

# Dr. Thomas A. Swift Elementary PAC Meeting

PAC Email: [taswiftpac@gmail.com](mailto:taswiftpac@gmail.com)

E-transfers: [swiftpacfunds@gmail.com](mailto:swiftpacfunds@gmail.com)

Hot Lunch: [swifthotlunch@gmail.com](mailto:swifthotlunch@gmail.com)

Fundraising: [taswiffundraising@gmail.com](mailto:taswiffundraising@gmail.com)

Date: Oct. 17, 2024

Location: Library

Minutes taken by: Jessica Friesen

## Call To Order

- Meeting called to order at 6:07 pm by Keri Buxton

## Attendance

- Shannon Kenney (Principal), Melissa Tanner, Stefanie Friend, Jessica Friesen, Keri Buxton, Michelle Jones, Amy MacKenzie, Jennifer Russell, Shelby Krunick, Michelle Gallant, Brandon Monahan, Alaina Pittman, Rosie Beaudette, Crystal Collins

## 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 parent community of Swift. We work closely with admin and the staff to support and encourage and provide assistance to enhance the quality of the education and well being of the students and to enhance communication between the parents, students and the staff.

## Approval Of Previous Meeting Minutes

- Motion to Adopt the Sept. 17, 2024 PAC Meeting Minutes:
  - Motioned: Michelle Gallant
  - Seconded: Jennifer Russell

## 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.

- Big thank you for World Teacher's Day treats – it was appreciated.
- The school enrollment was 346 when we submitted, now 347. Our maximum number this year will be 352. We have 37 designated students, 40 Indigenous students, and 25 ELL students
- 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. Please do not move garbage cans to make more parking spots!

- Mrs. Thurmer would love “Cuddle Up and Read” volunteers again this year – this is a chance for some of our kids to read with an adult – either for a little extra practice or just a little boost. If you’re interested, please contact Mrs. Thurmer.
- Strong Start - 8:30-11:30. No pre-registration needed. Spread the word about our SS program!
- Nature Thursday are at Bateman Park (Davie entrance)
- Parent Teacher interviews are coming up next week – it’s a great time to connect and see how the start of the year has been – also a great time for you to fill us in on anything we might need to know but don’t yet!
- Scholastic Book Fair is next week – open Tues, Wed Thurs 8:00 – 8:30, Tuesday 2:30 – 3:00, Wednesday & Thursday 11:45 – 12:15, Wednesday 4:30 – 7:30. No cash accepted – only interact or credit card.
- Any parents interested in volunteering must complete a Criminal Record Check (this is done through the School Board Office) and a Volunteer Application (this is done through school). All information is on the website. This must be completed before you can volunteer in any capacity.
- Currently have 5 student teachers completing practicums at Swift

### Treasurers Report – Stefanie Friend

#### REGULAR ACCOUNT

Previous Account Balance	\$14,131.57	
Withdrawals	\$1,293.56	Keri Buxton - reimbursement for budget items (popcorn machine etc).
	\$89.84	Danyella McKinnon - reimbursement for teacher appreciation
Deposits	\$ 10,092.62	Current Fundraisers/Hot Lunch
<b>Regular Account Balance</b>	<b>\$ 22,840.79</b>	

#### GAMING ACCOUNT

Previous Account Balance	\$ 2,367.56	
Withdrawals	\$ 1,788.50	Payment to Thomas Swift for field trips
Deposits	\$ 6,620.00	Annual Provincial Gaming Grant
<b>Gaming Account Balance</b>	<b>\$ 7,199.06</b>	

- This is Stef’s last year as a Swift parent, so if someone would like to consider running for Treasurer next year but would like to learn from Stef a bit, feel free to reach out to [swiftpacfunds@gmail.com](mailto:swiftpacfunds@gmail.com)

### Fundraising Report – Michelle Jones

#### Current fundraisers:

- **Coupon books**
  - sold 159 (sold 169 last year)
  - Made \$1192.50 in profit
- **First Friday Freezies**
  - made \$170.21 in profit
- **Neon Dance**
  - huge success! Hoping to do another one in the spring with some changes to hopefully give more kids the chance to attend
  - Profit of \$2090.17
- **Swift wear**
  - Order is in. Fewer orders than last year. Profit TBA

