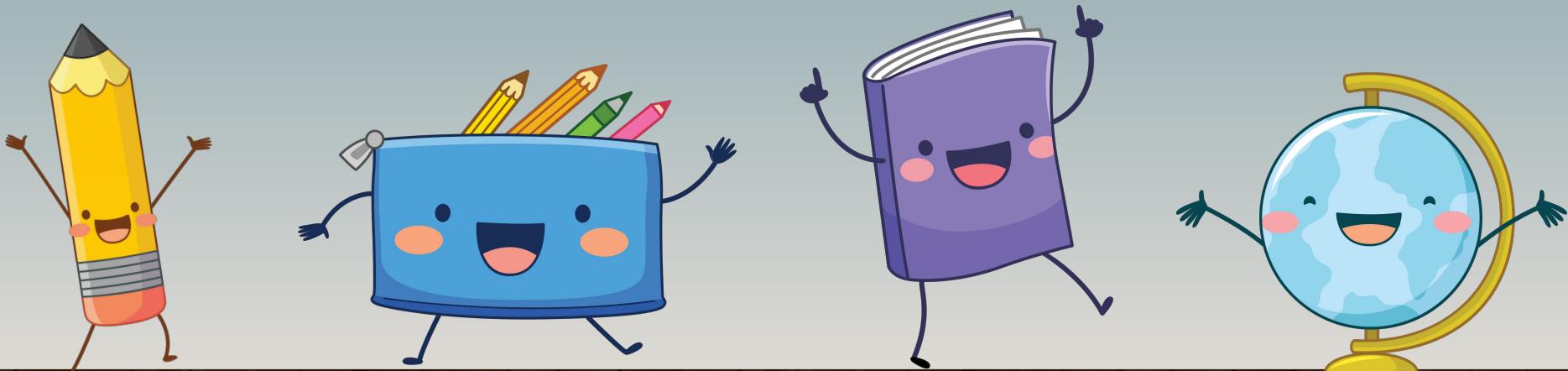


ÉCOLE LORD TWEEDSMUIR ELEMENTARY  
SCHOOL



# Parent Advisory Council (PAC)

April 23, 2025



# WELCOME!

- The New Westminster School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.



# AGENDA



1. Chair Report
  1. About the PAC
  2. Calendar updates
  3. AGM Reminder
2. Trustee Update
3. Treasurer Report
4. Carnival Committee
5. DPAC Report
6. Principle Update
7. New Business

# ABOUT THE PAC - CAN I JOIN?



- YES!

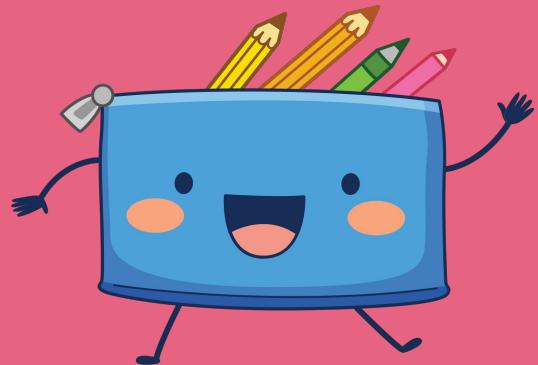
1. All parents and guardians of students registered at Lord Tweedsmuir School shall be voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of Lord Tweedsmuir School shall be non-voting members of the PAC.
3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the PAC.

# GOAL AND OBJECTIVES



1. To enhance partnership and communication among the parents, the community, the students and the school staff and administration.
2. To review, discuss, and make recommendations to the administration on:
  1. School policy and procedures
  2. Programs and services
  3. Facilities and equipment
  4. Parent/community education
  5. Learning resources

# GOAL AND OBJECTIVES



The PAC may not discuss school personnel, individual students or individual parents

3. To promote co-operation between the home and the school in providing for the education of children.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

