

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: November 5, 2024

Location: Library

Minutes taken by: Jessica Friesen

Call To Order

- Meeting called to order at 7:06pm by Keri Buxton

Attendance

- Shannon Kenney (Principal), Tasha Mash, Melissa Tanner, Jessica Friesen, Keri Buxton, Michelle Jones, Stefanie Friend, Crystal Collins, Rochelle Chocimski, Nicole Vandervelden, Shelby Krunick, Jennifer Russell, Alaina Pittman, Rosie Beaudette, Jocelyn Ginther, Cory Hull

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 October 17, 2024 PAC meeting minutes:
 - Motioned: Melissa Tanner
 - 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.

- Any parents interested in volunteering must complete a Criminal Record Check (this is done online 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 at school/field trips.
- School Naming History Project – school name histories have been added to all websites if you're curious...ours is [here](#)
- Christmas Food Drive – the bin arrives the first week of December and will be here until the holidays begin.

- Christmas Fun Day – huge thanks to the behind-the-scenes elves for their work on this day – it will be a fun kick-off to the season for the kids! Volunteers for behind the scenes (ie: painting and gluing at home – not at school) do not need their CRC – all volunteers on that day MUST be cleared.
- Christmas Concert – there will be 2 concerts – 1:00 and 6:00 on Thursday December 19th. We will ask for a food donation as the admission. More information to follow regarding entrance and evening arrival times for the kids. Stage set-up will be Monday, December 16th after lunch – many hands would be lovely

Treasurers Report – Stefanie Friend

REGULAR ACCOUNT

Previous Account Balance	\$22,840.79	(As of Oct. 17 th meeting)
Withdrawals	\$1,753.00	Red Robin (Hot lunch)
	\$176.93	TS Imprinting (Toques/Hat logo for Swift Wear)
	\$25.41	Michelle Jones – Expenses reimbursement
	\$474.59	Jennifer Russell – Expenses reimbursement
Deposits	\$3,378.41	Current Fundraisers/Hot Lunch
Regular Account Balance	\$23,789.27	

GAMING ACCOUNT

Previous Account Balance	\$7,199.06	(As of Oct. 17 th meeting)
Cheques Written	\$0.00	
Deposits	\$0.00	
Gaming Account Balance	\$ 7,199.06	

Fundraising Report – Michelle Jones

Current fundraisers:

- **Swift Wear:**
 - Swift Wear orders have been sent home but Gr. 5 hoodies are delayed
 - Fewer orders this year. Changed to online ordering this year through the Hot Lunch site.
 - We don't have an invoice yet so can not report on profit yet
- **Hot cocoa and cookie day:**
 - Huge success. Made \$190 in profit
 - 120 cookies has been accurate for previous sales, but we sold out early this time.

Upcoming fundraisers:

- **Panago:**
 - Coupon sales starting Nov. 12th
 - \$14.00 per coupon, and it can be redeemed for any medium pizza. 200 coupons available.
- **Abbotsford Canucks tickets:**
 - Game is Sunday, Jan. 19th at 4:00pm
 - Sales open November 12th and can be ordered through a link that will be sent home
- **Concessions:**
 - We'll have a concession set up at both the Christmas concerts and the Christmas night market

- **Mabel's 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.
 - We are now signed up for bottle returns at the regional recycling center at Vye and Riverside, so that is another option for bottle returns. Use the school phone number (604-853-7730) when dropping off.
- **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 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.

Hot Lunch Report – Keri Buxton

- Next hot lunch is White Spot on November 29th – ORDERS DUE NOV. 20TH. Order on the Hot Lunch site - <https://thomasswift.hotlunches.net/admin/>
- Some feedback that the pricing for the Red Robin seemed high for what was received. Unfortunately the costs to us for things like this has increased, and hot lunch is not designed to be a fundraiser.
- Attendees discussed adding another Panago hot lunch in the spring and were interested. Keri will check on possible date options with Panago and the school.
- If a child has dietary restrictions, please reach out to swifthotlunch@gmail.com to see if there are alternative options.

Reminders:

- If paying by e-transfer, please remember to send your payment at the same time you submit your order. We don't have time to chase parents for payments and your child's order will be cancelled if payment is not made by the cut off date.
- Volunteers are always needed on hot lunch days to distribute the food items to each students 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 signup 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 – Melissa Tanner for Amy Mackenzie

- BCCPAC Memberships \$2900 paid by DPAC for 29 schools.

Key topics discussed:

- Discussed access for Students in Need: lacking access due to resource limitations focus on graduation rates, particularly for vulnerable groups like diverse learners, Indigenous students, and children in care. Tools like report cards and FSA data help identify and address achievement gaps.
- Students who are eligible but the district lacks resources
- For students with an Individual Education Plan (IEP), schools engage in consultations with parents and explore additional resources, including discussions with the principal, to provide necessary support.
- Stability in Choice Programs:
 - When asked why students in choice programs aren't guaranteed continued access to their curriculum amid overcapacity, the Deputy Superintendent highlighted AP 336, a policy aimed at minimizing family disruptions. Capacity predictions, seat limits from collective agreements, and physical space constraints impact enrollment. Also affected by a shortage of French teachers.