### Upcoming fundraisers:

- **Hot chocolate and cookies**
  - Oct. 29th in the front garden
- **Raffle baskets coming up before Christmas**
  - Keri Buxton and Rosie Beaudette will be putting them together
  - Tickets will be available before Christmas and at the Christmas concert
- **Panago**
  - Panago coupon orders will go live on the Hot Lunch (and more!) website on November 12th. Will sell until Nov. 22 or until sold out (they usually sell fast!). They are \$14 each and we get \$4.00 per coupon sold.
- **Christmas Concert VIP seats and parking**
  - A draw for Shannon's parking spot at each of the Christmas concerts and front row seats will happen at the Christmas night market again this year

### Ongoing fundraisers:

- **Mabels Labels**
  - [mabelslabels.ca](http://mabelslabels.ca) - select "support a fundraiser", select "Swift" – PAC gets 20% on every order!
  - \$68.91 in profit
- **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 PAC account.
- **Cobs 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 e-transfer 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](mailto:taswiftfundraising@gmail.com) with any questions

### Hot Lunch Report – Keri Buxton

- October 18th – Red Robin hot lunch
- Next hot lunch – White Spot on Nov. 29<sup>th</sup> – orders due Nov. 20<sup>th</sup>
- Donations were high in September but tend to decrease throughout the year. Donations can be added to the hot lunch orders when ordering.

### Reminders:

- If paying by e-transfer, 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 e-transferring 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](http://thomasswift.hotlunches.net) and use the access code **TAS**

### DPAC Report – Amy Mackenzie

- Superintendent Nosek reassured parents that literacy and numeracy remain priorities. The district serves over 20,000 students who speak 85 different languages. The school district is operating at 104% capacity, with a significant focus on ensuring the right staff are in place at the start of the school year. The district employs about 3,000 staff, 65% of whom are teaching staff. Unlicensed teachers on call have been helping maintain staffing.
- Board meetings continue to be streamed on YouTube. The next School Board meeting will be held October 22, 7:00 pm at the School Board office.
- Elementary Education Night – "PAC 101" October 28, 7:30–9:00 pm at Prince Charles Elementary. This event will address general questions about the operations of a PAC.
- Next DPAC meeting is Oct. 24<sup>th</sup> at 7:00pm.

### Staff Appreciation – Keri Buxton for Danyella McKinnon

- Staff appreciation in September: notebook, pen, and some candies
- Next appreciation event will be a continental Christmas breakfast for staff

### New Business

- **Parent Fall "Friend-Raiser"**: come hang out and get to know other parents at Swift! Oct. 28<sup>th</sup> at 6:30 at Sneakers Sports Lounge. No need to RSVP – this is not a fundraiser and parents are responsible for their own costs. There will be door prizes as well!
- **Terry Fox Run water bottle stickers** – the feedback given at the meeting was positive, and the cost of the stickers was less than the traditional granola bar and juice box. We discussed doing a different sticker version next year.
- **Winter front window painting**: Voting for the theme will close Saturday Oct. 19<sup>th</sup>, and the winning theme will be announced next week.
- **Christmas fun day**: Lots of crafts and activities in the works. If you have ideas of things to add, please email [taswiftpac@gmail.com](mailto:taswiftpac@gmail.com). There will be a Christmas fun day planning meeting before the next PAC meeting – Tuesday, Nov. 5 at 6:00pm (PAC meeting to follow at 7:00 pm). And nut-free Halloween candy can be donated for prizes.
- **Christmas night market ornament vote**: We would like to sell Thomas Swift Comets wooden ornaments at the night market. A parent has offered to engrave them for free but we would need to buy the rounds for \$0.75 each, and would sell them for \$3.00. Members voted to add a \$240 line item to the budget to cover the costs of 300 wood rounds. A very special thank you to the very generous parent who is willing to donate their time to make these. See revised budget following the meeting minutes.

### Reminders:

- Please send all your questions to the appropriate PAC email. Please do not personally message PAC execs or reps.

- When sending e-transfers to please include your child(s) name(s), and a breakdown of what the funds are for. ie/ Jane Smith \$35.00 Swift Wear, \$15.00 Coupon Book, \$5.50 Dominos, \$8.50 Subway, \$8.50 White Spot.

