



Hawthorne Elementary School PAC

5160 Central Avenue, Delta, B.C. V4K 2H2

www.hawthornepac.ca

General Inquiries Email: pac.hawthorne@gmail.com

PAC Chair Email: pac.hawthorne.chair@gmail.com

Parent Advisory Committee Meeting Minutes

Date: Thursday, June 6th, 2024

Call to order: Stefanie V. @ 6:17pm

Adjournment: Stefanie V. @ 7:19pm

In-Person Attendees: Tricia S., Stefanie V., Jenna B, Ashli O., Heather M.

Online/Zoom Attendees : Lindsay H.

Opening Remarks: Stefanie V.

- **Approval of Agenda:** Jenna B. put forth motion to approve. Second by Ashli O.
- **Approval of April 11th minutes:** Jenna B. put forth motion to approve. Second by Ashli O.

Principal Report: Tricia S.

- **Mr. Darryl Penny:** Hawthorne's incoming Vice Principal for the 2024/2025 school year will be coming in to the school to say hello and meet the students
- **Capoeira:** This week has been filled with moves, noise and excitement as students prepare for their Capoeira performance on Friday @ 1pm. Standing room only.
- **Sports Day:** Theme is Retro Video Games. Will unfold like last year w/ Gr. 7 helpers, rotations and colour groups. Family Picnic (hot lunch) served & lite fare concession.
- **Parent Appreciation Day:** Tuesday, June 12th @ 8:30am out front of Hawthorne
- **Walk-a-Thon:** Monday, June 24th @ 9:30am in support of Delta Hospital
- **Field Trips:** Students are taking part in more fun and exploratory walking field trips. The focus is on fostering peer connections and relationships before summer break.
- **Feeding Futures Grant:** Hawthorne has applied. The District will cover 2 products over 12 delivery dates
- **Track Meet:** 150 students from Hawthorne participated in the (largest) track meet. Our students represented well in their track events and with their positive behaviour.
- **Pride Month:** We will be hosting a celebration in June. Parents welcome to attend.
- **Classroom Projector Mounts:** This is an ongoing project. Tricia to connect w/ Stefanie V. and Jenna B. to see if this can move forward during summer break.

DPAC Report: Lindsay H.

- **DPAC AGM:** May 13th
- **Open DPAC Positions:** 1. BCCPAC Rep, 2. Member-at-Large, 3. Parent Coordinator.
- **District Meeting:** Social on June 17th; a great way to connect and learn more

Treasurer Statement: Jenna B.

"In approximately February of this year our Treasurer resigned. We had a parent volunteer to be an interim Treasurer for the remainder of the year. Unfortunately, this individual was not able to complete any bookkeeping work in the following months and we were not made aware until the week before our originally scheduled AGM.

Unfortunately this responsibility has now been placed on our shoulders. We were deep into Spring Fair planning, as it was a massive undertaking and something we committed to, as well as fulfilling our duties as Vice Chair and Chair. Unfortunately, we did not have the extra time required to spend on the PAC books. We attempted to source alternative support from past PAC treasurers and parents with bookkeeping knowledge, but were unsuccessful due to the unfortunate timing.

Thankfully, Stef has spent countless hours reconciling the 2023/2024 school years outstanding accounting and expenses into an organized fashion. We now require someone to step-up and integrate this information and utilize it to balance our monthly/annual accounting books in the google drive."

Treasurer Report: Stefanie V.

- **General Account Balance: \$46,448.86**
- **Gaming Account Balance: \$7205.91** There are outstanding cheque payments (ie: \$3150 for Capoeira,) and field-trip invoices/expenses, that we are waiting to clear.
- If there are extra funds in the Gaming Account, we may be able to reimburse our General Acct for a portion of \$3218 Young Actors payment (Gen Acct: chq #659)
- Stefanie will reach out to the Gaming Branch for clarification and direction on this.
- There are expense cheques and invoices waiting to clear our account(s) and others to be submitted and paid/reimbursed before the end of the school year. Ex: spring fair items/concession, sports day picnic, munch-a-lunch end of year, hardship payments, teacher reimbursements, year books etc.
- **Munch-a-Lunch: 2024/2025 Annual Fees** payment of **\$336** was mailed to Commandex Corp on June 11/24 by Stefanie V. (chq# 700). Invoice No: 24-12808

School Enhancement Committee Updates + Reports

Fruit & Veg Program: Mel S. & Grace B.

- **May Update:** Students received apples on May 28th. They were well received.
- **2024/2025 Fruit & Veg Co-Leads:** Mel Stephens and Grace Bains
- **Coordinator Update:** Sadly, Tanya is stepping down in June. We'll miss her dearly.

Yearbook Report: Stefanie V.

