



PAC MEETING MINUTES

ROSSER | PARENT ADVISORY COUNCIL

DATE	TIME	LOCATION	CHAIR
September 9, 2026	5:30 PM	School Library	Jenn O

CALL TO ORDER

Meeting called to order at: 5:37

ATTENDANCE

Quorum: A quorum for general meetings will be five voting members. Voting members include parents. If we don't have quorum we cannot conduct business that requires a formal PAC vote.

PAC Executive: Chair: Jenn O | Vice-Chair: Alicia R | Treasurer: Darwin | Secretary: Heather J

Other Attendees: Vice Principal: Chris Phillips | Kim J Communications - | Lisa T - Donations and Volunteers | Lisa J - Donations

Regrets:

WELCOME NEW MEMBERS – INTRODUCTIONS

- No new Parents today

LAND ACKNOWLEDGEMENT BY JENN

The Burnaby School District would like to acknowledge and thank the Coast Salish Nations of Musqueam, Tsleil-Waututh and Squamish, on whose traditional territory we teach, learn and live.

APPROVAL OF AGENDA

Motion: To approve the agenda as presented/amended

Moved by: Heather

Seconded by: Kim

Carried

APPROVAL OF PREVIOUS MINUTES

Motion: To approve the minutes of June 4, 2026 as presented/amended



Moved by: Kim

Seconded by: Alicia

Carried

VICE PRINCIPAL'S UPDATE

- New staff Members replacing teachers and a new councilor here on Monday's and Wednesdays

DPAC UPDATE

- Position Pending Fulfillment



TREASURERS REPORT (as of 2026-08-31)

Bank Accounts

Aug 31st, 2026

Consolidated balances Running including Opening Balances			
Accounts	Opening Balance	Running Totals Aug 31st	Balances Aug 31st
Cash Box Account	\$ 47.80	\$ 23.90	\$ 71.70
Fundraiser Account: 100082215978	118.43	(118.19)	0.24
Gaming Account: 100068167850	2,068.65	392.50	2,461.15
Main Account: 100068064297	14,822.01	(5,172.89)	9,649.12
Mini Mart Account: 100089591637	-	3,546.77	3,546.77
Rosser District Account for PAC	875.86	100.00	975.86
White Spot Gift Cards 2026	-	50.00	50.00
Consolidated Cash		-	15,728.98
Less Mini Mart			(3,546.77)
Less: Rosser District Account for PAC			(975.86)
Adjusted Cash available for PAC			\$ 11,206.35

May 31st, 2026

Accounts	Opening Balance	Running Totals May 31st	Balances May 31st
Cash Box Account	\$ 47.80	\$41.60	\$ 89.40
Fundraiser Account: 100082215978	\$ 118.43	\$13,339.82	\$ 13,458.25
Gaming Account: 100068167850	\$ 2,068.65	-\$1,457.50	\$ 611.15
Main Account: 100068064297	\$ 14,822.01	-\$2,296.46	\$ 12,525.55
Mini Mart Account: 100089591637	\$ -	\$3,908.36	\$ 3,908.36
Rosser District Account for PAC	\$ 875.86	\$100.00	\$ 975.86
White Spot Gift Cards 2026	\$ -	\$50.00	\$ 50.00
		\$ -	\$ 30,592.71

Reconcile Prior Forecast with Actuals

	Actuals	Prior forecast	Difference
Consolidated cash - May 31, 2026	\$30,593	\$30,593	\$0
HotLunch	(5,070)	(980)	(4,090)
MinimartFunds	(2,284)	(2,284)	-
Activity3 - Lacrosse	(2,231)	(2,231)	-
PAC Expenses - Fridge & Other Misc.	(1,436)	(1,650)	214
Field Trips	(1,039)	(1,368)	329
Year End Picnic	(857)	(1,200)	343
TeacherWishList	(834)	(1,000)	166
Classroom Consumables	(804)	(1,089)	286
Sports Day	(727)	(850)	123
Grade 7 Graduation	(397)	-	(397)
Staff Appreciation	(201)	(200)	(1)
EQKiosk	(197)	(500)	303
Coffee/Conversations	(27)	(100)	73
BankInterest	6	-	6
FundPlant	53	533	(481)
FundMovieNight	214	436	(222)
FundFreezeDried	-	37	(37)
50/50	-	308	(308)
MinimartFunds2627	259	-	259
BottleDriveGr7	709	-	709
Speakers and Guests	-	(1,500)	1,500
Other	-	(303)	303
Consolidated cash - Aug 31, 2026	15,729	16,650	(921)
Minus Minimart Monies 26/27	(3,547)	(2,508)	(1,038)
Rosser District Account for PAC	(976)	976	(1,952)
Adjusted Cash available for PAC	\$ 11,206	\$ 15,118	\$ (3,911)

