



PAC Meeting Minutes

Sandy Hill Elementary School

May 26, 2025

In person 6:30 pm to 7:57 pm

Attendance:

Brooke Kuyser, Barbi K Rollings, Phil Osler, Alicia Larsen, Sienna Pedersen, Jennifer Shaw
Chloe Buskell, Kathy Asselstine, Jas Hundal, Carolyn Goor, Aimee Miedema, Pawan, Karm
Herr, Sharon and Cathy.

Approval for previous meeting minutes:

Barbi motioned to approve the minutes and Jas seconded. The minutes were approved.

Principal's Report-Cathy

Cathy shared the budget presentation for the 2025-2026 and the Principal's Report
(attached).

Chair Report- Brooke

Updates: PAC had sent an email to teachers for equipment and supplies they would need
for the classrooms (accessibility). The funding generated from PAC events will fund the
items from the lists.

Voting on the extension of the 4 year terms for PAC executives and to add on more
positions. Motion to amend by Barbi and Phil seconded.

Voting on the Resolution Extension of Roles 4 years to 6 years: Passed

2025/2026 PAC Positions re-elected

Chair: Brooke

Vice Chair and Social Media: Aimee

Treasurer: Phil

Secretary: Jas



Events Coordinator: Barbi

Fundraising Coordinator: Jenn Shaw

Adding Roles to the Executive

Assistant to the Fundraising Coordinator: Vacant

Assistant to the Events Coordinator: Cathy Asseltine

Treasurer's Report - Phil

Budget shared (see attached)

Fundraiser Update/Report – Alicia

Fundraising report: YTD Raised approx. \$9400.

Events Update/Report – Barbi

Kindergarten Meet and greet/ Sept 13th 2024:

As PAC we have set up a table to bring information and awareness to new parents joining our school and asked them to join our volunteer list. We had fair amount of interest and we had parents signing up for our volunteer emails and WhatsApp volunteers chat group.

Photo day/ Sept 13th 2024 - Photo retake day / Oct 18th 2024 and Class photo day / Apr 29th 2025: PAC helped run and recruit volunteers for these events.

Pancake day / Feb 7th 2025: School organized event, helped to run by PAC recruited parent volunteers.

Scholastic Bookfair / Feb 18-20 2025: PAC has helped to run and recruit volunteers for the 3 days event.

Valentine's Day bake sale Feb 13th 2025: The fundraising event was a huge success, we had great volunteers for running the event and for donating baked goods. Children and parents enjoyed the event.



Spring fair / Apr 25th 2025: Our biggest event of the year. This has replaced our annual Winter Carnaval event. The winter Carnaval had to be cancelled due to access issues to our games. The spring fair has been a big success, we used punch cards to access games, we had free games as well, so kids can have a full fun carnival and experience. We had concession stand, prize table, raffle baskets and a guest appearance from Changs martial arts.

Motion to Adjourn:

Barbie motioned to adjourn. Kathy seconded. The meeting was adjourned at 7:57 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

Sandy Hill Fundraising Report May 26, 2025

Summary

Fundraiser	Timeline	Profit
Art cards	Oct - Nov	1,686.27
Break the Rules Day	April 25th	938.85
Christmas VIP Raffle	December	330.00
Christmas 50/50	December	661.53
Cobs	Not running	0
Encorp Return it	Ongoing	131.10
Hot Lunches (5)	Ongoing	3,720.14
Mabels Labels	Ongoing	166.00
Panago Gift Certificates	October	436.00
Panago Gift Certificates	March	388.00
Popcorn Days (3)	Ongoing	953.16
Purdys Chocolates	November	517.39
Sun Fun Jackpot	April - June 23	TBD
Spring Fair	April 25th	1,512.41
Valentines Bake Sale	February	975.05
	Total	10,395.63

Fundraising still to come:

- May hot lunch profits
- June hot lunch profits
- June popcorn day profits
- Sun Fun Jackpot profits

Notes: Did not run this year, not recommending for next year.

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: \$131.10 (includes last years), \$101.20 raised this year, 29.90 last year

Notes: Total raised for all of last year was \$29.90. Hot lunch deposits profiting approx \$15 each time. Recommendation is to remove this fundraiser next year as little funds are made from it. One less thing to organize, keep track of and promote.

Growing Smiles Plant Fundraiser

It was originally planned to run a growing smiles plant fundraiser in April/May, however as the bake sale exceeded planned projections it was decided to cancel the fundraiser since extra funds were no longer needed. This fundraiser will be kept in mind for next year.

Hot Lunch

Hot lunches through hotlunches.net, six completed so far, one more scheduled for June

Current Profit: \$3,720.14 (PAC donations not included in total)

Note: Profits do not include the May hot lunch as expenses have not been totalled at the time of report. Please speak with hot lunch coordinator for any feedback/questions on these events.