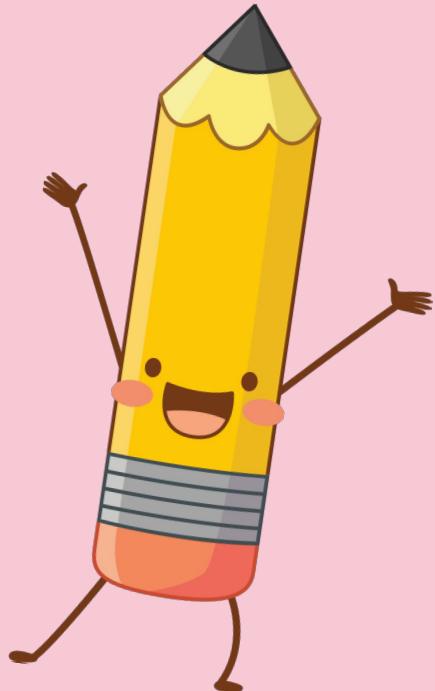
# OK, BUT WHAT DO YOU DO?

- Apart from our listed objectives, we also help organize:

- Fun Lunches!
- Art Cards
- Movie Night
- Bingo Night
- Entrepreneurial Fair
- Carnival
- **Something you'd like to add? ☺**



# HOW CAN I HELP?



- Come to the PAC meetings! Your voice matters!
- Sign up on our volunteer list and we will contact you for one of our upcoming events!

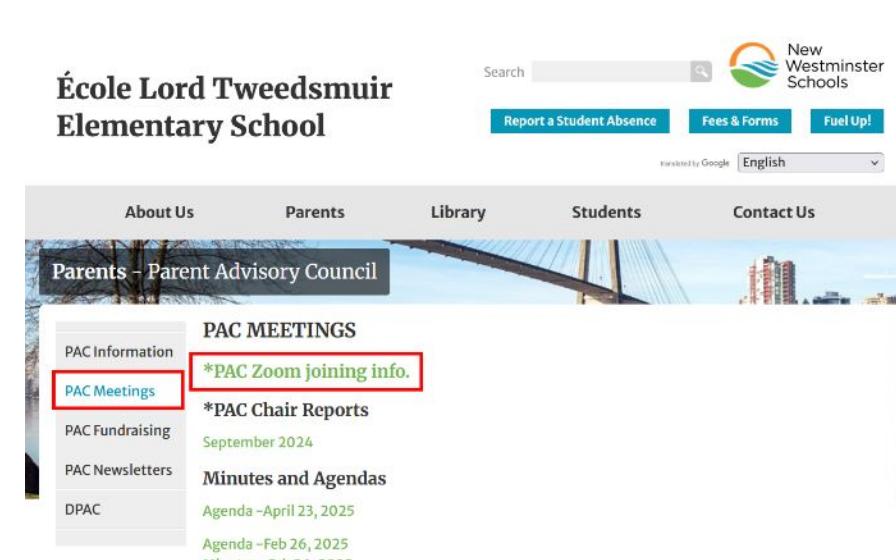


# GENERAL PAC INFO

- We meet **every fourth Wednesday** of the month (with some exceptions) **at 7pm**
- We require **at least 7 voting eligible members** present to obtain Quorum
- Quorum is needed so we can vote and make decisions
- Mostly on Zoom, and aim to do at least one in person event throughout the year

# GET CONNECTED

- Go to the school website!
- Email us at [pactweeds@gmail.com](mailto:pactweeds@gmail.com)
- Visit our Facebook page
- View information on upcoming and previous meetings
- View contact information



# CALENDAR UPDATES

- **Friday 25<sup>th</sup> April** – Family Movie Night with Climate Club
- **Tuesday 6<sup>th</sup> May** - Teacher Appreciation day
  - Jen R to confirm (Coffee + treats or a new resource)
- **Wednesday 28<sup>th</sup> May** – PAC AGM
- **Thursday 5<sup>th</sup> June** – Welcome to Kindergarten
- **Friday 6<sup>th</sup> June** - School Carnival
- **Wednesday 25<sup>th</sup> June** – Grade 5 Farewell



