PAC MEETING MINUTES

ROSSER | PARENT ADVISORY COUNCIL

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

CALL TO ORDER

Meeting called to order at: 5:35PM

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 | Lisa J – Donations | Lisa T Donations and Volunteers

Regrets:

WELCOME NEW MEMBERS – INTRODUCTIONS

- Sarah – Kindergarten
- Jenny – Grade 3 and Kindergarten
- Karina – Kindergarten
- Rueben – Grade 3 and Kindergarten

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: Kim

Seconded by: Jenn

Carried

APPROVAL OF PREVIOUS MINUTES

ROSSER ELEMENTARY SCHOOL PAC
4375 PANDORA STREET, BURNABY, BC V5C 2B6
PHONE: (604) 296-9027 EMAIL: ROSSER.PAC@BURNABYSCHOOLS.CA

Motion: To approve the minutes of September 9, 2026 as presented/amended

Moved by: Alicia

Seconded by: Kim

Carried

VICE PRINCIPAL'S UPDATE

- Important School Updates
  - What does Rosser mean to us and the kids. Rosser as an acronym infusing with the culture of the school.
  - Cyberattack incident is still ongoing but at the school level everyone is figuring out how to manage around it. Phones are back up.
  - Cross Country is ongoing – Grades 4-7
  - Volleyball starting – Grades 6-7
  - Emergency Procedure drills (Earthquake, Lockdown and Fire) in the month of October
- Upcoming Events
  - Final Cross Country Meet – October 15
  - Halloween Assembly – Families Welcome – October 30
- Items requiring PAC awareness or action
  - None

DPAC UPDATE

- Position Pending Fulfillment.
- **DPAC Meeting Summary — September 21** *Reported for inclusion in PAC Meeting Minutes*
- A representative attended the District Parent Advisory Council (DPAC) general meeting. The following items of relevance to our school community are noted:
- **District Overview** The School District is the fourth largest in BC, comprising 41 elementary and 8 secondary schools. The Board of Education governs through a five-year strategic plan, with the Superintendent responsible for implementation.
- **Problem Resolution Process** Parents are reminded of the escalation process for concerns: Staff/Teacher → Principal → Director of Instruction/Assistant Superintendent → Board of Education → Board Appeal.
- **Strategic Plan 2025–2030** The District's new strategic plan carries the vision *"Curious minds, confident leaders"* and the mission to *"Engage, educate and empower learners."* Core values include Students First, Joy and Curiosity, Truth and Reconciliation, Belonging, and Collaboration.
- **Teacher Absenteeism** The District implemented an initiative to reduce teacher absenteeism, targeting $500,000 in savings. The initiative met and exceeded its target.
- **Artificial Intelligence in Education** AI and digital citizenship are being addressed at all levels of the strategic plan — from the Board through to school-based staff.
- **Kindergarten Gradual Entry** In response to concerns raised by parents about the gradual-entry model — particularly its impact on working families — Assistant Superintendent Richard Per and his team have committed

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to reviewing the Kindergarten gradual-entry program over the course of this year to determine whether changes can be made.

- **Upcoming DPAC Speakers** *(potential topics of interest for our PAC)*
    - AI in education (planned for winter)
    - Digital awareness and online safety (White Hat program)
    - Genetic counselling: how environment affects child development and mental health (Jeanna, UBC Associate Professor)

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TREASURERS REPORT for 2026-09-30 (updated to 2026-10-05)

- Hot Lunch earned $1,175 for October, net of credit card fees. Food safe certification expenses amounted to $207 ($138 donated).
- Bake sale in October earned $571
- Gaming grant of $3,200 received in October

