



PAC Meeting Minutes

Sandy Hill Elementary School

November 18, 2024

Virtual 7:00 to 7:47 pm

Attendance:

Brooke Kuyer- Chair, Aimee Miedema- Vice Chair , Phil Osler- Treasurer, Jas Hundal- Secretary, Barbi Rollings-Events Coordinator, Alicia Larsen- Fundraising Coordinator, Cathy Erickson-Principal, Sharon Phillips - Vice Principal, Andrew Hua, Carolyn Goor, Yetunde Egbeyemi.

Approval for September meeting minutes:

Aimee motioned to approve the minutes and Phil seconded. The minutes were approved.

Principal's Report-Cathy

Cathy shared that there was changes to staffing, lost and fund is very full, adopt a family has begun and the proceeds from Funky Friday in December will go towards adopt a family.

Christmas Concert tickets will go on sale this week.

Kindergarten Information night and French Immersion Information will be happening this year. More info is located on the school website.

Welcome & Chair Report- Brooke/Aimee

Phase II of accessible playground: District approval has been received and quote is for \$44,000.00.

Gr 5 Hoodies – Aman Grade 5 parent has taken the lead.

Treasurer's Report - Phil

New Budget presented and passed (8 voted in favour).

New decorations, PAC events, and small classroom budgets have been added. Gaming



Grant approved.

Fundraiser Update/Report – Alicia

See attached.

Current: Panago Gift Cards (\$460) Art Cards and Purdy's Chocolatier are now active.

Spirit Wear: Bulk Order has arrived and will be sold at Christmas Concert and school events.

Events Update/Report – Barbi

Bonhomme Carnaval planning has started and basket donations will be needed. Prizes to be allocated to two separate rooms.

Motion to Adjourn

Barbi motioned to adjourn. Aimee seconded. The meeting was adjourned at 7:47 pm.

Parent volunteers needed. If parents are interested, please email SandyHillPAC@gmail.com

Follow Us on Facebook: <https://www.facebook.com/profile.php?id=61551447533239>

Follow Us on Instagram: www.instagram.com/sandyhillpac

Email us: sandyhillpac@gmail.com

Hot Lunch, Fundraising & Newsletters: sandyhill.parentcouncil.net

GAMING ACCOUNT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
			Balance Forward (as at August 31, 2024)		\$6,719.87
			Ending Balance (as at Sept 30, 2024)		\$6,719.87
		COMMITMENTS ON ACCOUNT			
			Total Cash Available (as at Sept 30, 2024)		\$6,719.87

CASH FLOAT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
		(Float is kept in PAC safe in the Pac Kitchen)			
			Balance Forward (as at August 31, 2024)		\$165
			Ending Balance (as at Sept 30, 2024)		\$165

TREASURER'S REPORT - OCTOBER 2024

GENERAL ACCOUNT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
			Balance Forward (as at Sept 30, 2024)		\$30,956.43
03-Oct-24		Parent Council Online (Bambora)		\$6,335.08	
07-Oct-24	984	Teacher Appreciation	\$137.42		
09-Oct-24	981	Grade 5 pizza party	\$260.74		
09-Oct-24	980	grade 5 pizza party (J's Pizza)	\$549.00		
10-Oct-24	978	Parent meet and greet	\$120.75		
11-Oct-24	986	Hot Lunch (Fuel)	\$2,469.43		
15-Oct-24	983	Teacher Appreciation	\$27.60		
15-Oct-24	982	Teacher Appreciation	\$57.35		
16-Oct-24	985	Hot Lunch (Save On)	\$230.36		
17-Oct-24	987	Hot Lunch (Polly Fox)	\$29.40		
18-Oct-24		Parent Council Online (Bambora)		\$4,407.21	
21-Oct-24	988	Hot Lunch	\$50.91		
28-Oct-24		Grade 5 pizza party cash entry		\$70.00	
28-Oct-24		Hot Lunch Income (Cash)		\$18.75	
28-Oct-24		Cash Refund (Grade 5 hoodies)	\$40.00		
		Total Income and Expenses	\$3,972.96	\$10,831.04	
		Ending Balance (as at Oct 31, 2024)			\$37,814.51
		COMMITMENT(S) ACCOUNT			
		Total Cash Available (as at Oct 31, 2024)			\$37,814.51

GAMING ACCOUNT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
			Balance Forward (as at Sept 30, 2024)		\$6,719.87
02-Oct-24		Gaming Grant		\$8,960.00	
			Ending Balance (as at Oct 31, 2024)		\$15,679.87
COMMITMENTS ON ACCOUNT					
			Total Cash Available (as at Oct 31, 2024)		\$15,679.87

CASH FLOAT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
		(Float is kept in PAC safe in the Pac Kitchen)			
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Sandy Hill Fundraising Report November 2024

Art Cards

Art made by students for Cards, Puzzles, Plaques and Ornaments.

