

## **Dorothy Peacock Elementary PAC Meeting - December 11, 2025 (in person meeting)**

1) Established Quorum & Meeting called to order at 7:01pm

In Attendance - Shelby Calvert, Ian Giroda, Heather Rodland, Rebecca, Neda Park, Jennifer C, Kim Cline, Daryl Calvert, Kelly, Micala, Dasha, Jen (DPAC) Rep and Lucky Singh

2) Welcome and Introductions

a) Land Acknowledgement: - We acknowledge that the Langley School District resides on the traditional territory of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.

3) Adoption of:

a) Minutes October 29, 2025 Motioned by Shelby - All in favor

b) Agenda December 11, 2025 Motioned by Shelby - All in favor

4) Treasure's Report - Shelby & Melissa

- The current PAC executive is not involved with the suspicious activity. We will continue to cooperate with the police as needed. We are not able to share any specifics at this time. As with any ongoing investigation, providing any information before it is complete could compromise the process and we don't want to interfere with any of the work being done. I know that many of you probably have questions, and we have questions too but we do need to let the police conduct their investigation and when we are able to share information, I promise that we will do so. At this point, I'd like to focus on moving forward rather than looking backwards. Our focus continues to be how we can fulfill our commitment to supporting our kids and enhancing their school experience here at Dorothy Peacock Elementary. With that being said, I'd like to outline some of the steps that we have taken. First of all, we have updated our Constitution and Bylaws. The treasurer's report is now much more comprehensive, and transparent. Bank statements will be provided at every meeting, and Melissa will be able to speak to the money coming in and out of the bank account. We have approved online access to our bank account so we can see real-time information on the state of our bank account. The treasurer also must ensure that there is another signing officer that has access to the books and the financial information. I can confirm that is definitely the case. We have three signing authorities on our bank account. Two of which must be present to withdraw any money, and also two signatures must be on all cheques. All executive members must complete a criminal record check at the beginning of the school year. If there is ever any doubt, a financial review can be requested at any meeting by a majority rule. We have also reviewed our cash handling processes for events like Candy Cane Lane, Fun Fair and Concessions. If anyone wants to take a look, we've just drafted that pen to paper. Some of the essence of the document is that all money must be counted and then double counted. Then it is recorded on a cash counting slip and signed by two people who've counted and that copy is provided to the treasurer who then verifies that matches what was deposited into the account. Also, all money is to be kept in a secure location while

not in use. Once we take the money from the bank, it goes to Lori to be held in the safe till the beginning of the event. Once we're ready to use it, it gets counted two times and then is used and then is counted again. If we are not able to take it directly to the bank to be deposited, it can go back to Lori's safe until we can do that. We have also reviewed our budget and Melissa is very closely monitoring our cash flow. We are working closely with the school and the district who are supporting us to ensure that we can fulfill our financial obligations. Above all, our priority is that Dorothy Peacock's students continue to benefit from the supplies, resources and opportunities that our volunteers work so hard to provide. One other change that is in the process of happening is to the grade 7 committee and how they operate as per the BCCPAC standards, all fundraising by parents, whether for PAC, School or teacher sponsored events should be approved by the PAC and reflected in PAC minutes and deposited into the PAC bank account. So because of this, the treasurer, Melissa will now kind of oversee this because of the timeline, we're kind of partway through the school year. The grade 7 committee will continue to have their own bank account with two authorized people, but they will provide the statements to Melissa. In the future, all of those funds will be filtered into the PAC bank account and really, this to protect everyone. This is a district wide change. I'd also like to recognize that this has been a challenging time for the PAC. This is unprecedented for us and I know it comes with a lot of emotions. Please keep in mind, we are all volunteers and we are doing our best. But I am really proud of the executive group for coming together and staying focused on why we are doing what we do. This is for the benefit of our kids and the students at Dorothy Peacock Elementary. Lastly, I encourage anyone that has questions or concerns to bring that forward to the PAC directly. We may not be able to answer all your questions, but we are here to listen and support the parent community while we navigate this situation. You have my word that once information is able to be shared, we will.

- Jen the President of DPAC, She came tonight to support. She has been supporting and helping the PAC. They have done everything that they can to make sure the integrity of the students is at the top of mind. The new budget and process that you're going through everything, all the steps you've taken. It's remarkable you guys have done a really great job. They are in a very difficult position.
- Kim Cline is speaking on behalf of the school, just to echo what Shelby was saying. So the school has worked with the PAC over the last few months to help ensure the integrity of the investigation is in place. The district staff and the finance department have been involved to work alongside the PAC to offer suggestions, contribute and ultimately ensure that all of the activities and the programming and the things that were planned for the kids are still going ahead. This goal is going to continue to do that. We'll continue to support the PAC, DPAC and the RCMP as they work through this. The school will continue this to help make sure that we're doing what we can to follow the transparency when it comes to plan. If you have any questions, please feel free to reach out to me and I'm happy to again answer what I can. Our focus is on student safety, programming for students and making sure that they have enjoyable school experience here.
- Melissa the Treasurer has made adjustments on the banking side

- Recent fundraisers : Hot Lunch is generating roughly \$8000, Halloween Dance generated roughly \$1700, Candy Cane Lane roughly generated \$3700
- New Bank account we can't accept e-transfers and we can only have a certain amount of transactions
- Putting a duo tang in the office with the accounts and bank balance in the office for parents to have a look at.

#### 5) DPAC Report - Shelby and Jen

- Smith school campus has broken ground for construction. 900 students at the middle school and 1600 at the high school
- Reimbursement for parenting books or first aid. There is \$50 there for all parents to use.
- Review of the Lunch Lady has been passed at the last meeting.

#### 6) School Report - Kim Cline

- Volleyball windup
- Intermurals
- Winter Concert next week. Both sessions will be full and busy. If anyone has any mobility issues, if you can let the office know and we can accommodate.
- Theme days - check the newsletter for those.
- Confusion around tickets for Christmas Concert. There will be a note send out in the newsletter and in the class parent chat.

#### 7) PAC Events/Fundraising

- We voted on a designated PAC Website and it is up and running now.
- Coffee Fundraiser - Commission we earned was \$113.
- Hot Lunch - added another date and the grade 7's will be helping with distribution
- Halloween Dance : It went well. Changes for next year will make it longer next year. We would need the full deposit for DJ (roughly \$1300-\$1400). Motion to book Dj for next year \$1600 - First Shelby, Second Melissa.
- Candy Cane Lane - Went really well. Setting up the stage right after school was really helpful to make things run smoothly. Generated \$3631. There are quite a few books left and we could do a book sale this year.
- Staff appreciation - planning is going well.
- Reading Night - No updates
- Fun Fair - No updates
- Restaurant Partnership - February 18 will be the first date
- Movie Night - Movie Night in the Gym. Doing a primary or secondary
- Hanging Baskets for Mother's Day (May 10) - No update
- So Luxury - No update
- Ian taking on Planter boxes - Thinking February early March

#### 8) All Other Business - Shelby

- Class Parent Program - reducing the amount of announcements.
- Read-a-thon: It was in February last year. We will look into running this, this year.
- Donation for the picnic tables and seeing if there has been an update. Kim has followed up with emails and there hasn't been any updates. Jen (DPAC Rep) will help with getting the ball rolling. We are allowed to have sponsorship with playground equipment and other things.
- The music teacher would like some help with stage take down on Friday.

Next meeting - Wednesday, January 21, 2025 at 3pm in person.

Motion to end meeting at 8:19pm Motioned by Shelby