



Unsworth Elementary PAC – Meeting Minutes

Date: Tuesday, September 23, 2025

Time: 6:30 pm

Location: The Nest

Facilitator: Ria Cooke

Attendees: 8 parents, 1 staff/admin (3 executives present: Ria, Mike, Amy)

1. Call to Order

- Meeting called to order at **6:33 pm**.

2. Approval of Minutes

- May 2025 minutes approved.

3. Welcome & Introductions

Admin Report

- **Enrollment:** 296 students (decrease from last year due to a large Grade 5 cohort leaving and lower Kindergarten intake).
- **School Divisions:** One division removed by SD33 due to lower student numbers (financial decision). School now at full capacity with current divisions.
- **Upcoming Events:**
 - Cross Country (Grades 3–5): Sept 25, Oct 2, Oct 9
 - Orange Shirt Day: Sept 26
 - Professional Day: Sept 29 (8 schools meeting at Ch'iyáqtel building with two guest speakers)
 - Parent Teacher Conferences: Oct 22
 - Early Dismissal: Oct 23
 - Provincial Pro-D Day: Oct 24

4. Old Business

Memorial Placement

- Ken working with Bryanna and district maintenance for placement.
 - Action: PAC to provide a photo of desired placement location (Anglelica).
-

5. PAC Reports

Treasurer Report

- **Chequing:**
 - June 2025 closing balance: \$49,789
 - Yearbook cost still outstanding: \$2,800
 - Current balance: \$59,630.30
 - Post coupon book payment: \$58,805.30
 - **Term Deposit (matures Sept 24):**
 - Options presented:
 - 1 year non-redeemable – 3.08%
 - 1 year redeemable – 0.75% (first 6 months), 4.79% (second 6 months)
 - **Voted:** 1 year non-redeemable at 3.08%
 - **Gaming Account:**
 - Balance: \$2,674.16
 - \$6,212.95 in 12-month term deposit (matures Sept 24)
 - PAC providing **\$20 per student for bussing** (Total: \$5,920)
 - Awaiting Gaming Grant approval
 - **iPads:** Discussed at staff meeting; no consensus yet. PAC open to funding if needed.
-

6. New Business

Fundraising Updates

- **Coupon Books:** 110 sold (\$825 profit). Ordered 120 for late sales.
- **Opt-Out Fundraiser:** Amy to send form by Sept 26.
 - 2024 total: \$1,805
 - Discussed adding PAC fees to SD33 Quick Pay (possible for 2026).

- Ken advised school supplies will increase in cost (not subsidized by school).
 - Idea: Add QR code in newsletter for ongoing donations.
- **Abby Canucks Fundraiser:** Mike to liaise and confirm dates.

Staff Support

- \$200 per teacher allocation (14 divisions + library, music, counsellor and child/youth care worker, learning resources, and 3D Art Club).

Christmas Events

- **Christmas Store:** Jody to lead. Limited to Wed–Fri.
- **Christmas Concert:**
 - Only Intermediate grades participating (Dec 11, afternoon & evening).
 - **No Bake Sale** (limited audience).
 - **No seat raffle** – discussed afterwards, this could still be done
 - **50/50 Draw** at concert.
 - *Action Item:* Apply for gaming licence.
- **Primary Concert:** Planned for Spring.

Other Upcoming Events

- **Staff Appreciation:** Dec 15–19
- **Book Fair:** Dec 8–12
- **Canned Food Drive:** Awaiting Salvation Army response
- **Pancake Breakfast:** Dec 17 (organized by Amy)
 - Last year's cost: \$520.12
 - Some supplies still available
- **Freezies Fundraiser:**
 - Ken purchased for Terry Fox Run.
 - PAC has 3 boxes left.
 - Spring plan: Pre-order only (proceeds to Cops 4 Cancer).

Special Requests

- **Escape Room Challenge (October):** PAC approved up to **\$663.04** for prizes/decorations (requested by Kelly Urban).
- **Cops 4 Cancer:** PAC will direct freezie fundraiser proceeds to this cause. Matching donations unlikely unless fundraising advertised specifically. Mike to liaise with Cops 4 Cancer.

Treasurer Transition

- Tori will be mentored by Amber to transition into Treasurer role.

7. Adjournment

- Meeting adjourned at **7:38 pm**.

Action Items Summary

- PAC to provide playground placement photo (Anglelica).
 - Amy: Send Opt-Out Form by Sept 26.
 - Mike: Liaise with Abby Canucks & Cops 4 Cancer.
 - Amber: Apply for Gaming Licence for Dec 11 50/50 draw. 2 shows.
 - Amy: Organize Pancake Breakfast (Dec 17).
-