

Josette Dandurand Elementary PAC – Official Meeting Minutes

Date: November 15, 2025

Time: 6:30 PM

Location: School Gym

Executives in attendance:

- Micheal A. - Chair, Sharon M. - Vice Chair, Najwan S.T. - Treasurer, Summer Y. - DPAC, Members at Large: Laima H., Christina K., Amie B., Ece K.S, Tin.

Executives missing from attendance:

- Giuliana S. - Secretary, Member at Large: Kylee Ramirez

Guest administration in attendance:

- Principal Sean Oliver

17 PAC members were present at the meeting (including executives, excluding guests)

Quorum is 5 members, minimum 3 executives in attendance.

Quorum was met.

1. Call to Order & Welcome (5 min)

Meeting was called to order by Chair Micheal A. at 6:34pm

- Welcome & land acknowledgements done by Chair Micheal A.

2. Adoption of Agenda & Minutes (5 min)

- Motion to adopt agenda
 - *Motioned by Bruno F. seconded by Sharon M. , none opposed. Motion carried.*
- Motion to adopt previous minutes (September 10, 2025)
 - *Motioned by Bruno F. seconded by Mandy Y. , none opposed. Motion carried.*

3. PAC Position (5 min)

- Appointing Tin as Member at Large
 - *Motioned by Mandy Y. , seconded by Najwan S.T. , none opposed. Motion carried.*

4. Principal, Chair & Executive Reports (5–10 min)

- Principal Report - Presented by Principal Sean Oliver
 - Portables update: No portables have been installed at this time. Work is still in progress - no timeline on installation yet.
 - 2 Successful school assemblies have taken place
 - School supplies are still coming in and/or being ordered - furniture, books, tech items (laptops, classroom mics etc), etc.
 - The school construction is almost fully complete.

- Chair Report - Presented by Micheal A.
 - Took a moment to thank all PAC members and PAC Committees for all the hard work that has gone into the events and fundraisers that have taken place so far this year. Also for those that are coming up in the future.
 - Overall the events have been successful, including Hot lunch day, Halloween dance, and Trunk or Treat.
 - All feedback that has been received will be taken into account for future events.

- Treasurer report: current balance, fundraising/donation updates, Success of past events (Treat Days, Trunk or Treat, Halloween Dance) - Presented by Najwan S.T
 - See Treasurer's report for full breakdown
 - Staff Appreciation Lunch in May- Motion to add \$700 to budget for approval
 - Movie night January - Motion to add - \$500 to budget for approval
 - Above budget amendments - *motioned by Bruno F. Seconded by Mandy Y. , none opposed. Motion carried.*

- Trunk or Treat donations purely from Food truck sales
- DPAC update - Presented by Summer Y.
 - In case of power outages - Consider paper copies of school records as back up (if no backup power at the school). *Principal Oliver says this shouldn't be an issue for us as a new school there should be enough backup power to last.*
 - AI - Microsoft Co-pilot for teachers and students (excluding K - Grade 8). *Not something we will have at our school.*
 - Motion from the District - To review the existing contract with the school lunch provider and get feedback from those using the program and evaluate other options.

Our school currently doesn't utilize this service as it involves a large amount of volunteers/staff to run and we don't have that capability at this time.
 - Members in attendance put to a vote- All were in favor. *Summer will take this back to the next DPAC meeting.*
 - Every parent in the school district is entitled to have up to \$50 reimbursed annually from the DPAC for parental book resources or classes. Some restrictions apply.
- Hot Lunch
 - First Hot lunch was a success with A&W
 - Feedback has been reviewed and some changes will be made to make things better for the next hot lunch day on December 5th
 - We will be requesting to deliver all lunches at the same time for all students just on Hot Lunch days