FINAL 2025-2026 Actuals vs Budget

- Total fundraising was \$24,530 (\$21,493 excl Minimart) vs budget of \$17,790
- Total expenditure was \$25,488 vs budget of \$25,089
- Hot lunch actuals: \$9,437 compared to budget of \$10,000

	Original Budget	2025-07 - YTD		Original Budget	2025-07 - YTD
Sum of Accounting Row Labels	2025-08a	Totals	Sum of Accounting Row Labels	2025-08a	Totals
☐ Revenue	\$ 35,722.75	\$ 24,259.78	☐ Expenditures	-\$ 25,089.45	-\$ 25,487.93
0Opening Balance	\$ 17,932.75	\$ -			
50/50	\$ 500.00	\$ 192.50	Activity1	-\$ 2,200.00	-\$ 1,750.00
BankInterest	\$ -	\$ 97.39	Activity2	-\$ 2,200.00	-\$ 2,100.00
BottleDrive	\$ -	\$ -	Activity3	-\$ 2,200.00	-\$ 2,231.25
BottleDriveGr7	\$ -	\$ 708.75	Classroom Consumables	-\$ 1,800.00	-\$ 1,514.40
Donation2PAC	\$ -	\$ 120.00	Coffee/Conversations	-\$ 100.00	-\$ 26.99
FundApples	\$ 400.00	\$ 554.00	EQKiosk	-\$ 500.00	-\$ 197.17
FundBakeSale	\$ -	\$ 1,821.60	Field Trips	-\$ 3,200.00	-\$ 2,870.65
FundBookstore	\$ -	\$ -	FruitVeggie	-\$ 1,000.00	-\$ 893.32
FundCOBS	\$ -	\$ 91.00	Gaming License	-\$ 30.00	\$ -
FundFamilyPhoto	\$ -	\$ -	Goodie Bags	-\$ 200.00	-\$ 225.00
FundFreezeDried	\$ 400.00	\$ 363.30	Grade 7 Graduation	\$ -	-\$ 396.62
FundGiftCard	\$ -	\$ -	Library/Class Books	-\$ 650.00	-\$ 453.24
FundMabel	\$ -	\$ 50.07	MinimartExp	\$ -	\$ -
FundMovieNight		\$ 1,231.25	NeedyFamily	\$ -	\$ -
FundNeufeld	\$ 1,000.00	\$ 1,231.25	PAC Expenses	-\$ 930.00	-\$ 5,209.15
FundPlant	\$ 750.00	\$ 269.36	Pancake Breakfast	-\$ 350.00	-\$ 205.89
FundPurdys	\$ 400.00	\$ 711.05	Planners	-\$ 1,200.00	-\$ 1,006.88
FundXmasBasket	\$ 1,000.00	\$ 1,625.00	Pumpkin Patch	-\$ 100.00	-\$ 107.92
Gaming Grant	\$ 3,200.00	\$ 3,060.00	Scholarship Program	-\$ 500.00	-\$ 500.00
HotLunch	\$ 10,000.00	\$ 9,437.26	School Jersey	-\$ 3,179.45	-\$ 3,179.45
MinimartFunds		\$ -	Speakers/Guests	-\$ 1,500.00	\$ -
MinimartFunds2627		\$ 2,767.10	Sports Day	-\$ 850.00	-\$ 727.16
PACGrant	\$ 140.00	\$ 144.52	Staff Appreciation	-\$ 200.00	-\$ 201.20
Spirit Wear	\$ -	-\$ 215.62	TeacherWishList	-\$ 1,000.00	-\$ 834.22
TDGrant	\$ -	\$ -	Year End Picnic	-\$ 1,200.00	-\$ 857.42
			Totals	\$ 10,633.30	-\$ 1,228.15

FINANACIAL APPROVALS/MOTIONS

Motion(s):

Motion to approve expenses of up to \$[amount] for [purpose]

Moved by: [Name]

Seconded by: [Name]

Carried.