Row Labels	Sep 2026	Oct 2026	Grand Total
Balance Sheet			
Asset			
1000 Petty cash	72	(37)	35
1010 Main - 100068064297	9,649	(1,066)	8,583
1020 Gaming - 100068167850	2,461	2,900	5,361
1030 Fundraisers - 100082215978	0	2,505	2,505
1050 Rosser district account for PA	976		976
1100 Accounts Receivable		2,673	2,673
Asset Total	**13,158**	**6,975**	**20,133**
Liability			
2000 Accounts Payable	(1,441)	1,425	(16)
2100 Accrued liabilities		(3,608)	(3,608)
Liability Total	**(1,441)**	**(2,183)**	**(3,624)**
Equity			
3000 Opening Fund Balance - PAC	(13,158)		(13,158)
Equity Total	**(13,158)**		**(13,158)**
Balance Sheet Total	**(1,441)**	**4,791**	**3,351**
P&L			
Hot Lunch			
4130 Hot Lunch		(5,306)	(5,306)
4132 Hot Lunch - Credit Card		184	184
4131 Hot Lunch - Food Expenses		3,987	3,987
4133 Hot Lunch - Supplies & Misc	207	80	287
4134 Hot Lunch - Support a Raven		(40)	(40)
Hot Lunch Total	**207**	**(1,094)**	**(887)**
Fundraising - Other			
4040 Bake Sale		(571)	(571)
4120 Gaming Grant		(3,200)	(3,200)
4150 Donations	(138)		-138
Fundraising - Other Total	**(138)**	**(3,771)**	**(3,909)**
Expense			
5010 Activity1 - Tennis	300		300
5050 Coffee/Conversations		33.87	34
5130 Pancake Breakfast		40	40
5140 Planners	1,072		1,072
Expense Total	**1,372**	**74**	**1,446**
P&L Total	**1,441**	**(4,791)**	**(3,351)**
Grand Total	**0**	**(0)**	**(0)**

Row Labels	9/30/2026	Grand Total
1040 Mini mart - 100089591637	3,547	3,547
3010 Opening Fund Balance - Minimart	(3,547)	(3,547)
Grand Total	**-**	**-**

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ROSSER PAC

Row Labels	Budget	Actuals	Variance
Hot Lunch			
4130 Hot Lunch	10,000	5,306	(4,694)
4131 Hot Lunch - Food Expenses		(3,987)	(3,987)
4132 Hot Lunch - Credit Card		(184)	(184)
4133 Hot Lunch - Supplies & Misc		(287)	(287)
4134 Hot Lunch - Support a Raven		40	40.00
Hot Lunch Total	**10,000**	**887**	**(9,113)**
Fundraising - Other			
4010 50/50	200		(200)
4020 bank interest	-		-
4030 Apples (SunOka)	450		(450)
4040 Bake Sale	1,500	571	(929)
4050 Astro (FreezeDried)	600		(600)
4060 Mabel Labels	50		(50)
4070 Movie Night	600		(600)
4080 Neufeld Farms	1,000		(1,000)
4090 Plant	250		(250)
4100 Purdys	500		(500)
4110 Xmas Basket	750		(750)
4120 Gaming Grant	3,200	3,200	-
4140 PAC Grant	145		(145)
4150 Donations		138	138.00
Fundraising - Other Total	**9,245**	**3,909**	**(5,336)**
Expense			
5010 Activity1 - Tennis	(2,200)	(300)	1,900
5020 Activity2	(2,200)		2,200
5030 Activity3	(2,200)		2,200
5040 Classroom Consumables	(2,100)		2,100
5050 Coffee/Conversations	(200)	(34)	166
5060 EQKiosk	(300)		300
5070 Field Trips	(3,000)		3,000
5080 FruitVeggie	(200)		200
5090 Gaming License	(30)		30
5100 Goodie Bags	(250)		250
5110 Library/Class Books	(650)		650
5120 PAC Expenses	(500)		500
5130 Pancake Breakfast	(300)	(40)	260
5140 Planners	(1,100)	(1,072)	28
5150 Pumpkin Patch	(100)		100
5160 Scholarship Program	(500)		500
5170 Speakers/Guests	(1,100)		1,100
5180 Sports Day	(850)		850
5190 Staff Appreciation	(200)		200
5200 TeacherWishList	(1,000)		1,000
5210 Year End Picnic	(1,200)		1,200
Expense Total	**(20,180)**	**(1,446)**	**18,734**
Grand Total	**(935)**	**3,351**	**4,286**

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FINANACIAL APPROVALS/MOTIONS

Motion(s):

Motion to approve 2026/2027 Budget from June PAC Meeting

Moved by: Heather

Seconded by: Alicia

Carried.