5. Fundraising (10-20 min)

- **Hot Lunch Program:** Solidified Dates

- Review updated PAC Calendar
- **Movie Night:** Date, Movie, Volunteers
 - November 28th - Doors open at 6pm, movie starts at 6:30pm sharp.
 - Sign up genius is posted on socials and in liaison groups
 - Tickets are \$4 each and include a bag of popcorn - can be purchased through munchalunch.com
- **Treat Days:** Upcoming Dates (Dec 5th)
 - December 5th - Hot chocolate and bake sale items
- **Pancake Breakfast:** Plan so far, committee, needs
 - Holiday themed - Santa will be visiting
 - 2 griddles have been booked and 2 heat safe tables to put them on
 - Food items are being donated by parents, Maple syrup is being donated by IHOP Langley
 - Sign up for volunteers for the event are being done through sign up genius
- **Open Fundraisers:** Tommy Guns, Magnetify Pics, Gift Wrap, Fundscrip
 - Tommy Guns end date - November 14th
 - Gift Wrap with Dieleman end date - November 17th
 - Fundscrip end date - November 28th
 - *Teachers will be receiving a small gift card from PAC for the holidays*
 - Magnetify Pics end date - December 5th
- **Other Events:** spirit wear, social gatherings, other school activities
 - Spirit wear update - waiting on confirmation of language wording, ordering should be coming out soon
 - School Hamper program starting soon
 - Food bank monetary donations - no physical donations being collected this year

6. Committee Update (5 min)

- Discuss committee responsibilities and expectations
 - Leads are the delegators - point people.
 - Committee members - any expenditures required for events should be sent to the leads as soon as possible for reimbursement
 - All members are involved and input is always valued

7. Other Business / Open Discussion (5–10 min)

- Community fundraisers (upcoming fundraisers)
 - Grad ceremony event - Discussed to start a specific fundraiser just for Grad funds and have it roll-over throughout the years. (Bottle drive, Hoodies for grads)
 - Decision was made - Grad funds will be raised independently from the PAC - with a possible PAC donation. The Grad committee will work with the teachers, principal, admin staff to raise funds.
 - The Scholastic Book Fair is coming soon, parent volunteers are being requested please reach out to the librarian.
- Any other ideas from parents/executive
 - “Running Club” Kilometer club
 - Reading Link Challenge

8. Next Meeting & Adjournment (5 min)

- Confirm next meeting date
 - Next meeting will be held on January 19th and reminders will be sent out to parents closer to the date.
- Motion to adjourn
 - *Motioned by Sharon M. seconded by Amie B., none opposed. Motion carried. Meeting adjourned at 7:54pm*

Treasurer's Report -PAC Meeting

Meeting Date: Nov 13, 2025

Period Covered: Sep 6, 2025- Oct 30, 2025

Prepared by: Najwan Stephan-Tozy (Treasurer)



Summary of Financials:

(See Attached Budget "JDE PAC Financial Sep 6-Oct 30 2023")

General Account Balance (as of Oct 30, 2025): \$11,857.85

Gaming Account Balance: \$0

Trust/Reserve Account: \$0

Donations: \$6,405.00

Fundraising: \$10,499.98

Expenditures: \$5,371.50

Revenue and Expenditure Highlights:

(See attached "JDE Fundraising and Events" Summaries)

Budget Amendments:

1. Trunk or Treat- \$0
2. Tommy Guns Haircuts -\$0
3. Jan and Jul- \$0
4. Shop DSF (gift wraps)- \$0
5. Magnetifypics- \$0
6. Staff Appreciation Lunch- \$700
7. January Movie Night - \$500
8. Any others?

Motions to approve/ratify:

1. "The PAC to approve the above budget amendments"

Moved by: _____

Second by _____

2. "The PAC to approve that the treasurer's report be accepted as presented"

Moved by: _____

Second by _____

Comments/Notes:

- Halloween Ticket Sales: Here is the stats for ticket sales:
Grade k-1= 221 online tix
Grade 2-5=175 online tix
round 40 extra tix sold at the event (estimated)
Total estimate tickets sales: 436
- Total expenditures include some receipts that are submitted/cashed after Nov 1
- Bank Reconciliation was completed Nov 9, 2025 for period Sep 6-Oct 30, 2025. Receipts and deposit records are available upon request
- Guidelines for Reimbursements:
 - Use one reimbursement form per event to submit your receipts.
 - Email form and receipts to PAC email with attention to Najwan: pac.jde@gmail.com
 - Try to take one picture per receipt
 - Deadline to submit receipts is within 48 hours after the event is finished. So please submit as soon as you can (unless you suspect you might need to return items). You probably want your money back soon :)

