

Clayburn Middle School Parent Advisory Council Annual General Meeting

Virtual Meeting via Zoom
June 8, 2022

ATTENDEES – Jen Bernier, Corina Rochon, Tracey Lamoureux, Michelle Waddell, Tanya Knox, Margaret Van Dongen, Heather Reid (Principal), Nicolas Cochrane (Vice Principal)

CALL TO ORDER – Jen Bernier, Chair, called the meeting to order at 7:05pm.

ACKNOWLEDGEMENT –

We acknowledge that the 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 long standing relationships that Indigenous Nations have to this land, as they are the original caretakers. 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 respectful relationships with Indigenous communities through our teaching and community engagement.

APPROVAL OF MAY 18, 2022 PAC MEETING MINUTES – Motion to approve the PAC meeting minutes from May 18, 2022 as written by Jen Bernier, seconded by Tracey Lamoureux. The motion is passed without opposition.

PRINCIPAL'S REPORT – The Principal's report has been postponed to the final PAC meeting on June 22nd, 2022.

TREASURER'S YEAR-END REPORT – (provided by Tracey Lamoureux)

→ General Account:

- ◆ Opening balance on September 29, 2021 was \$5,205.18
- ◆ Income:
 - School Cash Online Donations: \$3,007.16
 - BCCPAC Membership Reimbursement: \$75
 - Float returned from CMS: \$50
- ◆ Expenditures (actual):
 - World Teacher Day Gift Cards (Oct.): \$400
 - Kiwanis Funds (held in trust): \$1,204.76 (\$45.24 still available)
 - Teacher Appreciation (post flood): \$29.36
 - Staff Christmas Luncheon: \$776.97
 - \$100 Teacher Budget (including 4 explorations): \$1,897.32
 - Staff Year-end Appreciation Luncheon: \$1,200 budgeted
 - Administrative Assistant's Gift: \$100 budgeted
- ◆ Current balance as of June 8: \$4,028.93
- ◆ (balance after commitments: \$1,237.34)

→ Gaming Account:

- ◆ Expenditures (actual):
 - Various Teacher Requests: \$8,060.49
 - Set of 4 balls for each classroom (25): \$1,406.55
 - Jazz Band Music Festival: \$2,275.40
 - Skating for all classes: \$450.94
 - Immunization Treats: \$545.63
 - Year End Activities (\$1,000 per grade): \$3,000 Requested
 - Grade 8 Shirts: \$2,000 Requested
 - Grade 8 Year End Activity: \$2,000 Requested
- ◆ Current balance as of June 8: \$12,222.05

→ Proposed 2022/2023 Budget:

- ◆ General Account:
 - Balance carried forward: \$1,525 (minimum)
 - Estimated income from fall donations: \$3,000
 - Expenses:
 - Kiwanis Funds held in trust: \$45
 - Cheques needed from bank: \$55
 - World Teacher Day (Oct.): \$400
 - Staff Christmas Lunch (Dec.): \$1,000
 - \$100/Teacher Budget (incl. 4 explos): \$3,100

- Administrative Assistants Day (April): \$100
- Year End Staff Appreciation Lunch: \$1,000
- 2023 Spring Call for Donations
- ◆ Gaming Account:
 - Balance carried forward: \$2,000 (minimum)
 - Income from Gaming Grant (\$20/student @ ~ 708 students for Sept.): \$14,160
 - Yearly Expenditures:
 - Skating for all classes: \$1,000
 - Immunization treats: \$350
 - Jazz Band Music Festival: \$2,500
 - Grade 8 Shirts: \$2,000
 - Grade 8 Year End Activities: \$2,000
 - Year End BBQ (\$1,000/grade): \$3,000
 - Indigenous Performance for all students: \$1,500
- ◆ Motion: Jen Bernier made a motion for the PAC to adopt the proposed budgets for the 2022/2023 General Account and Gaming Account as written. The motion was seconded by Corina Rochon. The motion is passed without opposition.

→ Gaming Grant Application has been submitted on May 18, 2022 (Application ID#: 1182553), approval will be done in September 2022.

ELECTION OF NEW PAC EXECUTIVES FOR THE 2022/2023 SCHOOL YEAR –

The election nomination was opened to all parents. Anyone that is interested to be part of the executive can contact the PAC (through PAC email). All the nominees will have to be present at the AGM for the nominations to be valid. The PAC positions include Chair, Vice Chair, Treasurer, Secretary, Social Media Liaison, DPAC Representative (optional), and Special Events Coordinator (optional).

At this time, all current PAC executives have stepped down from their roles.

Nominations for PAC Executives for the 2022/2023 school year:

- a) Chair - **Jen Bernier** was nominated by Tracey Lamoureux and has accepted the nomination. Since there were no other nominations made at this time, Jen Bernier was declared Chair by acclamation for the 2022/2023 school year.
- b) Vice Chair - **Corina Rochon** was nominated by Tracey Lamoureux and has accepted the nomination. Since there were no other nominations made at this time, Corina Rochon was declared Vice Chair by acclamation for the 2022/2023 school year.

- c) Treasurer - **Tracey Lamoureux** was nominated by Corina Rochon and has accepted the nomination. Since there were no other nominations made at this time, Tracey Lamoureux was declared Treasurer by acclamation for the 2022/2023 school year.
- d) Secretary - **Michelle Waddell** was nominated by Jen Bernier and has accepted the nomination. Since there were no other nominations made at this time, Michelle Waddell was declared Secretary by acclamation for the 2022/2023 school year.
- e) Social Media Liaison - VACANT
- f) DPAC Representative (optional) - **Tracey Lamoureux** has volunteered to step in as the DPAC representative.
- g) Special Events Coordinator (optional) - **Tanya Knox** has volunteered to be the Special Events Coordinator.

The Clayburn Middle PAC Executives for the 2022/2023 school year are as follow:

Chair - Jen Bernier
Vice Chair - Corina Rochon
Treasurer - Tracey Lamoureux
Secretary - Michelle Waddell
Social Media Liaison - VACANT
DPAC Representative - Tracey Lamoureux
Special Events Coordinator - Tanya Knox

The following members of the PAC executives will hold signing authority for the PAC bank account that are held at Envision Financial Credit Union for the 2022/2023 school year: Jen Bernier, Corina Rochon, and Tracey Lamoureux.

UPCOMING EVENTS AND ACTIVITIES –

- Year End Staff Appreciation Luncheon (June 21, 2022 in the Library Learning Commons)
 - ◆ Will send out a “Google Form” for teachers/ staff to fill out their preferences
 - ◆ Tanya updated that things are moving along well.
 - ◆ If PAC plans to decorate the luncheon, the LLC will be open at 11:00am
 - ◆ Tanya will reach out if additional help from parents is needed
- Spring Concert:
 - ◆ Will take place on June 23 in the school gym
 - ◆ Mr. Aaron Long has reached out to PAC and requested help from 6~8 parent volunteers for the duration of the concert (6:30~8:30pm)
 - ◆ No criminal checks will be required from the parent volunteers
- Grade 6 Immunization Day (June 15, 2022) - Tanya, Tracey, and Margaret have volunteered to help with distributing cookies and Juices.

ADJOURNMENT –

There being no further questions or discussions, the annual general meeting was adjourned at 8:00pm. Motion to adjourn by Jen Bernier, seconded by Michelle Waddell. The motion is passed and the meeting is adjourned.

The next PAC meeting will be our final PAC meeting for this school year and will take place on Wednesday, June 22, 2022 at 7:00pm. This meeting will be online.