

## **RJ TAIT PARENT ADVISORY COUNCIL MEETING MINUTES SEPTEMBER 29, 2025**

**1. Call to Order** - 6:05 pm (see Annex A for list of attendees)

### **2. Adopt Agenda**

First: Tina Thottingal

Second: Kirsten Poulsen

### **3. Adopt June 16, 2025 AGM Meeting Minutes**

First: Naomi Inouye

Second: Kirsten Poulsen

### **4. Financials**

#### Description of PAC and Gaming Accounts

- The PAC general account is our main operating account where we process deposits and withdrawals. This account is “two-to-sign” meaning two authorized account holders are required to sign for all withdrawals and/or issued cheques.
  - Types of withdrawals: Hot lunch vendor reimbursement, Hot lunch pac supply reimbursement, float for cash boxes, field trip expenses, book draw, Cambie HS scholarship etc.
- The Gaming Account is a separate bank account to hold funds issued by the Community Gaming Grants Branch.
  - Parent Advisory Council (PAC) Grants are intended to benefit K-12 students in B.C., by enhancing extracurricular opportunities and promoting parent and community involvement.
  - PAC: \$20 per student, with a minimum grant of \$2,000 for PACs with fewer than 100 students.
  - For the 2025 - 2026 year; the Community Gaming Grants Branch has reviewed and approved our organization's PAC grant application for the amount of \$4,660

#### Current Balances

- PAC Account: Current Account Balance: \$15, 638.08; Estimated Account Balance: \$13, 229.27 (minus hot lunch expenses for term 1)
- Gaming Account: Current Account Balance: \$1181.25; Estimated Account Balance: \$5841.25 (pending transfer of gaming grant)

#### Summary of 2024-2025 Fundraising Efforts and Major Spendings

2024-25 Fundraising Summary:

Hot Lunch	\$7176.50
Movie Nights	\$1189.98
Little Treasures Sale	\$753.75
Dominoes Rebate	\$692.26
Tait BBQ	\$616.13
Golden Samosas	\$545.00
Sun Oka Apples	\$420.34

## 2024-25 Expenses Summary

Staff Administration			
	Estimated	Actual	
Teacher Allotment on Jan 2024-25 (17 Teachers)	\$1,700.00	\$658.72	
Teacher Allotment on Jun 2024-25 (17 Teachers)	\$1,700.00	\$1,904.63	
EA Allotment on Jan 2024-25(10 EAs)	\$500.00	\$100.00	
EA Allotment on Jun 2024-25(10 EAs)	\$500.00	\$838.04	
Fit N Fun Day Teacher Appreciation	\$100.00	\$80.00	
		\$3,581.39	TOTAL
Students			
	Estimated	Actual	
Field Trip (235 students x \$15)	\$3,525.00	\$3,381.89	
Book Draw (2024-2025)	\$500.00	\$500.01	
Rocks N' Rings	\$584.00	\$584.00	
Fit N Fun Day Lunch	\$643.00	400	
TCBY Fit & Fun Day		460	
Jelks Inflatables		525	
Ice Cream BBQ		288.68	
Hip Hop Deposit (for 2025/2026 school year)		\$1,206.50	
		\$7,346.08	TOTAL
MISC			
	Estimated	Actual	
Cambie Grad Scholarship 2024-2025	\$500.00	\$498.03	
Munchalunch Subscription (June 2025)	\$336.00	\$369.60	
Movie License (February 2026 renewal)	\$399.00	\$425.25	
		\$1,292.88	TOTAL

2025- 2026 Proposed Budget - number will be updated based on motions passed during the course of the meeting.

2025-2026 BUDGET	Estimated
Teacher Allotment (16 Teachers)	\$1,600.00
Teacher Allotment	\$1,600.00
EA Allotment (10 EAs)	\$500.00
EA Allotment	\$500.00
Fit N Fun Day Student Lunch/Teacher Appreciation	\$600.00
Field Trip (241 students x \$15)	\$3,615.00
Book Draw 2025-2026	\$500.00
Cambie Grad Scholarship 2025-2026	\$500.00
Munchalunch Subscription (June 2026)	\$350.00
Movie License (February 2026 renewal)	\$450.00
Movie Night Gym Rental (\$50/hour)	\$200.00
Movie Night Gym Rental (\$50/hour)	\$200.00
Administrative Supplies	\$100.00
Hip Hop (Jess Dance) - 2nd Installment	\$1,206.50
Hip Hop (Jess Dance) - 3rd and Final Installment	\$2,413.00
Ice Cream BBQ	\$350.00
TCBY Fit & Fun Day	500
<b>Spend</b>	<b>\$15,184.50</b>

Motion 1: Approve teacher allotment of \$1600 and EA allotments of \$500 for term 1 from PAC General Account.

First: Jon Schmidt

Second: Naomi Inouye

Motion 2: Approve field trip allotment of \$20 per student from PAC General Account.

