Pauline Johnson Elementary PAC

General Meeting Minutes — October 15, 2026 | Location: School Library

Date & Time: October 15, 2026	**Location:** School Library / Learning Commons
Chair / Executive: PAC Executive Team	**Administration:** Mme Evans (Principal)
Guest Speaker: Kam (Foodie Kids Hot Lunch)	**Minutes Prepared By:** PAC Executive Secretary

1. Welcome & Recent Events Overview

The meeting was opened with a welcome from the PAC Executive to all parents, staff, and community members in attendance.

• **PJ Spirit Wear Sale:** The initial spirit wear campaign (featuring the new yellow t-shirt design created by Williams & Evans) was a great success, raising **$518** in profit. A spring spirit wear sale and a vintage gear sale are planned later in the school year, putting the PAC well on track to meet or exceed annual income estimates.

• **World Teacher Day (Oct 5):** The PAC hosted a special morning appreciation event with coffee, treats, and a refreshed staff room setup. Additionally, new staff spirit wear t-shirts featuring the updated design were gifted to teachers and staff from the Staff Appreciation Fund ($659 spent out of budget). Teachers expressed sincere gratitude for the thoughtful gesture.

• **Garden & Pond Clean-Up:** Led by Laureline (Garden Lead) and parent volunteers, the garden team completed a comprehensive cleanup of the school pond area prior to the fall rains. Work included weeding, trimming branches, and clearing brambles.

• **Popsicle Fridays:** Popsicle sales have generated **$395** in net profit to date toward the annual goal of $1,000–$2,000. Operating changes were implemented smoothly thanks to parent volunteers Cheyenne, Cam, Kathy, and Anna.

2. Financial & Budget Update

The PAC Executive presented the current budget tracker and financial progress for the 2026–2027 school year:

Budget Line Item	Financial Summary & Status
Staff Appreciation T-Shirts	$659 spent from budget ($1,300 remaining; funds earmarked for upcoming coaches' t-shirts).
Administrative Fees	Slightly over budget due to fixed fees; deficit is fully covered by the PAC Contingency Fund.
Parent Social / Welcome Coffee	Raised $210 in voluntary coffee donations ($400 total revenue), resulting in a net profit compared to typical deficit years.

Popsicle Sales Fundraiser	$395 net profit raised to date (targeting $1,000 baseline / $2,000 stretch goal for the year).
Spirit Wear Sales	$518 profit from yellow t-shirt sales; additional sales scheduled for spring.

3. Principal's Report (Mme Evans)

• **Staff Appreciation Gratitude:** Mme Evans extended warm thanks on behalf of all teachers and staff for the World Teacher Day coffee, treats, and new staff t-shirts, highlighting how much staff appreciate wearing spirit wear on Fridays.

• **Playground Drainage & Archaeological Discovery:** Recent heavy rainfall confirmed that the summer drainage improvements were successful, preventing the playground field from becoming waterlogged. During summer excavation, workers uncovered ancient fossilized seashells embedded in the ground, reflecting West Vancouver's glacial sediment history. While the shells were too brittle to preserve in a display case, the historical discovery will be highlighted for students.

• **Classroom Audio Technology:** All classrooms are now fully equipped with new sound and voice-amplification speaker systems installed this year. These systems assist teacher voice projection and improve listening clarity and pronunciation comprehension for all students.

• **Grade 7 Transition Planning:** Principal Evans will meet with Grade 7 families in the coming weeks to discuss the transition to Grade 8 and upcoming milestone activities.

4. Special Presentation: Foodie Kids Hot Lunch Program

Kam (Foodie Kids representative and PJ parent) presented an update on the hot lunch program currently operating 3 days per week:

Metric / Feature	Program Details & Financial Metrics
Current Participation	75–85 participating students per lunch day (6 total orders fulfilled in past 2 weeks).
Daily & Per-Order Revenue	PAC nets approx. **$164 per day** ($60 net profit per lunch order).
Per-Item Margin & Cash-Back	PAC earns **$1.50 – $2.00** markup per item plus a **5% cash-back incentive** from Foodie Kids, which fully offsets Stripe & transaction processing fees.
Year-over-Year Growth	By Oct 1 last year, hot lunch profited $69; this year under Foodie Kids, PAC has profited **$181** in the same timeframe.
Popular Menu Items	Cheese pizza is the #1 favorite, followed by hot dogs and chicken strips.
Growth Projections	Increasing participation to 150 students could generate **$3,600/month** (at 3 days/week) or up to **$6,000/month** (at 5 days/week).

Allocation of Hot Lunch Surplus: The approved PAC budget conservatively estimates $15,000 in annual hot lunch earnings (compared to $12,400 raised last year). Any surplus funds generated above $15,000 will directly

fund major school capital projects, such as modernizing classroom furniture, gym enhancements, or specialized equipment.

5. Upcoming Events & Volunteer Opportunities

• **Garden Planting Day (Oct 16):** Planting 700 flower bulbs (350 from Bulbs for Kids and 350 donated). Special thanks to Maple Leaf Gardens for donating additional plants and 3 bags of topsoil.

• **Halloween Dance (Friday, Oct 30):** Features DJ Rock N Bow with 3 staggered time slots (K–1, Grades 2–4, Grades 5–7). The Library will be open as a quiet space for students. **Volunteers needed:** 15 chaperone parents per session, event coordinators, and donations/loans of inflatables, extension cords, and power bars. Sign-up link sent via e-bulletin.

• **Family Country Twirl (Nov 13):** New family line dancing & square dancing night featuring instructor Brett Mosley. Ticketed event with food available; attendees encouraged to dress in country attire. Details via e-bulletin and WhatsApp.

> **Volunteer Call-Out: Halloween Dance (Oct 30)**
> Parents are encouraged to sign up via the e-bulletin link to chaperone, lend extension cords/power bars, or lend Halloween inflatables. An event coordinator is also sought to oversee setup/takedown.

6. Adjournment

The formal meeting adjourned, followed by a Foodie Kids hot lunch sample tasting for attending parents and executive members.