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)	PARENT PICKUP/ACTIVITY DATE & TIME	PAC VOLUNTEERS NEEDED/AVAILABLE	NOTES/LESSONS LEARNED	REVENUE
Apples	Jenn	Sept 14-October 6	Oct 20 3:00-3:30	Darwin		430
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 and Kim		
Bake Sale	Jenn	Oct 1		Heather		571.10
Buck a Book		October	Oct 20 2:45-3:30	Heather 2-4PM Lisa T 2-3		

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				Jenny 3-4		
Pumpkin Patch		October			Smaller pumpkins. How many pumpkins are needed? Typically this event is for K-1. Chris to check with Grade 2 and will check on dates.	N/A
Purdy's	Jenn and Alicia					
Growing Smiles Winter Plant Sale	Heather	Nov 2-16	Dec 2 3-5PM			

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.
Movie Night		December	
Raffle		December	
Pancake Breakfast		December 17	
Toy Drive		December	
Astro (Freeze Dried)	Kim	January/February	
Direct Donations Callout	Heather	February	Some companies do matching donations. Ask parents to encourage grandparents to donate?
Bake Sale	Jenn	February/March	
Photo Night	Alicia	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	

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FUNDRAISER/ACTIVITY	ORGANIZER	TARGET MONTH OF SALES/ACTIVITY	NOTES/COMMENTS
Teachers Appreciation Lunch		May 31st (Pro D Day)	
Movie Night		June	
School Picnic		June	

Hot Lunch/Mini Mart/Bottle Drive Updates:

- Hot Lunch Updates:
  - Hot Lunch earned $1,175 for October
  - First Hot Lunch Hot Dog Day – a SUCCESS!
- Mini-mart updates: Grade 7 Fundraising
  - Chris provided feedback on item options
- Bottle drive updates: Grade 7 Fundraising
  - N/A

NEW BUSINESS / CORRESPONDENCE

Topic	Raised By	Discussion / Decision / Update	Action
Other Open Positions: • DPAC Rep • Health and Safety Coordinator	Jenn	No volunteers. In the meantime Heather will get a summary of the DPAC minutes and include a summary in our PAC meeting minutes.	Jenn will draft a communication to recruit for this. DONE!
S'Cool Grant	Heather	Grant Submitted to Fund 30 Ukuleles. Decision will be taken by end of November with funds being distributed in January of 2027	No Action. Pending Update in November.
Labels to MunchaLunch	Jenn, Alicia and Heather	Discuss with greater group and Chris. Heather sent an inquiry to the DPAC to get clarify on the PII policy.	Chris to check with School Board
Grade 7 Fundraising	Heather, Jenn and Alicia	Define as a group the overarching principles to avoid fundraising fatigue, overlapping offerings and to ensure success of both groups.	Chris will continue to keep us posted about net new initiatives they are interested in and Alicia will send Chris the calendar of events we have planned

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Topic	Raised By	Discussion / Decision / Update	Action
DPAC PAC Website	Heather and Alicia	https://dpac.burnabypac.ca/pac-website-project/	Alicia will email
PAC WhatsApp Group Alumni	Heather	Will need to be removed.	Heather to connect with Families
Hot Lunch – Missing Lunch	Lisa T	How do younger kids know what to do if they don't have lunch?	Chris to create a missing lunch protocol
Support a Raven	Heather	$3 and $5 Option. Check first if any families in need opt for the Pay what you can.	
Group Photo			
PAC Emails for Discussion			

PARKING LOT / FUTURE DISCUSSION

Topic	Raised By
Survey Deployment Review - Feedback about what we could fundraise for.	Kim
Individual School Meal Program	Lisa T

NEXT MEETING

DATE	TIME	LOCATION
November 4, 2026	6:00 PM	School Library

ADJOURNMENT

Meeting Adjourned: 7:37pm

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