# TRUSTEE UPDATE



- Marc Andres
- General update

# TREASURER REPORT

## Budget Summary

**Fundraising** - We had previously budgeted no profit on the fundraising, we do usually get a profit so that gave us about \$6k of leeway

**School support**- we still haven't gotten any invoices for the spirit wear, garden, library, grade 5 grad or sports day, so that's why this is low

**School community support**- teacher appreciation and movie night is coming up

**Classroom support**- teachers are still not fully utilizing the funds available for field trips / general classroom funds

## Lord Tweedsmuir PAC 2024/2025 Budget

			2024-25	2024-25	
			Forecast Revenue/ Expense	Actual Revenue/ Expense	Variance to Budget
<b>2023/2024 carry forward</b>					
	General	\$30,943.07			
	Gaming	\$4,209.80			
	<b>Total</b>	<b><u>35,152.87</u></b>			
<b>2024/25 REVENUE</b>	Fundraising		14,000.00	11,350.00	(2,650.00)
	Donations		600.00	0.00	(600.00)
	Gaming 2024/25		8,800.00	8,500.00	(300.00)
	Gaming 2023/24 carry forward		104.65	104.65	0.00
	General 2023/24 carry forward		31,146.37	31,146.37	0.00
	2023/24 Paypal carry forward		174.35		(174.35)
			<b>TOTAL INCOME</b>	<b>54,825.37</b>	<b>51,101.02</b>
					(3,724.35)
<b>2024/25 EXPENSE</b>	PAC Related		611.00	562.00	49.00
	Fundraising		14,000.00	5,207.00	8,793.00
	School Support		9,900.00	4,000.00	5,900.00
	School Community Support		1,500.00	621.00	879.00
	Classroom Support		13,000.00	3,139.00	9,861.00
	Bursaries		1,000.00	0.00	1,000.00
	Donation Remittance to subsidized lunches		600.00		600.00
			<b>TOTAL EXPENSE</b>	<b>40,611.00</b>	<b>13,529.00</b>
					27,082.00
			<b>Grand Total</b>	<b>14,214.37</b>	<b>64,630.02</b>
					<b>23,357.65</b>

# CARNIVAL COMMITTEE



- Budget
- Map

# BUDGET DISCUSSION

2025 Approach: Focus on value creation and 'wow factor'.

- Recognition of demand for popular items:
  - extra bouncy castle
  - more balloon twisters
  - more support for face painting
- Carnival atmosphere:
  - circus entertainers
  - caricature artist (volunteer artist)
  - themed decor (volunteer artist)
  - DJ
- Outsourcing of work where possible to reduce load on parents
  - food trucks to reduce food prep
  - large volunteer workforce
    - 40 parents
    - 20-30 students
- Community Involvement
  - sponsors
  - donors
  - local artisans
- Event Organization
  - attention to operations
  - team visibility/communication equipment
  - emcee

Category	Item	Cost	Expected Revenue
Entertainment	4 Bouncy Castles (5 attendants)	\$3,163.44	
	Photobooth (1 attendant)	\$500.00	
	DJ	\$400.00	
	Circus Entertainers (2)	\$1,000.00	
	Carnival Games (9)	\$605.00	
	Balloon Twisters (5)	\$500.00	
	Jumpling Animals (12)	\$60.00	
	Mme Danica's Choir (volunteer)	\$145	
	Caricature Artist (volunteer)	\$100	
	Local Sports Teams (sponsors)	\$0	
	Face Painting (volunteer and sponsors)	\$0	
Marketing Materials	Banners, posters, ads	\$225.00	
Equipment	Marquee Tent (20 x 30')	\$672.00	
	Headset Rentals	TBD	
	Square Card Reader (POS)	TBD	
	Key West Ford Truck w/generator	\$0	
Committee Expense	Yellow Tshirts (5)	TBD	
	Gift for Emcee (Mme Danica)	\$100.00	
Art Supplies & Decor	Decorations	\$200	
	Art Supplies	\$100.00	
Saint John's Ambulance	Donation	\$300.00	
Market	Vendor Tables (10)	\$0.00	\$450.00
Food	Tacofino (min spend \$2k)	\$500.00	
	Little Miss Coffee (10% back)	\$0.00	\$100.00
	Cotton Candy	\$900.00	\$900.00
	Hotdogs (300; SaveOnFoods)	\$0.00	\$600.00
	Drinks (SaveOnFoods)	\$0.00	\$100.00
	Chips (SaveOnFoods)	\$0.00	\$100.00
	Icecream (312; Chapman's Icecream)	\$0.00	\$624.00
	Freezies	\$71.96	\$280.00
Ticket Sales	Wristbands (300)	TBD	\$4,500.00
		\$9,542.40	\$7,654.00

