30pm

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*Meeting adjourned at 8:01PM*