Respectfully submitted by:

Najwan Stephan-Tozy

JDE PAC Financials Sep 6-Oct 30 2025

General Account

\$0 balance brought forward (Opening Balance)					\$0.00	
	Anticipated Budget Expense	Anticipated Income	Net Difference	Actual Spent	Actual Income	Net Difference
General:						
PAC Operating Expense & Supplies	\$300.00		-\$300.00	\$48.19	\$0.00	-\$48.19
PAC Website	\$0.00		\$0.00			\$0.00
Floats for Events (Out and In, should balance to	\$200.00	\$200.00	\$0.00			\$0.00
Petty Cash	\$100.00		-\$100.00			\$0.00
Munch-A-Lunch System	\$400.00		-\$400.00	\$369.60	\$0.00	-\$369.60
Hot lunch	\$15,000.00	\$25,000.00	\$10,000.00	\$2,035.75	\$5,043.45	\$3,007.70
Grade 5 Leaving Ceremony	\$300.00		-\$300.00			\$0.00
PAC Christmas Hamper	\$1,500.00		-\$1,500.00			\$0.00
Staff Appreciation Lunch	\$0.00		\$0.00			\$0.00
Staff Thank you Gifts	\$150.00		-\$150.00			\$0.00
Admin Thank you Gifts	\$300.00		-\$300.00			\$0.00
Volunteer Appreciation	\$0.00		\$0.00			\$0.00
President's Discretionary Fund	\$0.00		\$0.00			\$0.00
Contingency Fund	\$0.00		\$0.00			\$0.00
PAC Donations		\$500.00	\$500.00			\$0.00
Adjustments			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
Budgeted for This Year			\$0.00			\$0.00
Kitchen Supplies	\$200.00		-\$200.00			\$0.00
Teacher Discretionary Subsidy (\$125 per teacher)	\$3,500.00		-\$3,500.00			\$0.00
Teacher Requests; project funding etc	\$1,500.00		-\$1,500.00			\$0.00
Compassionate Fund	\$0.00		\$0.00			\$0.00

			\$0.00			\$0.00
Spirit Day / Teams / Events:			\$0.00			\$0.00
Welcome Event	\$100.00	\$150.00	\$50.00			\$0.00
Treat Days (Freezie Friday..etc)	\$500.00	\$2,500.00	\$2,000.00	\$104.79	\$480.16	\$375.37
Sports Day	\$200.00	\$500.00	\$300.00			\$0.00
Pancake Breakfast	\$1,500.00		-\$1,500.00	\$412.03		-\$412.03
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
Fundraiser Event Costs/Revenue:			\$0.00			\$0.00
Trunk or Treat Oct 17, 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$352.20	\$352.20
Tommy Guns (hair cuts)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,137.66	\$1,137.66
Jan and Jul Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$48.96	\$48.96
Halloween Dance	\$2,000.00	\$4,000.00	\$2,000.00	\$2,401.14	\$3,437.55	\$1,036.41
November Movie Night	\$200.00	\$1,200.00	\$1,000.00			\$0.00
January Movie Night	\$0.00	\$0.00	\$0.00			\$0.00
Krispy Kreme Donuts	\$0.00	\$1,500.00	\$1,500.00			\$0.00
Stay Safe Course	\$0.00	\$2,250.00	\$2,250.00			\$0.00
April Movie Night	\$200.00	\$1,200.00	\$1,000.00			\$0.00
June Block Party	\$200.00	\$500.00	\$300.00			\$0.00
Cobs	\$0.00	\$100.00	\$100.00			\$0.00
Fundscript	\$50.00	\$800.00	\$750.00			\$0.00
Mabel's Labels	\$0.00	\$75.00	\$75.00			\$0.00
Shop DFS (gift Wrap)	\$0.00	\$0.00	\$0.00			\$0.00
MegnetifyPics	\$0.00	\$0.00	\$0.00			\$0.00
Donations Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$6,405.00	\$6,405.00
	\$28,400.00	\$40,475.00	\$12,075.00	\$5,371.50	\$16,904.98	\$11,533.48