# BUDGET DISCUSSION CONT'D

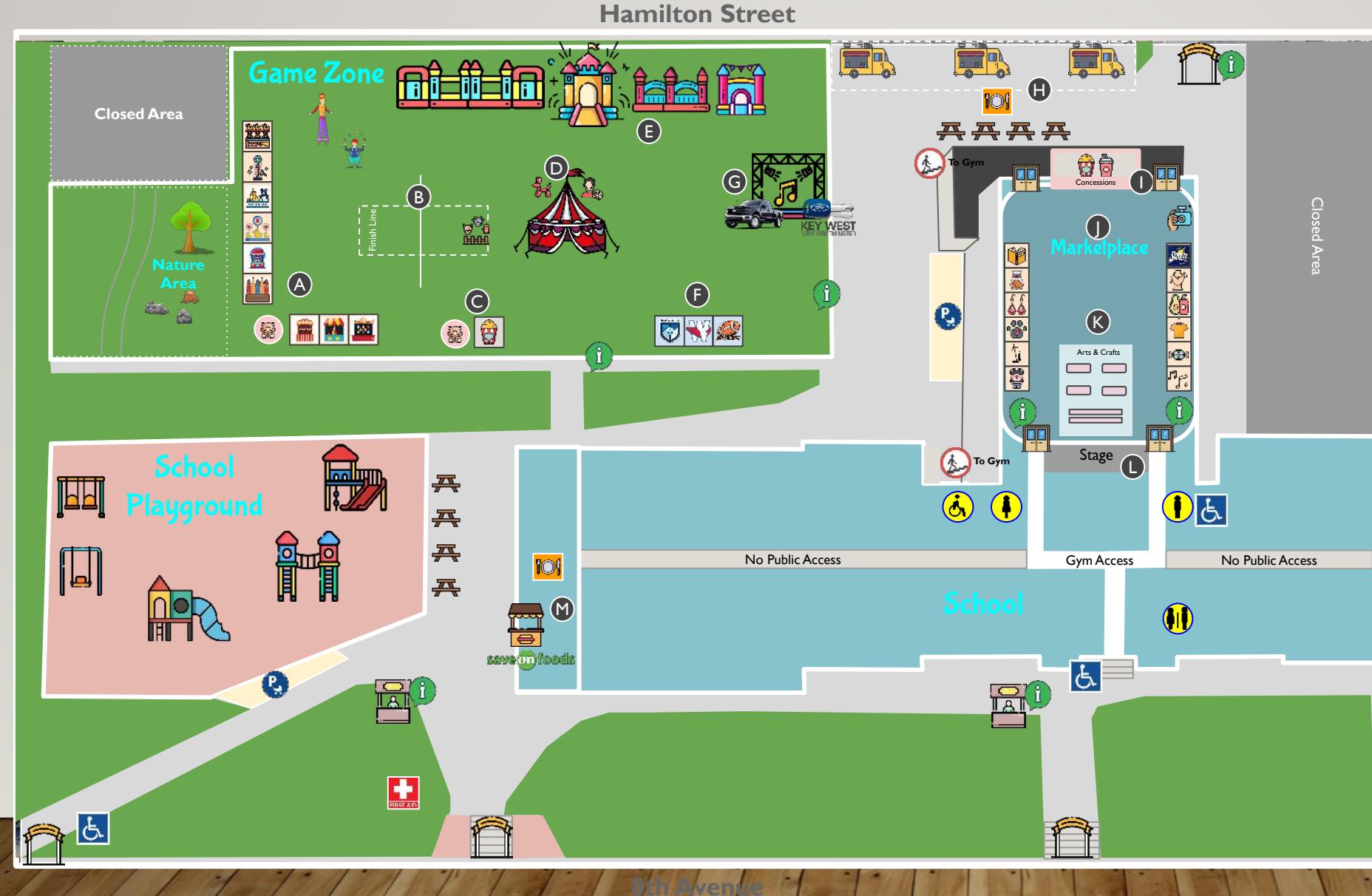
Budget of \$8000 exceeded

- costs are higher due to inflation etc. (20-50% in some cases)
- NB: some expense is calculated in as a risk but may not be required. (eg. Tacofino \$500)
- large spend is accounted for (games/bouncy castles, etc)
- some costs are mitigated through sponsorship
  - SaveOnFoods
  - Chapman's Ice Cream
  - Salmonbellies, New West Soccer, Hyacks
- incidental costs are still coming in.

Carnival Committee respectfully requests an additional \$2000.

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# Tweedsmuir Elementary School Carnival Map



## Game Zone

A	Carnival Games	E	Bouncy Castles
	Prize Tent		Obstacle Courses
B	Bouncy Animal Races	F	Sports Tents
C	Concessions	G	DJ Music
D	Marquee Tent		Key West Ford Truck

## Marketplace (Gym)

-  Concessions
-  Arts & Crafts
-  Vendor Stalls/Photo Booth
-  Live Performances

## Dining

- Food Trucks
