

## **South Nelson PAC Meeting Minutes**

September 13, 2023

South Nelson Library, 6:30 pm

### **Attendees**

Dawn Snell, Cindy Pfitzenmaier, Tyler Coen, Carly Schneider, Kate Walker, Claire Philipson, Helen Marshall, Dave Ellis, Shannon Whitbread, Brian, Shannon, Brian Hughes, Sarah Ley, Lisa O'Connor, Anna Sangster, Mark Tomek, Carla Sinclair, Michelle Mungal, Sarah Canale, Indulekha Ambily

### **Motions**

- Minutes from June's meeting are approved.

### **Principal's Report**

- Welcome to new and returning families.
- Check the website frequently for school-wide news.
- This year, there is a total enrolment of 205 students. School capacity is 206. If more students arrive, they will be directed to a different school.
- Highlights of the year so far include gradual kindergarten entry, strong classroom communities, orienting new students, a new student council and the start of cross-country running.
- Upcoming events include the Terry Fox Run, school planning day (no school on Sept. 22), Orange Shirt Day/National Day for Truth and Reconciliation (no school on Oct. 2), October Safety Month, new School District 8 strategic plan, etc.
- Thank you for the DreamBox Math subscription from the teachers!
- Anyone who is planning on volunteering will need to fill out a volunteer application form and get a criminal record check.

### **Treasurer's Report**

- Tyler presented a financial year in review for 2022/23 (see attached).

## **Lunch Report**

- Last year, we had wraps on Monday, sushi on Tuesdays, pizza on Wednesday, and sandwiches on Thursdays, and hot dogs on Fridays. This year's suggested meal plan is wraps on Monday, sushi on Tuesday, pizza on Wednesday, and hot dogs on Thursday.
- Our lunch program is currently on hold. It is being audited by the school district as part of the Feeding Futures program. We don't know when the program will start.
- Based on the increased funding from the school district, the PAC will likely not need to contribute any money to subsidizing school lunches for students in need this year.

## **Fundraising Report**

- The art cards fundraiser is underway. There are committees for Santa's Workshop and movie nights.

## **Motions**

- A motion to purchase a \$400 movie license is approved.

## **Actions**

- Dawn to coordinate with Shayna Jones about booking her for this year.
- Dawn to forward the SD8 Feeding Futures presentation.
- Dawn to get some more background about the lunch audit from the school district.
- Michelle Mungall to follow up about the lunch audit.
- Lisa to attend DPAC and ask about the district funding Food Safe certification for volunteers.
- Sarah to submit this year's lunch plan to Dawn.
- Tyler to lead a movie night subcommittee.
- Cindy to put Mark in touch with Tanji about the chocolate fundraiser.

**The next meeting will be Tuesday, October 10, 2023.**

## Financial Year in Review 2022/23 (Sept 1, 2022 to Aug 31, 2023)

### South Nelson Elementary School, Parent Advisory Council (SNPAC)

Prepared by: Tyler Coen, Treasurer

Date: 2023-09-13

#### Summary:

For the 2023/23 school year, the SNPAC income was \$113,424 and expenses\* were \$117,235. In net, expenses exceeded income by \$3811.

The SNPAC maintains a solid financial position with \$17,858.65 in cash. Removing liabilities, holdbacks, and approved expenses, but adding on the assumed gaming grant, leaves \$5,938.65 in cash available to spend.

#### Funded Educational Enhancements in 2022/23:

The SNPAC had a successful year, with many funded enhancements for students.

Enhancement	Amount Spent	% of Total
Musician in residence	\$10,000	51%
Storytelling	\$5,460	28%
Lunch assistance	\$2,375	12%
Alternate seating	\$1,000	5%
Sports jerseys	\$500	3%
Mini fridge	\$347	2%
Snacks	\$70	<1%
<b>Total</b>	<b>\$19,752</b>	<b>100%</b>

In addition, there are a few expenses that have not been fully invoiced yet, or were approved for the upcoming school year. These include:

Upcoming or Approved Expense	Amount
Storytelling	\$6,000
DreamBox Math	\$3,000
Knowledge keeper (last year)	\$500
Grade 5 grad (last year)	\$300
<b>Total</b>	<b>\$9,800</b>

\* Omitted \$9362.16 of expenses for playground shelter as that was "previous year"

## Fundraising and Other Income:

The educational enhancements above were possible due to the efforts of many fundraising volunteers.

In total \$4910 was raised in fundraisers. The lunch program had a net profit of \$7031. An additional \$4,240 was received as a gaming grant.

<b>Fundraising Source</b>	<b>Amount Raised</b>	<b>% of Total</b>
Lunch Program	\$7,031	43%
Gaming Grant	\$4,240	26%
Chocolates	\$1,619	10%
Art Cards	\$1,085	7%
Grocery Cards	\$1,048	6%
Flowers	\$635	4%
Clothing	\$200	1%
Coffee	\$174	1%
Family Night	\$149	1%
<b>Total</b>	<b>\$16,181</b>	<b>100%</b>

## Lunch Program

The SNPAC ran a 5-days-a-week hot lunch program throughout the school year. Many volunteers contributed to supplying healthy meals for students from local businesses.

The lunch program had a net profit of 10.9% (\$7031 net profit on \$64,703 sales).

The SNPAC contributed \$2,375 to help fund lunches for families in need. The school and district also contributed to this funding to a total of around \$9,500.

