Dorothy Peacock Elementary PAC General Meeting

Wednesday, October 28, 2026, at library

DPE is honored to reside on the traditional territory of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.

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1. Established quorum & meeting started at 3:03pm - Shelby C
    A. In attendance: Shelby Calvert, Kelly Thomas, Kelly Claassen, Heather Rodland, Jenn Coppendale, Ian Giroday, Samira Nickel, Genevieve Merrell, Freya Choboter, Melissa Withers, & Melissa Pereman
    B. Current agenda & meeting minutes approved without changes

2. Treasurer Report- Melissa P
    A. Reconciliation report for operating, gaming, and Grade 7 account printed in duo tang, cash flow remains healthy
    B. Operating budget fundraising expense line kept at zero (protect fundraiser that doesn't make a profit)
    C. Halloween dance - $1,749.31profit
    D. Movie night - $400 profit
    E. Grade 7 (Apple Fundraiser)- $602 profit (awaiting check deposit from vendor)
    F. Governance/treasurer meeting
        1) No other PAC's have treasure templates. Suggestion to use Canva to provide financial statements in percentages to parents. Mel requesting feedback regarding information presented
    G. GST for Hot lunch/Banking
        1) Discovered Hot lunches should not be charged GST. Some vendors not accepting this upfront. ~ $900 were paid in GST last year. Need to apply annually to get GST rebate. (Mel will investigate applying for this year and past years rebates) Consider only using vendors who don't charge GST.
        2) Outstanding uncashed check for $804 to Booster Juice noted
    H. Operating Account Cheques
        1) Motion to approve ordering ~ 200 operating account checks (cost $225) if above this fee will need to revote- motioned by Melissa P, Jen C & Shelby second the motion and all agreed

I. Canva account
    1) ~ ($20/month) (Mrs. Cline investigating if can use school account)
    2) Used for Instagram and treasurer
    3) Consider putting in next year budget (~$125 /year) -see if can do free option first

3. DPAC Report -Shelby C on behalf of Crystal
    A. Indigenous Education & Reconciliation presentation- Crystal has resources
    B. DPAC stopped funding zoom (need new platform for PAC online meetings), food safe training, and parent education funds they previously offered.
    C. School meal program changes from Lunch lady to Meals on Wheels
    D. Importance of consistency in following proper meeting procedures
    E. Teacher education partnership with Western Washington University
    F. Update rebuilding of Willougby Elementary
    G. BCCPAC registration applied by Crystal

4. Vice Principal's Report- Freya Choboter
    A. Action Plan for learning completed. Literacy expanded to include reading & writing; strong math goals; social & emotional learning and career goals continue.
        1) Open parachute tool (social & emotional tool) to be used for kids
        2) Short action plan for learning on website -can request full plan
    B. Awaiting Orchard lady response for trees & front of school gardening
    C. Presentation: Access Theater booked on Feb 2
    D. Boys' Washroom:
        1) Ongoing unsanitary incidents in bathroom - staff monitoring, accessible washroom available.
        2) Addressed stall locks not functioning- work order to be submitted & concern to be raised in health and safety meeting
    E. Outdoor grate unstable - cones & tape put up, city inspected with minimal immediate action, awaiting resolution

5. Old Business- All
    A. Playground Committee Update
        1) How many accessible tables needed?
            - As per Accessibility Canada, 2-10 tables need 2 accessible spots (school will contact OT)

- Budget: $15,000 (begin with 2 accessible rectangle and 2 round tables); estimate fee with install $18,000
- Locations considering: (2 rectangles tables in front of school accessible, 2 round by gaga ball pit, 2 round by Ms. Jackson's class)

2) Question: 50/50-christmas concert as fundraiser for playground (QR code versus cash?) / Still need to look at grant opportunities

3) Discussed picnic table sponsor opportunities

4) Asking to get clarification from Kim on what to submit to district and begin phased 1 install plan

6. PAC Events & Fundraisers -All
   A. Oct 2 Movie Night (Zootopia)
      1) Made $400 & successful
   B. Halloween Dance: Oct 20 (Kelly & committee)
      1) Profit: $1750 successful event
      2) No photo booth led to less lineups
      3) Hotdogs donated by Canuel Caterers
      4) DJ cost more yet made greater profit than last year
      5) Plan: Book DJ in May for next year – Kelly C
      6) Feedback: Need volunteer monitor on outside tables (issue of kids causing property damage)
   C. Clothing Swap: Nov 6 (Friday 2:30-5:00pm)
      1) Free event in gym, families donate lightly used clothes/shoes
      2) Families pick what they need, like Candy Cane Lane
      3) Donate leftovers to second hand store
      4) Need volunteers on the day
   D. Babysitting night & Willowbrook Charity Shopping night: Nov.17
      1) Babysitting occurs in gym by donation (craft table by Darrel)
      2) Provides parents shopping/date night
      3) Tickets for charity shopping night ~$22 occurring as a fundraiser
   E. Candy Cane Lane: Dec 4
      1) Flyers & collection boxes going out Friday Oct 30
      2) Parents donate gently used items & kids purchase for $2
   F. Stay Safe/Babysitting Course: Pro D Day (April or May 21, TBD)
      1) Baby sitting course ~ $85, stay safe is less
      2) 20 kids/class
      3) Need to hire custodian if staff not at school on pro d

7. Grade 7 Committee- Samari N
   A. Apple Fundraiser: $ 602 profit
   B. Hoodie sale: requesting done through Munchalunch (MunchaLunch handling fee)

C. Currently Raised: $ 3,000 for year-end events (farewell, yearbooks, food truck, grab bags)
D. Goal: fundraise 100% of activities
E. PAC requesting a clear budget plan -to be discussed by Grade 7 committee
F. Treat Day Dec 17 - Avoid Last day of School for fundraising
G. Priority seating fundraiser for Christmas concert (raffle -licence fee $25); 2 parking spots & 4 seats in gym
H. Neufeld Nov 5 -Nov 23
I. Glow Fundraiser -TBD
J. Bottle drive -Jan 3

11. Motion to end meeting at 4:14 pm (motioned by Shelby C, second by Ian G.)

Next PAC meeting: Thursday, December 10, 2026 at 7:00pm (online)