- SaveOnFoods Tent: hotdogs, snacks, drinks.

## Map Key

	Entrance		Games Prize Tent
	Wrist Bands		Face Painting
	Information		Balloon Twisting
	First Aid		Dining
	Stairs to Gym		Concessions
	Wheelchair Access		Stroller Parking
	Washrooms		

# Tweedsmuir Elementary School Carnival Map (Rainy Day)

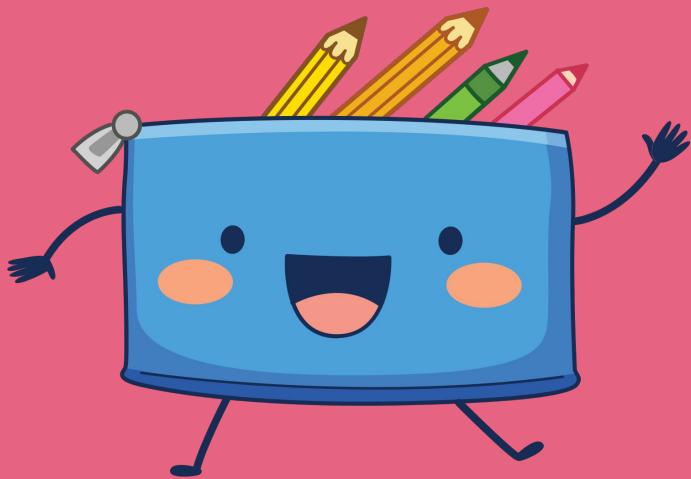


# DPAC UPDATE

- General update
- Items relevant for our school



# PRINCIPLE UPDATE



- Jen Richter
- General update

# NEW BUSINESS & ADJOURNMENT



## 1. New Business Items

1. Litter Free Lunch Initiative with Climate Club (Kim)
2. Parent volunteer needed for Grade 5 Farewell on Wednesday, June 25<sup>th</sup>
  1. Looking for a non-Grade 5 Parent volunteer to coordinate the Leaving Ceremony snacks. How to guide is available from Kim.
3. Welcome to Kindergarten on Thursday, June 5<sup>th</sup>
  1. PAC Volunteers for PAC table at event in afternoon

## 2. Adjournment

- Next meeting 28<sup>th</sup> May our AGM