

Cameron Elementary Parent Advisory Council (PAC)

The PAC represents parents/guardians, encourages parent involvement in the school, and supports the school community through events and fundraising.

The Cameron PAC recognizes that we are on the ancestral and unceded homelands of the hən̓q̓əmi̓nəm̓ (Halkomelem) and Sk̓wx̓wú7mesh (Squamish) speaking peoples. We are grateful to be on this territory.

Cameron PAC Meeting Minutes

Date, Time, Location:		Thursday Nov 21, 2024, 7:00pm, Cameron School Library	
Attendees:	Sean Gaster	Mike Nielsen	Jesse Corrigan
Stefanie Touffaha	Rami Touffaha	Rob Guwick	Rochelle Herron
Yoanna Daykova	Leanne Bentley	Annalice Hall	

1. Call to order: 7:03 pm
2. Welcome, Land Acknowledgement and introductions
3. Adoption of minutes from Oct 17, 2024 meeting: **Motioned by: Rami Touffaha**
Seconded by: Yoanna Daykova

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Item	Topic	Discussion	Action Required
4. Reports and Updates			
4.1	Principal's report	<p>1. Facilities</p> <ul style="list-style-type: none"> a. Portables progressing to completion, likely to open for use early in the new year. Final steps are related to fire and municipal permitting. b. Fencing for the front of the school has been approved. Installation will need to wait for funding to become available. <p>2. Superintendent Visit - Karim Hachlaf, SD41's new Superintendent visited Cameron Elementary and gave his input on various matters and challenges the school is facing. He will be an advocate for our school to reinstate the lost playground equipment due to the portable installation, and help our school plan and maintain safe and accessible play spaces during this transition to a new school build.</p> <p>3. Sports Clubs</p> <ul style="list-style-type: none"> a. Volleyball for both boys and girls is 5 weeks in and the development of the kids is evident. They are putting their new skills to use at a boys and girls volleyball tournament happening at Burnaby Mountain High School. b. Badminton Intramurals are happening now and badminton is becoming a very popular sport with our students. c. ASSAI Soccer for Grades 2&3 started on Monday, November 18. The After School Sport and Arts Initiative (ASSAI) is a government funded program that is designed to reduce barriers to participation that children may face. This program is run in partnership with the Burnaby 	Action:

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		<p>Football Club, a paid version of this program may also be introduced if the interest is there.</p> <p>d. Grade 6&7 Ski/Snowboard trip to Whistler is set for March 5, 2024</p> <p>4. Leadership Club</p> <p>a. Held their inaugural Walk/Run/Talk event and it was fun and engaging.</p> <p>b. More information on the planned Food Drive is upcoming.</p> <p>c. The next Spirit Day will have a monochromatic theme where the students of the club will dress in 1 colour top to bottom.</p> <p>d. There are now 60 students as part of the Leadership Club, made up of kids from Grade 3 to 7. This is an amazing achievement for the club and allowing the younger grades to be involved will foster the growth of leadership in our school and community.</p> <p>5. Crafting Club - Burnaby Mountain High School students came to Cameron to teach our crafting club members on making Origami - the Japanese art of folding paper to create 2 and 3 dimensional subjects.</p> <p>6. Choir - There are a staggering 85 choristers in our school choir! With every meetup, the children are growing more confident in their singing and getting more comfortable with the environment.</p> <p>7. Remembrance Day - The school assembly was a great success, the staff was very pleased with how well the children behaved especially with staying quiet during important moments in the event.</p> <p>8. Registration - Cameron Elementary is now at capacity, all new registrants are being sent to nearby Stoney Creek. If spots are becoming available at our school, they are usually filled within a week.</p> <p>9. Breakfast Program - Running smoothly with limited space. It was nice to hear</p>	
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		positive feedback from a parent present at the meeting.	
4.2	Treasurer report	<p>Closing balances (As of November 21, 2024):</p> <ol style="list-style-type: none"> 1. BMO (Fundraising/Operating) \$ 4,786.28 2. GVCU (Gaming) \$ 12,999.02 <ul style="list-style-type: none"> • RBC Grant of \$1,500 was received last June through a volunteer program run by RBC <ul style="list-style-type: none"> ○ These funds will be used to purchase items from the Teacher's Wishlist (2024/25)- Art Drying Rack, Musical Instruments, & Crafting Supplies • RBC Grant of \$1,500 in progress to fund new sports team jerseys 	<p>Action: Mr Gaster to poll teachers on new wishlist items for the school year 2025/26</p> <p>Action: Reminder for PAC Executive members to visit BMO & GVCCU to update signing authorities</p>
4.3	Social Coordinator report	<ol style="list-style-type: none"> 1. Pancake Breakfast - We are pleased with the number of parents who have contacted us to volunteer for this event. We are gathering information and planning the event. More info will be provided to you on the day of the event. Please come to the gym straight after dropping off your child (ren) for an orientation and brief explanation of duties. 2. Sign Up Program - The PAC introduced a new online program called Sign Up for handling volunteer information relating to signing up for various events. A test run was conducted on the Apple Fundraiser Pick Up and it was successful. We will try to 	<p>Action:Finalize volunteer submissions and prepare information for volunteers.</p>