First: Alina Nguyen-Law

Second: Kelly Dong

Upcoming expenses:

Motion 3: Approve JessDance expenses of \$3619.50 to be paid for from PAC Gaming Account.

First: Naomi Inouye

Second: Alina Nguyen-Law

## 5. Completed/Ongoing Business

First day of School Meet and Greet

- 30+ parents registered interest to help with PAC activities
- 20 new members for the Tait PAC Facebook page

## PAC Survey Result (16 responses)

- Anchor the year around BBQ, Movie Nights, Hot Lunch, and Freezie Fridays.
- Pilot a couple of new ideas (Winter Event + Spirit Days).
- Expand hot lunch to 2x per week if PAC capacity allows.
- Refine fundraisers by balancing traditional ones with a couple of healthier/creative options.

## Freezie Friday

- 568 Freezies sold!
- Roughly 135-155 Freezies each Friday
- Profit: \$458
- Notes for Spring:
  - Possibly start early (as soon as it gets warm out)
  - Even # of volunteers works best: 1 on cash, 1 cutting freezies
  - Freezies should go in the freezer the week before or they won't all freeze
  - Roughly 1000 Freezies remaining in stock (Expiry 2027)

## Hot Lunch Launch/Update/Volunteer Status

191 Orders Profit: ~\$2800 (vs. \$2900 for Term 1 last year)

Fall Vendors: White Spot, Pizza Hut, Sushi Lovers, Subway

- Potential New January Vendors: Contacting now
- Request for Halal - parent has found names from BCMA and will get back to the hot lunch coordinators

Volunteers:

- 11 Volunteers total - Great turn out!
- Easily covered all dates
- Schedule sent out last week
- Most wanted to be scheduled 4-5 times or As many times as possible

Lunch Lady

- Re-evaluate for Term 2

## Sun Oka Fundraising Launch Update

- 23 orders to date
- Total of 33 boxes sold
  - 10 Ambrosia
  - 23 Honeycrisp
- \$310 profit
- 1 week left to order, can do a second round for delivery in November
- How many boxes to purchase for day of sales
- Reminder flyer to go home this week
- PAC exec will order a few extra boxes to sell apples on day of
- Agreement to also open ordering for November

## **6. New Business/events for term 1**

### Neufled Farms fundraising

- Delivery date Nov 17
- Meats/entrees/appies and dessert
- \$8-10 profit for savoury items
- \$3 profit for dessert
  - Gluten free products have \$6 profit
- Delivered in refrigerator truck and handed out by driver
- Online ordering
- Print/email and social media advertising .
- \$50-100 del fee (if over \$3500 in orders free delivery)

### Garage Sale Fundraiser Discussion/ Halloween Costume Drive & resale

- Agreement to wait to do fundraiser, not time with Halloween

### Movie Night - Nov 28

## **7. PAC Executive Position**

### RDPA Representative(s) to be filled

- To be confirmed

## **9. Administrator's report and questions**

- Staffing Updates – We started the year fully staffed. We currently have a posting for an EA position due to one EA leaving.
- We have 10 divisions with 240 students this year and everyone has settled nicely into their classes.
- WAAG (Week at a Glance newsletter) – will be posted on our website and sent home on Fridays.
- Thank you for completing all of the school forms and for letting us know if there are any changes to addresses/phone numbers/medical information during the year – for safety reasons.
- Thank you for calling the school if your child is going to be late or absent.
- We have a new option on our phone line to choose the absence line or to speak to someone in the office.
- Our Terry Fox Run was a success and we have already raised well over \$500 through cash donations and School Cash Online.
- Our Grades 6 and 7 students are going to Camp this week from Wednesday to Friday. We hope they have nice weather.
- Volleyball for Grades 6 and 7 students has started. The coaches have organized some home and away games and Cambie will be hosting a Jamboree for the feeder schools/grade 7 students.
- Breakfast Club is starting on Thursday, October 9 th - once a week.
- Dance Club is starting soon at lunch time.

- Our DPA (Daily Physical Activity) takes place in the afternoon on Mon/Wed/Friday – usually outside but in the gym if it is raining.
- Our Home Reading Program is starting with a Safari Theme.
- Information about our School Story can be found on our website. We will be focussing on Literacy working closely with Lisa Jeronimo, our District Teacher Consultant. We already worked with her on our September Pro-D Day around the fall and spring school-wide reading assessments. McKay school joined us in the afternoon. Lisa is also holding some Lunch and Learns for our teachers to look at resources and do some group planning.

#### **10. Q & A**

- n/a

#### **11. Adjourn Meeting - 8:10 pm**

## **ANNEX A - ATTENDEES**

Karen Lin, Principal  
Ava Zhou, PAC President  
Kirsten Poulsen, Vice President

Alina Nguyen-Law, Treasurer  
Naomi Inouye & Jonathan Schmidt, Hot Lunch Coordinators  
Hart MacKinnon, Secretary

Tina Thottingal  
Kelly Dong  
Rachelle Seguin  
Apurupa Chittineni  
Mudassar Shaikh