Fundraiser timeline: November - 22nd

Cards - 808 x School Profit (\$.51 - \$1.10 per card): \$714.32

Puzzles - 10 x School Profit \$4 per: \$40

Plaques - 2 x School Profit \$6 per: \$12

Ornaments - 36 x School Profit \$4 per: \$144

Notebooks - 8 x School Profit \$4 per: \$32

Admin Fees \$0.75 per artwork submitted (\$.75 x 440 students) = \$330 in fees

Current Profit: Approx \$612.32

Notes: Fundraiser is still open until the end of the week, anticipating more sales. Some classes did not receive order info until late last week. Recommending a mid-week handout.

Looking into another company (Created by kids) based out of Port Coquitlam to use next year if we choose this fundraiser again. No admin fees, no minimum orders, more flexibility.

Cobs

Abbotsford (Highstreet and Gladwin) - mention your child goes to Sandy Hill Elementary! 5% of your sale is donated back to the school! (Pays out end of September and June)

Current Balance: TBD

Encorp Return-it (bottle recycling)

Take your bags of refundable containers to any of the Express locations. Once there, enter in the school phone number (604-850-7131) and confirm the account name(Sandy Hill Elementary) on the screen. Enter the number of bags you have then place the labels it prints onto the bags and place in the designated bin. Our school PAC account will be credited.

Current Balance: \$62.70 (includes last years), \$32.80 raised this year

Notes: Total raised for all of last year was \$29.90. Hot lunch deposits profiting aprox \$15 each time. Suggest running some social.

Mabel's Labels

20% of purchases go to PAC. Labels promoted at Lost and Found and at Ready, Set, Learn event for new Kindergartens.

Current balance: \$3.91

*Notes: \$105.66 raised since last recorded balance of \$31.68 in May fundraising report. Last payout, September 23rd. *Current balance is reflected in the \$105.66.*

Panago Gift Certificates

Cost \$14, \$10 to Panago and \$4 to PAC. Plan to do two more, before spring break and summer break.

Fall fundraiser (Oct 15th - 28th): 119 certificates sold \$476

Current profit: \$460

Notes: One family had not paid for their certificates, given the tight timeline the unpaid for certificates were purchased from Panago and the family was contacted to see if they wanted to complete their order. They have not claimed the certificates, recommend putting up for purchase or in a raffle.

Purdy's Chocolates: 25% of purchases go to PAC.

Fall Campaign (Nov 4 - 27)

Funds raised so far: \$1057.00

Current profit: \$277.46

Notes: Campaign is still running. Sales not as strong as last year.

Current Funds Raised: Approx. \$1,488.24

Upcoming fundraisers:

February - Bake Sale

February/March - Purdys

March - Panago

April - Break the Rules Day

May - Panago

June - Sports Day

Sandy Hill PAC Budget 2024/2025

Gaming Grant

Field Trips	\$20 K-4 \$30 Grade 5
Other Items	Requested by school admin and voted on at PAC meetings throughout the year

General Acct

	Current Year 2024/2025		Last Active Year 2023/2024		Past Years 2022/2023	
	Proposed	Actual November 2024	Proposed	Actual June 2024	Proposed	Actual June 2023
Operating Expenses	\$1,000.00	\$195.49	\$1,000.00	\$1,380.94	\$1,000	\$1,124.54
Emergency Supplies	\$400.00	\$0.00	\$400.00	\$87.43	\$400	\$0.00
Sunshine Fund	\$1,000.00	\$0.00	\$1,000.00	\$1,003.45	\$1,000	\$0.00
Small Manipulatives	\$1,000.00	\$0.00	\$1,000.00	\$800.00	\$1,000	\$0.00
Fine Arts	\$1,500.00	\$0.00	\$1,000.00	\$1,270.00	\$1,000	\$0.00
Decorations	\$750.00	\$313.19	\$200.00	\$0.00	\$200.00	\$0.00
Sports Day	\$500.00	\$0.00	\$1,000.00	\$239.95	\$1,000	\$331.60
Grade 5 Hoodies	\$2,500.00	\$1,813.65	\$2,000.00	\$2,206.43	\$2,000	\$1,905.04
Grade 5 Events	\$500.00	\$78.19	\$500.00	\$273.37	\$500	\$631.06
PAC events	\$750.00	\$120.75	\$500.00	\$0.00	\$500	\$0.00
Teacher Appreciation	\$3,000.00	\$165.02	\$1,500.00	\$3,903.27	\$1,500	\$1,396.28
Gym Equipment	\$2,500.00	\$0.00	\$2,500.00	\$2,519.48	\$2,500	\$1,824.64
Membership Fees	\$1,000.00	\$0.00	\$2,500.00	\$0.00	\$2,500	\$1,494.68
TOTAL	\$16,400.00	\$2,686.29	\$16,100.00	\$14,229.92	\$16,100	\$8,707.84