JDE Fundraising and Events

Fall Treat Days		
Description	Cost	Income
Freezie Friday Sep 19, 2025	\$104.79	\$480.16
Freezie Friday		
Day of card sales		
TOTALS	\$104.79	\$480.16
Net Profit/Loss	\$375.37	

Trunk OR Treat Oct 17, 2025		
Description	Cost	Income
Food Truck 1 Sales	\$0.00	\$123.40
Food Truck 2 Sales	\$0.00	\$163.80
Food Truck 3 Sales	\$0.00	\$65.00
Day of cash sales	\$0.00	\$0.00
TOTALS		\$352.20
Net Profit/Loss	\$352.20	

A&W Hot Lunch Nov 7, 2025		
Description	Cost	Income
Advances Sales (Munch)		\$2,621.39
Vender Costs A&W	\$1,521.45	
Vender Costs Costco (snacks)	\$189.61	
Vender Costs Milk (walmart/sav)	\$184.31	
Hot lunch Storage Bags	\$140.38	
TOTALS	\$2,035.75	\$2,621.39
Net Profit/Loss	\$585.64	

Halloween Dance Oct 23, 2025		
Description	Cost	Income
Advanced Ticket Sales (Munch)	\$0.00	\$1,116.62
Advanced Pizza Sales (Munch)	\$849.15	\$1,561.53
Little Cesare's Pizza slices (cash)	\$155.32	
DJ 2 Scoops x3hrs	\$800.00	
Decorations	\$596.67	
Day of Sales (tix, conce, pizza, glstix)		\$733.40
Donations		\$26.00
TOTALS	\$2,401.14	\$3,437.55
Net Profit/Loss	\$1,036.41	

Misc Fundraisers		
Description	Cost	Income
Mabel Labels	\$0.00	
JAN & JUL	\$0.00	\$48.96
Tommy Gun's Haircuts	\$0.00	\$1,137.66
Cobs	\$0.00	
Shop DFS (gift Wrap)	\$0.00	
MegnetifyPics	\$0.00	
TOTALS	\$0.00	\$1,186.62
Net Profit/Loss	\$1,186.62	

Movie Night Nov 28, 2025		
Description	Cost	Income
Advanced ticket Sales (Munch)	\$0.00	\$0.00
Advanced Pizza Sales		
Day of cash sales		
Day of etransfer sales		
Popcorn		
TOTALS	\$0.00	\$0.00
Net Profit/Loss	\$0.00	

JOSETTE DANDURAND ELEMENTARY PAC
REIMBURSEMENT REQUEST FORM

Payable to: _____.

Home Phone: _____ Email: _____

In the amount of \$ _____ (receipts must be attached)

Expense Category: _____

Please list receipts below:

Vendor	Amount
Total	

For Treasurer's Use	
Cheque#	_____
Amount:	_____
Issued:	_____
Category:	_____
Posted:	_____

Reminders:

- Use one reimbursement form per event to submit your receipts. email form and receipts to PAC email with attention to Najwan.
- Try to take one picture per receipt (It's hard to stitch 5 pictures to make one receipt, it's like putting together a puzzle lol). Or just get a PDF receipt (Amazon and Temu offer it)
- Deadline to submit receipts is within 48 hours after the event is finished. So please submit as soon as you can (unless you suspect you might need to return items). You probably want your money back soon too :)
- Please contact me on WhatsApp if you have any question.

xo Najwan

PAC Email: pac.jde@gmail.com

Hot Lunch email: Jdehotlunch@gmail.com

PAC website: TBC

PAC Facebook Group: **Josette Dandurand Elementary Parents Group** - please join to stay up to date on the latest fundraisers and events!