### Dates Of Note

Oct. 18 <sup>th</sup> , 2024	Red Robin hot lunch
Oct. 23 <sup>rd</sup> , 2024	Early Dismissal Parent-teacher interviews
Oct. 24 <sup>th</sup> , 2024	Early Dismissal Parent-teacher interviews
Oct. 25 <sup>th</sup> , 2024	Pro-D Day (no school)
Oct. 28 <sup>th</sup> , 2024	Parent Fall Friend-Raiser at Sneakers Sports Lounge
Oct. 31 <sup>st</sup> , 2024	Halloween (students can wear school-appropriate costumes – no weapons or masks – or orange and black)
Nov. 5 <sup>th</sup> , 2024	Christmas Fun Day planning meeting at 6:00pm in library Next PAC meeting at 7:00pm in library

### Next Meeting & Adjournment

- Meeting adjourned at 8:00pm
- Next meeting is Tuesday, Nov. 5th at 7:00pm in the library

**Approved PAC Budget for 2024-2025 School Year (Revised Oct. 17, 2024)**

<b>Expense</b>	<b>Last Year Budget</b>	<b>Last Year Actual</b>	<b>Budget</b>	<b>YTD Expenditures</b>	<b>Balance Remaining</b>	<b>Notes</b>
BCCPAC Fees	\$ -	\$ -	\$ -			
Low Income Assistance	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	
Field Trip Funds @ \$20/student \$15 * 343 students	\$ 5,145.00	\$ 5,010.00	\$ 6,900.00	\$ 1,788.50	\$ 5,111.50	@ \$20 * 345 students
Spirit Days and Star Student	\$ 1,000.00	\$ 360.95	\$ 500.00	\$ -	\$ 500.00	
Fine Arts Presentations	\$ 3,000.00	\$ 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	\$ -	\$ 1,650.00	
Staff Appreciation	\$ 800.00	\$ 546.62	\$ 800.00	\$ 89.94	\$ 710.06	
Seasonal Front Window Decor	\$ 1,400.00	\$ 1,050.00	\$ 1,260.00		\$ 1,260.00	
Class Wishlist Fund \$150 * 20 Classrooms	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00		\$ 2,000.00	@ \$100 * 20 Classrooms
Grade 5 Appreciation \$25 * 52 students	\$ 1,325.00	\$ 1,350.00	\$ 1,300.00		\$ 1,300.00	
Parent Engagement Events	\$ -	\$ -	\$ 350.00	\$ 23.48	\$ 326.52	
Carnival	\$ 8,000.00	\$ (3,093.49)	\$ 4,800.00	\$ -	\$ 4,800.00	*see breakdown below
Swift Wear Kindergarten & new students Kindergarden & new students	\$ 750.00	\$ 672.95	\$ 800.00	\$ -	\$ 800.00	
Christmas Fun Day	\$ 1,500.00	\$ 1,398.34	\$ 1,600.00	\$ -	\$ 1,600.00	
Terry Fox Run	\$ 300.00	\$ 217.36	\$ 200.00	\$ 158.04	\$ 41.96	
Website Fees Domain, hosting on Wix	\$ -	\$ -	\$ 300.00	\$ 181.44	\$ 118.56	
Quickbooks Online Fees	\$ -	\$ -	\$ 250.00	\$ 20.16	\$ 229.84	
16oz Popcorn Machine + Cart	\$ -	\$ -	\$ 1,000.00	\$ 891.50	\$ 108.50	
General Expenses * copying, materials, etc.	\$ 1,000.00	\$ 629.26	\$ 750.00	\$ 28.46	\$ 721.54	
Wood rounds for Christmas ornament fundraiser	\$ -	\$ -	\$ 240.00			Item added at PAC meeting on Oct. 17th, 2024
2024 Large Item - Ramp For Gym	\$ 3,500.00	\$ 3,500.00	\$ -			
Blacktop Sensory Path Painting and	\$ -	\$ -	\$ 2,000.00		\$ 2,000.00	
School Wide STEM or Theatre	\$ -	\$ -	\$ 1,000.00		\$ 1,000.00	
<b>TOTAL</b>	<b>\$ 32,720.00</b>	<b>\$ 19,761.97</b>	<b>\$31,200.00</b>			

<b>Carnival Breakdown</b>	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>			
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			