

Dorothy Peacock Elementary PAC General Meeting

Thursday September 17, 2026 at library

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

1. Established quorum meeting started at: 7:03 pm -Shelby C

- A. In attendance: Shelby Calvert, Daryl Calvert, Heather Rodland, Jenn Coppendale, Kim Cline, Freya Choboter, Crystal Thai, Melissa Withers, Melissa Peremen, Micaela Carlson, Marcy Toth, Rebecca Jackson, Megan Loftus, Samira Nickel, Lucia Cueva, Miguel R. , Kelly Classen, & Ian Giroday
- B. New and returning PAC members
- C. Agenda approved without changes

2. Treasures Report- Melissa P

- A. No outstanding fees, cheques from previous school year cashed over summer.
- B. Bank fees kept low by staying within the 20 free monthly transactions.
- C. Cheque issues adopted from last year
 - 1) Cheques to parents given 1x/month to decrease costs (last Sunday of the month)
 - 2) Vendors take up majority of cheques
 - 3) 200 cheques last year (1 dollar each) went through 140 last year (will need another order of cheques)
 - 4) Bank account allows 20 free transactions per month (last year paid minimal in bank fees)
 - 5) Parent reimbursement request are submitted via a link on PAC website or paper form in office (notify Melissa if paper form used)
- D. Vote on accounting software was investigated:
 - 1) Consensus not to use software as have to train. Thus using excel spreadsheets as easy to pass on to the next treasurer (put vote on hold for now)
- E. Questions on financial reports - link goes to executives & in office on filing cabinet by window (updated 1x/month)

3. Principal's Report- Kim Cline

- A. Great start to year, fully staffed
- B. Welcomed 25 students since June in addition to kindergarten kids
 - 1) Full time resource teachers & PHE instructor
 - 2) Motivational Magic success
 - 3) Booking more presentations- drumming coming Oct.
 - 4) Final school count: 467 kids
- C. New walk home permission form to be rolled out on MyEd website.
 - 1) No one has received (school will look into this) K-3 not allowed to walk home alone (unless consent given by parent)
- D. Terry Fox Run Sept 18- fundraising continuing to next week due to late school year start.
- E. Staff to meet on pro-d day to evaluate the schools action plan focusing on intellectual and social/emotional development
- F. Teachers reported kids happy and smooth transitions
- G. First fire drill today (no bells b/c of kindergartens, kids conformed)

4. PAC Governance and Budget Overview

- A. Key governing documents
 - 1) PAC Constitution & Bylaws and Robert's Rules of Order (available on PAC website) reviewed. Decisions are made by a majority vote (50% +1), with constitutional amendments requiring a two-thirds vote.
 - 2) Equal rights, respect, orderly process
 - 3) One motion/proposal reviewed at a time
- B. Meeting flow
 - 1) Call to order
 - 2) Review agenda
 - 3) Approve previous meeting minutes
 - 4) Treasures report
 - 5) Principle report
 - 6) DPAC report
 - 7) Unfinished Business
 - 8) New business
- C. The budget approved at the June AGM was reviewed, showing a healthy financial budget (refer to revenue/expenses sheet)
 - 1) Primary year goal: focus on community building events less fundraising
- D. Teacher approved expenses & PAC will coordinate reimbursement

- 1) All teachers have an annual opportunity to request funds for specific classroom needs
- 2) Athletics budget inquiry
- 1) Cooking program- Mrs. Alfanzo (Refer to 2026/2027 Expenses)
- 2) Mathletics- teachers enquiring (school to pay upfront and PAC to reimburse)
- E. Playground committee Update (refer to Playground minutes)
- F. Class Parent/What's App Group
 - 1) Continuing as worked well last year, flyers to be sent home with QR code
 - 2) Looking for class parent volunteers