Mabel's Labels

20% of purchases go to PAC.

Current balance: \$32.57 (\$32.57 raised this year, \$166 above reflects money included from last year not deposited until this school year)

Very low uptake, recommend removing fundraiser.

Panago Gift Certificates

Cost \$14, \$10 to Panago and \$4 to PAC. Proceeds go towards grade five fundraising.

- Fall fundraiser (Oct 15th - 28th): 119 certificates sold and 4 unclaimed certificates (\$40 expense to cover) for a profit of \$436
- Spring fundraiser (Feb 15th - Mar 5th): 97 certificates sold for a profit of \$388

Profit: \$824

Notes: Easy to run fundraiser with good participation. One of the higher kickbacks for vendor fundraisers. Recommend to keep running next year.

Popcorn Days

Three completed this year, one more scheduled for June

2025/2026 Recommendations

Proposed fundraisers for 2025/2026

- Community Values Book (September)
- Panago Certificates (run 2 campaigns, Oct 1 - 22 and Feb 16 - Mar 6)
- Christmas VIP raffle (run Nov/Dec) Valentines Bake Sale (Feb 11th or 12th - 13th is a pro-d day)
- Break the Rules Day (Spring)
- Popcorn Days (tbd)
- Hot Lunch (tbd)
- Carnival/Spring fair (tbd)

It is recommended to not run the following fundraisers next year:

- Art Cards
- Return-it
- Cobs Bread
- Mabels Labels
- Purdy's Chocolates

Other recommendations:

- Only fundraise if funds are needed
- Try to only have one fundraiser at a time, try to balance how many ways we are asking parents for money (eg: last year we had purdys, christmas raffle and foodbank donation requests at the same time). How can we align/support school initiatives rather than compete with them?
- Focus on lower cost fundraisers that encourage school wide participation (eg:break the rules, bake sale) rather than expensive fundraisers where only a handful of families participate and spend a lot of money (eg:purdy's)
 - What other \$1 or \$2 fundraisers could we do if needed?

Sandy Hill PAC Chair Report
2024/2025

Successes:

Thanks to support in fundraising efforts, and a large private donation, we were able to complete Phase 2 of our accessible playground: the Sensory Component which included musical instruments and a Sensory Panel.

Of note, we had a meeting with facilities, PAC, and school staff to determine the best location – considerations for proximity to houses, surfacing for accessibility and cost of install, and accessibility for all students/ages to use it, as well as ability for the facilities trucks to still be able to drive around/snow plough access were all taken into consideration for placement. The instruments have been widely used and enjoyed by the students. Many students who have sensory-processing differences especially enjoy the instruments.

Another success we consider is the creation of a WhatsApp Volunteer Chat. We relied heavily on these parents for extra helping hands. We are very grateful for everyone who donated their time and resources toward things like Hot Lunch, Spring Fair, Book Fair, photo day, Christmas Concert set-up etc. We could not maintain PAC operations without additional volunteers.

We were also able to show appreciation to our teachers for Teacher Appreciation Day in October, and Week in May, as well as a Staff “Thank You” before Christmas Break, by providing treats and lunch on various days.

Our treasurer successfully applied for the Gaming Grant of upwards of \$9000 which went toward field trip costs. In years past, this Grant has been missed out on due to challenges regarding switching of Executive Roles so we are grateful for our treasurer’s conscientiousness regarding this.

Our books have also been organized and balanced, with all purchases recorded and accounted for, leading us into another year of surplus to cover all of next year’s predicted expenditures should we not be able to fundraise. Our treasurer also made the effort to attend the Bingo AGM on his own time, to ensure we continue to receive dividends from their organization which we were at risk of losing the privilege, due to lack of attendance to their AGM in years past.

Challenges:

This year was full of many challenges for the PAC – many Exec members took on new personal work/school/home roles that meant less time for PAC duties.

Dungeon – inability to access due to air quality testing restrictions.

Lost access to ability to use Square for card payments due to CRA tax legislation.

Delays with Carnival due to inability to access dungeon and games etc.

Pivoting to Spring Fair

The Spring Fair was a big success in terms of fun, but not necessarily fundraising efforts – only yielding \$1500. Raffle baskets were not as popular as when the event is held indoors, and we did not have access to the West Jet Raffle like we did last year.

Carnival made more last year due to these reasons, but it is restricted in size due to being indoors. We also may run into an issue regarding the status of the equipment in the seacans. If the Carnival games and signs are unusable, this may mean Spring Fair is more realistic. However, we lucked out with the weather this year, and it will be outdoors regardless of weather which is a consideration.

We have secured two dates, one end of Feb for a possible Carnival, and one end of April, for a possible Spring Fair. Once we receive feedback, we will determine which to move forward with.