Account Descriptions

- Membership Fees: Eg. BCCPAC Conference attendance, CPF Membership
- Small Manipulatives: Classroom Supplies for lower grades. Eg. Lego etc
- Sunshine Fund: Eg. Flowers for someone going through loss and grief
- Operating Expenses: This includes all expenses to run the PAC as an organization.
Eg: Bank Fees, Fees to order blank cheques, Food & Coffee for PAC Meetings
Annual parentcouncil (Hot Lunch) Subscription,
Treasurer Laptop maintenance etc.
- Emergency Supplies: Provide granola bars at beginning of the year for the school emergency kit. Bars can be used on sports day at end of year to prevent waste
- Fine Arts: Reimburse school for items purchased for sports day such as ribbons, sponges, etc
- Sports Day: Subsidise purchase of custom signed hoodies for grade 5s.
- Grade 5 Hoodies: Provide a pizza party in Sept for grade 5's & their families. PAC will also charge a \$5 fee for each person who wants to attend.
- Teacher Appreciation: Run teacher appreciation events through the year
- Gym Equipment: Reimburse school for purchase of new gym equipment each year



École Sandy Hill Elementary

3836 Old Clayburn Road

Abbotsford, B.C. V3G 2Z5

Cathy Erickson, Principal

Sharon Phillips, Vice-Principal

Phone: 604-850-7131 Fax: 604-850-7219

November 18, 2024

Principal's report to PAC

Staffing: Mrs. Hayes has gone on medical leave full time. Jenna Murdoch has taken over the class full time.

Enrollment: 444 over 20 divisions. We have welcomed quite a few new students since the year began.

Lost and Found: is full and we would love it if some PAC members could lay it out in the hallway.

Adopt a family and the Christmas Bureau: We are collecting for the Adopt a family again this year. We will also be collecting for the Christmas Bureau, in December for general food and new toy donations, socks, PJs etc.

Christmas concert ticket sales will be donated to Matthew's house/Canuck Place.

Monitoring your child's health: With the onset of flu/cold/COVID season, please monitor your child's health each morning. If they have been throwing up or have had a fever, please keep them at home until they are symptom free for 24 hours. Please do not send them to school with Tylenol to manage the fever. If it needs to be managed, they need to stay at home. If they have a cough or runny nose they cannot manage at school, they need to stay home. This will help combat the spread of illness throughout the class and school.

Inside shoes: All students need inside shoes. This helps keep out school clean. If families are unable to provide these due to financial difficulties, they can contact the office.

Change of Clothes at school: All students, K-5, should have a change of clothes at school or in their backpack. Slips in mud for all, and bathroom accidents for littles happen and having a change at school really helps kids take care of the problem quickly.

Dress for the weather: Please send children with coats and boots. We do go outside in the rain and even if it is not rainy, the fields can be muddy.

Christmas Concert: Dec. 17 -primary and 18-intermediate. We will need parents to set up chairs and staging and decorate the foyer etc.

French Immersion Kindergarten Info night is Nov. 26 from 6:30-7:30 pm at Centennial. Late French Immersion info night is at Chief Dan on Nov. 25.

School Website: is continually updated and the calendar is full of all the upcoming dates.

Upcoming dates:

November

- 1 Diwali
- 6 Div. 1 and 2 Fort Langley 9-1:15 pm
- 7 Remembrance Day assembly
- 7 Staff Meeting library 2:45 pm
- 8 Pro-d day no school
- 11 Remembrance Day-no school
- 12 Jungle Gym
- 15 Hot lunch (Wok Box)
- 18 Literacy Framework lunch and learn
- 18 PAC meeting 7 pm online
- 20 DIV ½ ARC skating 10-12:30 pm
- 21 Staff Meeting library 2:45 pm
- 26 FI Kindergarten Information Night at Centennial 6:30 pm to 7:30 pm
- 27 Popcorn
- 29 End Jungle Gym
- 29 Spirit Day-dress like you are going to work day

December

- 6-9 Learning updates due to the office with thanks
- 6 Funky Friday Dance Party for Adopt a family
- 13 Learning update Term One goes home
- 13 Hot Lunch Boston Pizza
- 16 Christmas Concert Week and Christmas Spirit Week
- 16 Christmas shirts or sweaters
- 17 Winter Hats
- 17 Primary Concert
- 18 Red and Green
- 18 Intermediate Concert
- 19 Winter Socks
- 20 PJs
- 23-Jan.6 Winter Break