5. PAC EVENTS/FUNDRAISING

- A. Welcome Back Event: Sept 8 & 9
 - 1) Successful/connected with new families
 - 2) Snacks and candy guessing game, feedback request for coffee next time
- B. Terry Fox Run: Sept 18 (K @ 11:30/everyone else 2-2:30pm)
 - 1) PAC donating freezes
- C. Meet the Teacher BBQ Concession: Sept 24
 - 1) School provides smokies, PAC provides concession (float needed) & volunteers needed
- D. Movie Night: Oct 2 & Jan 29
 - 1) Free event in gym, small concession last year (success)
 - 2) Primary movie: Oct 2
 - 3) Intermediate movie: Jan 29
- E. Halloween Dance: Oct 20 (Kelly & committee)
 - 1) Time: 4:30-7:30 (2 dances : K-3 & Intermediate)
 - 2) DJ Rock "N" Beau (same), no photo booth
 - 3) Munch a lunch Oct 1-16 for presale, Oct 19 wrist bands handed out
 - 4) Pricing same for concession etc.
- F. Clothing Swap: Nov 6
 - 1) Free event in gym, families donate lightly used clothes
 - 2) Families pick what they need, like candy cane lane
 - 3) Occurring afterschool to evening ,
 - 4) Donate leftovers to second hand store
- G. Babysitting night before Christmas: (? Nov.17)
 - 1) Babysitting occurs in gym
 - 2) Provides parents shopping/date night
 - 3) Coincides with Willowbrook mall charity shopping night
 - 4) Fundraising through Langley school district foundation (get 100% profit for tickets) -decision to move forward with event
- H. Candy Cane Lane: Dec 4
 - 1) Parents donate gently used items & kids purchase for \$2
 - 2) Need people involved (Ian & Dasha? Need someone to spearhead)
- I. Primary Christmas Concert Concession: Dec 16

1. Not huge revenue
 2. Provide: candy, popcorn and water (1-2 people need to be involved)
 - J. Pancake Breakfast: Jan 29
 - 1) Pancake mix from Costco
 - 2) Classes take turns coming through gym and get hot chocolate
 - K. Reading Night: (TBD, ? Feb)
 - 1) Ian to head committee
 - 2) Plan improve advertising & planning
 - 3) Melissa P. has author connection.
 - L. Read-A-Thon: (TBD, ? Feb)
 - 1) PAC doesn't have to do much and makes a profit
 - M. Intermediate Concert Concession: April 15
 - N. Intermediate Play Concession (Mary Poppins): May 13
 - O. Fun Fair: June 4
 - 1) Committee being formed
 - 2) Discussion of price: wrist bands used previous year and no tickets (due to lack of volunteers)- TBD
 - P. Stay Safe/Babysitting Course: Pro D Day (April or May 21, TBD)
 - 1) Shelby reached out to vender (\$60/kid ,questions if price for Stay safe only or include Babysitting course)
 - 2) Open spots up to community if not filled by school
6. Hot Lunch/Treat Days -Ordering open – Heather R
- A. Brand new website (good feedback & easy to navigate)
 - B. Distribution will include: student volunteers (leadership opportunity) and parents distributing on separate days
 - C. New vendors: Chopped leaf & Tripple O's
 - D. First hot lunch: Oct 2 (26 hot lunches this year)
7. Grade 7 Committee- Samari N
- A. Launched an Apple Fundraiser (Sun-Okra Fruit farms)
 - B. Considering hosting events in gym (babysitting, bingo or movie night), dates to TBD
 - C. Discuss with Mel P. re-gaming licence for bingo event and in advance needs for cash floats & square machines.
 - D. Fundraising goals discussed tomorrow (i.e. Timberland, tobogganing, bus) and future meetings will occur prior to PAC meetings to ensure clearer updates
 - E. Separate spreadsheet is being used to track Grade 7 fundraiser
8. Motion to end meeting at 8:06 pm (motioned by Shelby-all in favor , Melissa P seconds)

Next PAC meeting: Wednesday October 28, 2026 at 3:00pm