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		<p>incorporate Sign Up into future events requiring volunteers if possible.</p> <p>3. PAC is always in need of parent volunteers when running social and fundraising events. If you are a parent who is willing and able to volunteer some time to help, we would greatly appreciate it.</p> <ul style="list-style-type: none"> a. Volunteer Cameron PAC b. Fantastic way to meet other parents and help the school community. 	
4.4	Fundraising report	<p>1. Chapters Indigo Adopt a School Fundraiser was a huge success! Chapters Indigo Metrotown, our partner store, helped us raise \$2,870 for the purchase of books for our school library. Very big THANK YOU to Jennifer Clarke, former PAC member who helped organize and facilitate this year's campaign.</p> <p>2. Apple Fundraiser was also a huge success! We sold 90 boxes of apples and raised \$818! It was a tremendous effort from our fundraising coordinators and the entire executive team. These funds will go towards covering teacher consumables for all 22 divisions. As this was the first time running this fundraiser, there were some challenges and mistakes along the way. A few suggestions came from the executive should we choose to run this campaign again next year.</p> <ul style="list-style-type: none"> a. Explain the way the fundraiser is run better - with parents' ability to get involved and help sell apples to friends and family (because they are delicious). b. If parents choose to make a personal sales link to track who they are selling to and get a small incentive for their effort, we ask that they refrain from promoting their personal link within the school 	<p>Action: Set up spring Fundraiser, email information out.</p>

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		<p>community.</p> <ul style="list-style-type: none">c. The main campaign link to sell apples will be promoted to the school community from the Cameron PAC Communications Coordinator, a new profile will be created for social media called Cameron PAC.d. Only use QR codes in posters when they are distinguishable. A mistake was made where a poster with an executive's personal QR link was sent to the school and posted incorrectly. Having promotional material checked through the communications coordinator will eliminate these kinds of mistakes. <p>3. Purdy's Fundraiser last order day is on Nov 26th. Updates will be provided on the results of this annual holiday fundraiser at the next meeting. Thank you to all who support this tasty fundraiser! Pick up information will be emailed out shortly.</p> <p>4. 2025 Fundraising Ideas</p> <ul style="list-style-type: none">a. Movie Nightsb. Dance Nightsc. Kona Iced. Colibry/Nellies/TruEarthe. Gift Cardsf. Meridian Meat/Neufeld Farm <p>5. Discussion of fundraising incentives and transparency - As mentioned with the apple fundraiser, there is an opportunity for parents to get involved and help our PAC expand the reach of the fundraiser and ultimately raise more funds for our kids. This particular fundraiser, run by Sun-Oka, offered a small incentive to parents who wished to help sell apples and raise funds for the PAC. The incentive was to sell to 2 people and get a \$2 discount on your purchase of apples (if you choose to buy). Sell to 5 people and get \$4 off your box of apples. Sell to 10 people and get \$6 off</p>	
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		<p>your box of apples. Several parents took this option to promote the fundraiser separately through their own sales link, and it helped us raise more funds overall. The PAC will ensure to communicate any incentive that is available through a fundraising campaign more clearly in the future. Along with setting up simple rules and suggestions to help maintain transparency throughout the process.</p>	
4.5	DPAC report	Next DPAC meeting is on January 25, 2025	Action: Rochelle (DPAC Liaison) to attempt to gain access to DPAC email where notices are sent for upcoming meetings.
4.6	Special Projects		Action: Melissa (SP Coordinator) to look into grant options from Best Buy & Kinder Morgan and cash-back for purchases from Save-On-Foods.
4.7	Communications	<ol style="list-style-type: none"> 1. Online Meetings - Attempts will be made to include a mobile option for joining PAC meetings. We will look into the resources available and what else is needed to set up this option. 2. Did You Know Campaign - ideas were given for promoting this campaign online to create awareness of various aspects of our school community. More to come in the new year! 3. Executive Contacts - all executive contacts have been updated and will be available on the PAC Board at the entrance to the school by next month. Any parent who needs to reach out to the PAC can get the contact info from this board. 	Action: Hajira to update the PAC Board at the entrance of the school.