Next year, we would like to have more regular communication with the teachers as we had feedback that some of them felt out of the loop regarding PAC activities.

Ideas for improved considerations are – a PAC board in the lobby for visiting parents and staff to view, as well as regular emails that can be screened by principal/front staff, and distributed to them. We want to ensure we are supporting the teachers first and foremost, which then supports the students.

We are grateful for our Social Media rep for her frequent and engaging posts. We have, however, had challenges surrounding this due to lack of followers/engagement.

Many parents report to have missed order deadlines and information, despite communication in the School emails and on the PAC social media.

For next year, we have considered having an email list for those that subscribe, with reminders about upcoming PAC events.

If we take on this task, we may require additional Executive/Volunteer support.

Year-End:

We are looking forward to the upcoming events in June, like Sports Day, that create a fun last month of school for the students.

We have been very grateful for the support we've received from the School Staff and Admin. Michelle and Roxanne continually keep us informed, and do an excellent job ensuring our information gets shared via the school emails. We could not do our role without this support. Thank you for making our voices feel heard and welcome.

We are wishing Mrs. Erickson the best in her retirement – we will miss her and thank her for welcoming us last year as a new PAC Executive Council.

We are looking forward to welcoming the new Principal, Mrs. Portas.

TREASURER'S REPORT - APRIL 2025

GENERAL ACCOUNT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
			Balance Forward (as at Mar 31, 2025)		\$30,317.37
01-Apr-25		Parent Council Online (PayPal)		\$71.40	
03-Apr-25		Summer 50/50		\$24.37	
03-Apr-25		Parent Council Online (Bambora)		\$233.68	
03-Apr-25	1028	Hot Lunch	\$20.96		
10-Apr-25		Summer 50/50		\$34.09	
11-Apr-25		Summer 50/50		\$204.82	
14-Apr-25		Summer 50/50		\$24.37	
15-Apr-25		Summer 50/50		\$24.37	
15-Apr-25		Parent Council Online (PayPal)		\$90.88	
16-Apr-25		Summer 50/50		\$24.37	
21-Apr-25		Summer 50/50		\$14.55	
21-Apr-25		Parent Council Online (Bambora)		\$1,139.27	
22-Apr-25		Summer 50/50		\$48.80	
23-Apr-25		Summer 50/50		\$24.37	
23-Apr-25		Summer 50/50		\$107.22	
24-Apr-25		Summer 50/50		\$24.37	
24-Apr-25	1029	Popcorn Day	\$243.88		
25-Apr-25		Summer 50/50		\$48.60	
25-Apr-25	1034	Spring Fair	\$342.07		
25-Apr-25	1031	Hot Lunch	\$2,346.00		
28-Apr-25	1033	Teacher Appreciation	\$68.30		
28-Apr-25	1037	Inflatable (Spring Fair)	\$182.00		
28-Apr-25	1032	Hot Lunch	\$286.26		

GAMING ACCOUNT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
			Balance Forward (as at Mar 31, 2025)		\$15,679.87
			Ending Balance (as at Apr 30, 2025)		\$15,679.87
		COMMITMENTS ON ACCOUNT			
		School Field trips			
			Total Cash Available (as at Apr 30, 2025)		\$15,679.87

CASH FLOAT

TRANSACTION DATE	CHQ#	DESCRIPTION	EXPENSE	INCOME	BALANCE
		(Float is kept in PAC safe in the Pac Kitchen)			
			Balance Forward (as at Mar 31, 2025)		\$165
			Total Cash Available (as at Apr, 30, 2025)		\$165

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 May 2025	Budget	Actual June 2024	Budget	Actual June 2023
Operating Expenses	\$1,000.00	\$510.49	\$1,000.00	\$1,380.94	\$1,000	\$1,124.54
Emergency Supplies	\$400.00	\$20.97	\$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	\$2,000.00	\$0.00	\$1,000.00	\$800.00	\$1,000	\$0.00
Fine Arts	\$1,000.00	\$0.00	\$1,000.00	\$1,270.00	\$1,000	\$0.00
Decorations	\$750.00	\$709.83	\$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	\$2,000.00	\$1,813.65	\$2,000.00	\$2,206.43	\$2,000	\$1,905.04
Grade 5 Events	\$500.00	\$164.32	\$500.00	\$273.37	\$500	\$631.06
PAC events	\$750.00	\$181.21	\$500.00	\$0.00	\$500	\$0.00
Teacher Appreciation	\$3,000.00	\$1,360.89	\$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	\$4,761.36	\$16,100.00	\$545.60	\$16,100	\$8,707.84

Account Descriptions

Membership Fees:	Eg. BCCPAC Conference attendance, CPF Memebership
Small Manipulatives:	Classroom Supply Fund \$100 per division.
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. 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
Emergency Supplies:	
Fine Arts:	
Sports Day:	Any expenses related to sports day.
Grade 5 Hoodies	Subsidise purchase of custom signed hoodies for grade 5s.
Grade 5 Events	Provide a pizza party in Sept for grade 5's & their families. There will be 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.