Upcoming Events

- Elementary Education Night – “PAC 101” slide deck available for those who couldn't attend.
- Learning support event on November 19 will be at WJ Mouat at 7 pm in the Library Learning Commons.
- The next School Board meeting will be held November 5, 7:00 pm at the School Board office. This can also be viewed on YouTube.
- Next DPAC meeting – Thursday, Nov. 28th at 7:00pm on Zoom

Staff Appreciation – Melissa Tanner for Danyella McKinnon

- Next event is December 10th – Continental breakfast for staff
- A post asking for donations for the breakfast will be put out on the PAC facebook page soon

New Business

- **School window painting:**
 - “Woodland Wonderland” was the winning theme. We are tentatively scheduled for Nov. 29th.
- **Christmas Fun Day:**
 - There will be a variety of crafts, games, guessing jars, etc. that the students will rotate through. This is happening during the day on Friday, Dec. 6th.
 - Volunteers are still needed with prepping items and running the stations the day of. Posts will be made on the PAC Facebook page asking for prep help, and the volunteer signup is available at www.taswiftpac.com
- **Christmas Night Market:**
 - Taking place in the gym the evening of Dec. 6th from 5:30-8:30
 - So far we have 27 tables sold
 - VIP raffle for night market attendees – you can enter to win 4 front row seats and Shannon's parking spot in the parking lot for each of the Christmas concerts.
- **Christmas basket raffle:**
 - 7 basket themes – Mystery basket, friendship, charcuterie/Fraser Valley farms, bookworm, crockin' around the Christmas tree, builder's paradise, and snow day.
 - Classes are assigned a basket theme and asked for monetary or item donations.
 - Tickets will be sold at the night market, Christmas concert, and on the Hot Lunch website.
- **Another dance party?**
 - The neon dance party was a huge success, but there were a number of kids that weren't able to participate due to capacity limits so we have looked at doing another event and structuring it differently (potentially 2 – 1.5 hour sessions).

- Attendees voted to have another neon dance party on Friday, March 7th, 2025. We discussed some other possible theme options but will revisit that next year.
- **Budget addition:**
 - Michelle and Jen proposed the purchase of a 100 cup coffee urn from Chef Equipment to use for various PAC events and fundraisers. Events that would see immediate use include the Christmas concert concession and night market concession. We are currently \$300 over our projected fundraising profits, and the Christmas night market concession was not previously counted into our overall projected fundraising efforts. Michelle and Jen proposed using those expected profits to cover the cost of this item.
 - Cost: \$214.49+\$25.19 in tax (can get 15% off right now). Also proposing a thermometer which would be around \$20. In total they proposed adding a \$250.00 expense to the budget.
 - Attendees voted in favour of adding the \$250.00 expense to the budget (see attached revised budget).
- **Decorating the school:**
 - This will be done after school one day. Set up and clean up dates are still to be determined.
 - Children need to remain with and be supervised by parents if helping

Reminders:

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

Upcoming Dates Of Note

Nov. 8 th , 2024	Pro-D Day
Nov. 11, 2024	Remembrance Day – No school
Nov. 20 th , 2024	White Spot Hot Lunch orders due Silly Socks Day
Nov. 29 th , 2024	White Spot Hot Lunch
Dec. 6 th , 2024	Christmas Fun Day Christmas Night Market 5:30-8:30
Dec. 13 th , 2024	Report cards home
Dec. 19 th , 2024	Christmas concerts at 1:00pm and 6:00pm
Dec. 20 th , 2024	Pajamas and stuffy day Last day before winter break

Next Meeting & Adjournment

- Meeting adjourned at 8:43pm
- Next meeting is Tuesday, January 14th at 6:00pm in the Library

Approved PAC Budget for 2024-2025 School Year (Revised Nov. 5, 2024)

Expense	Last Year Budget	Last Year Actual	Budget	YTD Expenditures	Balance Remaining	Notes
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	\$ 21.78	\$ 478.22	
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	\$ 143.84	\$ 206.16	
Carnival	\$ 8,000.00	\$ (3,093.49)	\$ 4,800.00	\$ -	\$ 4,800.00	*see breakdown below
Swift Wear Kindergarten & new stude Kindergarten & new students	\$ 750.00	\$ 672.95	\$ 800.00	\$ -	\$ 800.00	
Christmas Fun Day	\$ 1,500.00	\$ 1,398.34	\$ 1,600.00	\$ 417.41	\$ 1,182.59	
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	\$ 289.92	-\$ 39.92	
16oz Popcorn Machine + Cart	\$ -	\$ -	\$ 1,000.00	\$ 891.50	\$ 108.50	
General Expenses * copying, materials, etc.	\$ 1,000.00	\$ 629.26	\$ 750.00	\$ 35.72	\$ 714.28	
Wood Rounds for Christmas Ornaments	\$ -	\$ -	\$ 240.00			Item added at PAC meeting on Oct. 17th, 2024
Coffee urn and thermometer	\$ -	\$ -	\$ 250.00			Item added at PAC meeting on Nov. 5th, 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	
TOTAL	\$32,720.00	\$ 19,761.97	\$ 31,450.00			

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