- **Yearbook Update:** 270 Available (**200 remaining as of June 12/24**)
- **Cost per Yearbook: \$25**
- **Purchase here:** www.munchalunch.com > 'fundraising' tab
- **Ordering Closes:** Friday, June 21st @ 11:59pm
- **Delivery:** Classroom delivery during the last week of school
- **PAC Donation:** 3 Yearbooks as per last year
- **Hardship Support:** Tricia to advise number of yearbook required for this program

Fundraising: Stefanie V.

- **Neufelds Update:** \$2454.75 in sales. **Our PAC raised: \$483**
- **Growing Smiles Update:** \$935 in sales. **Our PAC raised: \$124.28**
- **The Landing Update:** \$280 in sales (meat draw). **Our PAC raised: \$987**

Hot Lunch: Stefanie V.

- **Hot Lunch Lead:** Jenna G. will be back as our 2024/2025 Hot Lunch Lead
- **Vendor Poll:** Jenna G. to post a poll on FB page to help select vendors for 24/25
- **Ordering:** Open all at once to elevate frustrations with multi menu openings
- **Hot Dog Day Committee:** Jenna B. + Stefanie V. will return as the HDD Committee.
- **Hot Dog Day Proceeds:** Will be utilized towards our Spring Fair 2026 budget.
- **Munch-a-Lunch:**

Spring Fair Committee: Jenna B.

- **Spring Fair Profit (approx):**
- Raffle: Next Spring Fair we will number the raffle tickets and establish a raffle money collection schedule to ensure a smoother collection process

Executive Updates

Teacher Luncheon/Staff Appreciation: Stefanie V.

- **Date/Time: Tuesday, June 18th @ 12pm**
- Estimate time(s) of set up (**10:30-12?**) and take down (**1-1:30?**)
- How many volunteers needed for each? (**4-5 for each?**)
- Estimated number of mains (4), salads (2), sides (4) and desserts (assorted)?
- Store Bought Beverages: **24 water and 24 assorted beverages**
- Are we aware of any allergy dietary restrictions? **Gluten (3-4 ppl) and Vegetarian**
- Sign-Up Genius: **Will open for volunteers to sign up on June 13th**
- **Current Volunteers:** Stefanie V., Jenna B., Tanya H., Mel S. And Jenna B.

Grade 7 Return-It: Stefanie V.

- Return it proceeds chq provided to Nancy Boufeas: **\$27.80**

Sports Day Family Picnic/Concession: Stefanie V.

- Munch-a-lunch orders have closed for sports day.
- There will be a concession with select items available for purchase the day of
- Students who are ordering for their family, please bring an extra bag to school
- If you have any questions, please contact: Mel S. or Aimee W.

New Business

New Wagon for the sandbox: Stefanie V.

- The wagon in the K-2 play area is in need of replacement
- Mrs. Watts suggested the following: VEVOR Steel Garden Cart. Amazon: **\$150-\$180**

Stefanie Vandermeer put forth the motion to purchase the VEVOR steel garden cart for sandbox. Motion Passed

Canva Pro Account: Stefanie V.

- Currently on a Pro trial until June 16th as app is being used to create our year book.
- App can be utilized by all executive and committee members.
- Cost to upgrade to a Canva Pro account: **\$390 CDN**

Stefanie Vandermeer put forth the motion for the PAC to purchase the Canva Pro upgrade for the 2024/2025 school year. Motion Passed

PAC Executive Nominations and Voting for 2024/2025

We have 3 people who have come forward and put their name in regards to open/vacant executive positions.

Stefanie Vandermeer: Chair

Jenna Berry: Vice Chair

Mel Stephens: Secretary

Jenna put forth the motion to vote in Stefanie Vandermeer as the Hawthorne PAC Chair for the 2024/2025 school year. Motion Passed

Stefanie Vandermeer put forth the motion to vote in Jenna Berry as the Hawthorne PAC Vice Chair for the 2024/2025 school year. Motion Passed

Stefanie Vandermeer put forth the motion to vote in Mel Stephens as the Hawthorne PAC Secretary for the 2024/2025 school year. Motion Passed

Treasurer Update: 0 Nominations at AGM / 1 Nomination received post AGM

- We will be posting on all communication channels and Tricia will send a request in her weekly email if need be.
- PAC FB Statement was posted on June 7th and we have received interest in regards to Treasury/Gaming Grant support. Stefanie + Jenna are meeting with this candidate on Friday, June 14th. She has a daughter in Gr. 2 and comes with a wealth of bookkeeping/accounting knowledge and experience.

Member-at-Large: 0 Nominations were received.

- 1 position vacant
- Kim L. to advise if she will be continuing as a Member-at-Large for 2024/2025

Questions/Open Discussion

Meeting Adjournment