FUNDRAISERS / ACTIVITIES

Current Fundraisers/Activities:

FUNDRAISER/ ACTIVITY	ORGANIZER	SALE DATE(S)	DELIVERY/ ACTIVITY DATE & TIME	VOLUNTEERS NEEDED?	NOTES/LESSONS LEARNED	REVENUE
Apples	Jenn	Sept 14-28	Oct 16 2:30-3:30	Heather		
Terry Fox	School	N/A	Sept 24	6 Volunteers 1-3 for run, washing apples and distributing – Lisa T organizing	Lisa J going to check with Save-On for donation of Apples. 160 Kids	N/A
Neufeld	Alicia	Oct 13-26	Nov 4 5:30	Heather and Darwin		
Bake Sale	Jenn	TBD		Pending		

Upcoming/Unconfirmed Fundraisers/Activities:

FUNDRAISER/ACTIVITY	ORGANIZER	TARGET MONTH OF SALES/ACTIVITY	NOTES/COMMENTS
Spirit Wear			Typically this is not a fundraiser for accessibility. Usually done every 2 years. This was done in 2026.
Pumpkin Patch		October	
Growing Smiles Winter Plant Sale	Heather	November	Ordering must wrap up 2 weeks before the Delivery Date
Purdy's	Jenn and Alicia	November	
Photo Night	Alicia	November/Feb	
Raffle		December	
Pancake Breakfast		December 17	
Toy Drive		December	
Astro (Freeze Dried)	Kim	January/February	

FUNDRAISER/ACTIVITY	ORGANIZER	TARGET MONTH OF SALES/ACTIVITY	NOTES/COMMENTS
Direct Donations Callout	Heather	February	
Bake Sale	Jenn	February/March	
Movie Night		February	
Neufeld	Alicia	April	
Growing Smiles Spring Plant Sale	Heather	May	
Astro (Freeze Dried)	Kim	May	
Sports Day		May ?	
Book Sale		May	
Bake Sale	Jenn	May	
Teachers Appreciation Lunch		May 31 st (Pro D Day)	
Movie Night		June	
School Picnic		June	

Hot Lunch/Mini Mart/Bottle Drive Updates:

- Hot Lunch Updates:
 - Heather has Food Safety License
 - Becky, Alicia and Jenn will get Food Safety License. Level 1 can be done online.
- Mini-mart updates: Grade 7 Fundraising
 - Planning to continue mini mart on Friday's delivered at lunch with an additional warm meal such as Macaroni offered.
- Bottle drive updates: Grade 7 Fundraising
 - Grade 7 Parents will do Monday's and if there is a Holiday/Pro D it will be Tuesday.

NEW BUSINESS / CORRESPONDENCE

Topic	Raised By	Discussion / Decision	Action
Chris – welcome to Rosser Community	Jenn	Chris agrees	Chris will take this.
MunchALunch Training	Heather		Heather to setup time with group via MS Teams

Topic	Raised By	Discussion / Decision	Action
When do we expect classroom assignments?			Expected by September 14. Chris will send to PAC email
Open Hot Lunch Positions: (Hot Lunch Vendor and Menu Coordinator(s))		-Becky has agreed to be backup for Lalita as onsite coordinator -Will manage Costco runs amongst the group. Likely needed once a month. Should buy extras when items are on sale depending on Best Before/Expiry Dates Alica and Jenn to support as the Hot Lunch Vendor and Menu Coordinator	Determine when Hot lunch will get kicked off
Other Open Positions: DPAC and Health and Safety Coordinator	Jenn		Jenn will draft a communication to recruit for this.
Update on Code of Ethics Signatures	Alicia		Alicia following up with people with positions in the PAC that are non executives to sign
Proposal for Grade 7's to Volunteer to Deliver food for Hot Lunch		Scrapped	No Action
Survey Deployment Review	Kim	Feedback about what we could fundraise for.	Kim will discuss and engage outside of the PAC meeting
Fieldtrip Encouragement		Chris will continue to encourage. Last year all funds were spent.	No Action
Family Photo Night Fundraiser	Alicia	November or February?	Will revisit
Ukuleles	Alicia and Heather	Parent works for a company that can get Ukuleles at Cost	Heather will get a new inventory list and will discuss with Alicia
S'Cool Grant	Heather	Maybe this grant could fund the Ukuleles?	Will coordinate with Chris once we can apply
Gift Card Fundraiser	Alicia	Potential to consider for Grade 7's fundraising?	No Action
Google Calendar for PAC and School	Heather	can we see if Rosann is willing to maintain a Google Calendar on the website so parents can subscribe? Heather is happy to work with Rosann on this	Chris to check with IT and Rosann
\$50 Gift Card from Safeway	Jenn	Chris to provide suggestions on what could be purchased with this money	Chris to provide list of items to purchase



Topic	Raised By	Discussion / Decision	Action
PAC Emails for Discussion	Heather	Raise Funds Selling Local, Natural Meat – we discussed and will pass this year	Heather to reply
Silverfish	Jenn		Cleanup and then assess

PARKING LOT / FUTURE DISCUSSION

Topic	Raised By

NEXT MEETING

DATE	TIME	LOCATION
October 7, 2026	5:30 PM	School Library

ADJOURNMENT

Meeting Adjourned: 7:34