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		<p>A call to all parents/guardians, please join our FaceBook Group for up-to-date information about our school events & programs. It is a safe and open space to ask questions and get help from the school community.</p> <p>Cameron Elementary Parents Group Facebook</p>	
4.8	Emergency Preparedness	<ol style="list-style-type: none"> Funds have been approved for expenditures on restocking the emergency preparedness backpacks and bins in each division. <ul style="list-style-type: none"> Inquiry for playing cards donation was sent out flashlights and lanterns need a battery check water needs to be replaced from outdoor emergency bin A list of items to keep kids busy (playing cards, dice, colouring books, etc...) was approved to be added to the bins in each division. Backpack washing - a great effort was put in by PAC executive Yoanna and husband Tyler in completing this much needed task as the backpacks were very dusty and dirty. 	<p>Action:</p> <p>Nargis and Ramya (with help if needed) to complete restocking of bins and backpacks in each class, as well as take inventory and restock water in the outside bin.</p>
4.9	Correspondence		
4.10	Business arising from past minutes		
4.10a		<p>Motion: I, <u>Rami Touffaha</u>, move to increase Line Item 10-15 Parent/Volunteer recognition from \$100 to \$175.</p>	<p>VOTE</p> <ul style="list-style-type: none"> In Favour - 8 Against - 0 <p>CARRIED</p>

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		<p>Seconded by: <u>Yoanna Daykova</u></p> <p>Rationale: A line item (BCCPAC Membership - \$75) was moved out of the Operating budget expenses and into the Gaming budget expenses, freeing up \$75 from the operating grant to put towards parent/volunteer recognition.</p>	
4.10b		<p>Motion: I, <u>Rami Touffaha</u>, move to increase Line Item 30-01 Emergency Supplies from \$200 to \$500.</p> <p>Seconded by: <u>Yoanna Daykova</u></p> <p>Rationale: Upon completing a full inventory of the emergency preparedness equipment and supplies, it was determined that the budgeted amount was not sufficient to cover the necessary purchases. Funds were available as a budgeted surplus and this will not affect the PAC financials negatively.</p>	<p>VOTE</p> <ul style="list-style-type: none"> ● In Favour - 8 ● Against - 0 <p>CARRIED</p>
4.10c		<p>Motion: I, <u>Rob Guwick</u>, move to create a new Line Item 20-15 titled “Online Ordering System (MunchaLunch)” under Fundraising Expenses and to set a budget of \$300 for this fiscal year.</p> <p>Seconded by: <u>Leanne Bentley</u></p> <p>Rationale: In order to facilitate ordering and offer online ordering options for our social and fundraising events, the PAC has decided to implement the MunchaLunch online ordering system for the school year. The cost for this service will come from our budgeted surplus and be placed under this specific line item so we can appropriately budget for it in the future.</p>	<p>VOTE</p> <ul style="list-style-type: none"> ● In Favour - 8 ● Against - 0 <p>CARRIED</p>
4.11	New Business		
4.11a			Action:

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4.11b			Action:
4.11c			

Cameron Elementary PAC Website: <https://cameronprojectspac.wixsite.com/cameron-elementary>



QR link to PAC website

5. Meeting adjourned ___9:22___ pm

PAC Executive 2024-2025

Chair	Jesse Corrigan
Vice Chair	Vacant
Secretary	Rami Touffaha
Treasurer	Robert (and Carla) Guwick
Fundraising	Yoanna Daykova
Social Coordinator	Hajira Insafi
DPAC Liaison	Rochelle Herron
Emergency Preparedness	Nargis Andish
Special Projects	Melissa Wilson
Communication Coordinator	Rochelle Herron
Member at Large	Leila Marghi, Nima Shirwa, Ramya Gajula, Leanne Bentley

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K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Total
4	1	3	3	1	1	4	4	21

Parent representation by Grade Level (Min 2 / year needed)

PAC Meetings this year:

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
19	17	21	None	16	20	None	17	15 (AGM)	19 (year end)