## Events

The end-of-year family fun night had a net profit of \$149 (\$1396 income, \$1247 expenses). Donations from attendees were \$1086, with an additional \$310 in corporate donations.

## Admin

Admin fees totaled about \$630. Main expenses were Munchalunch (\$336), bank fees, \$174, and babysitting for PAC meetings (\$100).

**Summary of Income and Expenses - School Year 2022/2023**

**South Nelson Elementary PAC**

<b>Account Category</b>	<b>Account</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
<b>Educational Enhancements</b>	Music (musician in residence)	\$0.00	-\$10,000.00	-\$10,000.00
	Storytelling	\$0.00	-\$5,460.00	-\$5,460.00
<b>Educational Enhancements Total</b>		<b>\$0.00</b>	<b>-\$15,460.00</b>	<b>-\$15,460.00</b>
<b>Events</b>	Snacks	\$0.00	-\$70.25	-\$70.25
	Family Night	\$1,396.20	-\$1,246.94	\$149.26
	Grade 5 grad *	\$0.00	-\$20.76	-\$20.76
<b>Events Total</b>		<b>\$1,396.20</b>	<b>-\$1,337.95</b>	<b>\$58.25</b>
<b>Fundraisers</b>	Art Cards	\$1,160.66	-\$76.00	\$1,084.66
	Chocolates	\$1,618.58	\$0.00	\$1,618.58
	Coffee **	\$871.56	-\$697.25	\$174.31
	Flowers and plants **	\$3,173.63	-\$2,538.90	\$634.73
	Clothing	\$200.00	\$0.00	\$200.00
	Grocery cards **	\$35,985.11	-\$34,937.00	\$1,048.11
<b>Fundraisers Total</b>		<b>\$43,009.54</b>	<b>-\$38,249.15</b>	<b>\$4,760.39</b>
<b>Lunch Program</b>	Affordability support	\$0.00	-\$2,375.00	-\$2,375.00
	Condiments	\$0.00	-\$152.43	-\$152.43
	Income	\$64,220.07	-\$1,279.73	\$62,940.34
	Hot dogs	\$0.00	-\$14,325.90	-\$14,325.90
	Munchalunch fees	\$0.00	-\$336.00	-\$336.00
	Pizza	\$483.00	-\$14,252.44	-\$13,769.44
	Sandwiches	\$0.00	-\$6,657.00	-\$6,657.00
	Sushi	\$0.00	-\$16,193.58	-\$16,193.58
	Wraps	\$0.00	-\$4,475.25	-\$4,475.25
<b>Lunch Program Total</b>		<b>\$64,703.07</b>	<b>-\$60,047.33</b>	<b>\$4,655.74</b>
<b>PAC Admin</b>	Babysitting for meeting	\$0.00	-\$100.00	-\$100.00
	Bank fees	\$75.01	-\$174.01	-\$99.00
	Gaming Fund Income	\$4,240.00	\$0.00	\$4,240.00
	General	\$0.00	-\$19.56	-\$19.56
<b>PAC Admin Total</b>		<b>\$4,315.01</b>	<b>-\$293.57</b>	<b>\$4,021.44</b>
<b>Supplies for kids</b>	Gym equipment	\$0.00	-\$500.00	-\$500.00
	School equipment	\$0.00	-\$1,346.62	-\$1,346.62
<b>Supplies for kids Total</b>		<b>\$0.00</b>	<b>-\$1,846.62</b>	<b>-\$1,846.62</b>
<b>Grand Total ***</b>		<b>\$113,423.82</b>	<b>-\$117,234.62</b>	<b>-\$3,810.80</b>

**Notes:**

\* A few unpaid grade 5 grad expenses remain

\*\* Income estimated for these fundraisers (expenses exact)

\*\*\* Omitted \$9362.16 of expenses for playground shelter as that was "previous year"

**South Nelson Elementary School PAC**

**END OF YEAR SUMMARY**

School Year 2022/2023

	Chequing	Gaming	Total
<b>Opening Balances, Sept 1, 2022</b>	\$25,387.79	\$5,643.82	<b>\$31,031.61</b>
Total Income	\$109,183.82	\$4,240.00	\$113,423.82
Total Expenses	-\$120,406.78	-\$6,190.00	-\$126,596.78 *
Net Income	-\$11,222.96	-\$1,950.00	<b>-\$13,172.96</b>
<b>Closing Balances, Aug 31, 2023</b>	\$14,164.83	\$3,693.82	<b>\$17,858.65</b>
<b>Liabilities and Planned Expenses</b>			
Payable - Cheque 53 babysitting	-\$20.00	-	-\$20.00
Payable - Grade 5 graduation (last year pizza)	-	-\$200.00	-\$200.00
Payable - Knowledge keeper assembly	-	-\$500.00	-\$500.00
Payable - Dreambox (estimate)	-\$3,000.00	-	-\$3,000.00
Receivable - Gaming Grant (estimate)	-	\$4,200.00	\$4,200.00
Planned - Shayna Jones Storytelling	-\$6,000.00	-	-\$6,000.00
Planned - First day coffee and treats	-\$400.00	-	-\$400.00
Reserve holdback (\$6000 as per bylaw)	-\$6,000.00	-	-\$6,000.00
	-\$15,420.00	\$3,500.00	<b>-\$11,920.00</b>
<b>Cash Available for use</b>	-\$1,255.17	\$7,193.82	<b>\$5,938.65</b>

\* Note: The expenses here include the \$9362.16 for the playground shelter, which in the descriptive report is considered part of the previous year.