Spring Fair 2025 Cost/Profit Breakdown

Debits		
	Budget	Actual
Prizes / Candy	\$400.00	\$303.53
Face Painting/Inflatable/cotton candy	\$954.00	\$954.00
Misc.	-	\$684.27
Concession	-	\$913.04
Total	\$1,354.00	\$2,854.84
Credits		
	Target	Actual
Punch Cards (Pre-purchased)	\$1,400.00	\$1,245.00
Punch Cards (Purchased at event)	\$250.00	\$905.00
Pizza Dinner (Pre-purchased)	\$200.00	\$205.50
Raffle Baskets	\$1,250.00	\$710.00
Concession	\$1,000.00	\$1,226.75
Chang's Slient Auction	-	\$75.00
Projected Total	\$4,100.00	
Total		\$4,367.25
Credit		\$4,367.25
Debit	-	\$2,854.84
Profit		\$1,512.41

Sandy Hill event report
2024-2025

Kindergarten Meet and greet/ Sept 13th 2024:

As PAC we have set up a table to bring information and awareness to new parents joining our school and asked them to join our volunteer list. We had fair amount of interest and we had parents signing up for our volunteer emails and WhatsApp volunteers chat group.

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Valentine's Day bake sale Feb 13th 2025:

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Spring fair / Apr 25th 2025:

Our biggest event of the year. This has replaced our annual Winter Carnaval event. The winter Carnaval had to be cancelled due to access issues to our games. The spring fair has been a big success, we used punch cards to access games, we had free games as well, so kids can have a full fun carnival and experience. We had concession stand, prize table, raffle baskets and a guest appearance from Changs martial arts. I will provide detailed report on the spring fair in the event binder.



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

May 26, 2025

Principal's report to PAC

Budget Presentation from the district

Staffing: Madame Rodriguez has gone on medical leave for the rest of the school year. Madame Emma has picked up an extra day as well as all the field trip days so this has been helpful. The other days are being filled by French speaking, Madame Matte.

This past week the district confirmed that Shelley Portas will be replacing me as of August 1, 2025 due to my retirement. Shelly is currently the principal at Irene Kelleher and is no stranger to Sandy Hill as she taught French Immersion K/1 here years ago and was VP here at one time. Shelley is very excited to take on this role.

It has been a great pleasure to work with the students, staff and families of Sandy Hill Elementary over the past 4 years. This is a fabulous community and a wonderful place to end my career.

I will be transitioning into the role of full-time wife, grandmother, mother, and daughter. Your children will be left in excellent hands with the wonderful staff at Sandy Hill Elementary.

Lost and Found: Please check the lost and found. It will be donated.

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.

Library Books: All students should be using a Ziploc bag to keep their library books clean and dry. We have had high numbers of damaged books this year, including books that have been damaged by the first borrower. Last week our library tech told me that there were more than 6 books, just last week that were returned damaged by water. It is very disappointing. The parents are billed for the damaged books, but we have to go through the work of reordering, cataloguing and all the preparation of getting a book on the shelves. Please reinforce with your children the need to care for the books they borrow.

Kindergarten registration and registration for next Sept: is ongoing. If you know of families with K aged children for next year, please encourage them to register if they have not already as we are already submitting preliminary numbers for next September to the school district for budgeting purposes.

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

Upcoming dates:

May

- 26 PAC meeting 6:30 pm library
- 28 Unique minds Div. 6, 7, 17
- 29 Clayburn open house 7 pm
- 30 Spirit day-Sandy Hill Swag day, wear blue/yellow

June

- 2 CDG Grade 5 tour 9:45-1:15 pm
- 3 Track meet Rotary Stadium Grade 4/5
- 4 IEP meetings
- 4 Popcorn Day
- 4 CDG open house 5:30-6:30 pm
- 5 IEP meetings
- 6 Freezee Friday #3
- 10 IEP meetings
- 10 Blue Heron Div. 16, 17
- 11 Sport Day!
- 12 Helm's Food Truck
- 18 Indigenous Award Lunch 11:45-12:30 pm
- 18 Div. 3 walking field 7-11 am
- 19 Preschool celebration outside 9:15-10:15 am
- 20 K/1 English/French to the movies
- 24 Grade 5 Leaving ceremony 1:15 pm
- 25 English K year end celebration pm
- 25 School Assembly 9 am
- 26 Last day for students
- 26 Cultus Lanke grade 4/5
- 26 Learning Summaries go home
- 27 Admin day, breakfast at 9 am