



ARMSTRONG ELEMENTARY SCHOOL

8757 Armstrong Avenue, Burnaby, B.C. V3N 2H8

Phone: 604-296-9000

Principal: Ms. Griffin

Head Teacher: Mr. Vuong

Armstrong PAC Annual General Meeting - Minutes

Date: May 20th, 2026

Time: 6:30-8:00

Land Acknowledgement

Principal & Head Teacher Update

1. School growth plan
 - a. Currently collecting end of year data
 - b. Finalized goals for next year will be done at June staff meeting
 - c. Focus remains on literacy and social/emotional learning; won't shift too much
 - d. Will focus more explicitly on self regulation strategies
 - e. To be communicated on school website at the end of the school year
 - f. 4 data points
 - i. Student survey
 - ii. Staff survey
 - iii. Info on literacy per each teacher's personal inquiry (per class
 - iv. Overall achievements of kids
2. Site Accessibility Assessment
 - a. all Burnaby schools were asked to complete
 - b. Armstrong team included Principal Jen, Parent Ruth and a visiting principal from another school and findings already submitted to the district
 - c. Site scan included: parking lots, entry points, signage and sensory classroom material
 - d. Some examples of challenges at our school includes no wheelchair accessibility via a ramp in the front of the school and the pathway going up to the entrance of the gym from the outside needs to be upgraded
3. Security Updates
 - a. Work now completed on the front and back door. Both on separate switches with automatic lock and unlock function at set times
 - b. Doors for the rest of the building remain locked at all times
 - c. Office now has 2 important buttons
 - i. Auto locks the front door – suffice for hold and secure procedures
 - ii. Auto lock all exterior doors and sets off a strobe light (pending installation) at main entrances which will flash outside the door to signal lock down procedure in place and not entry allowed

- d. The exterior washroom doors will be on auto locking schedule by the end of next week. The doors remained locked this year due to the loss of the daytime custodian. Now kids will be able to access the washrooms from 1030-1040am & 1215-1257pm

New Business:

1. PAC Executive Annual Reports:

a. President's report

- i. We had more school community engagement this year
- ii. Recommendations:
 - 1. Generate a goal for the coming year and use it to plan events
 - 2. Pre-plan - generate a calendar in June for the next school year
 - 3. Time intensive events (e.g. social nights) should be led by volunteers who are not already on the executive board
 - 4. August meeting to plan the start of the year and the decide who would take lead on events/projects
 - 5. Maintain current communication using whatsapp and social media
 - 6. Raffles for social events have been successful, could be used for other events
 - 7. Continue to build relationships with local businesses
 - 8. Continue to provide multiple payment options at events

b. Combined Vice President & DPAC representative's report

- i. Start planning for pancake breakfast early. No firefighters this year. May need to reach out to the legion or college/university sports teams/high school culinary programs for support
- ii. Social Media - need a designated social media person; learning what we can/cannot post.
- iii. Yearbook - special memory for kids, best to have a small focused group for this work (e.g. 2-3 parent volunteers)
- iv. Grade 7 committee - needs to be driven by the parents of that year. PAC can support, but not do the work. This year's committee is going to put together a resource for preceding years.
- v. DPAC - community is encouraged to read this report. Decisions of this committee have huge impacts on our children. Goal for next year - continue to build DPAC role as a member-at-large role

- vi. BCCPAC - if someone is interested in learning more in the future, it may be good to build broader connections. Not recommended as a goal for next year.
 - c. Secretary's report
 - i. Recommendations for next year: call for agenda items 2 weeks out; continue to organize agenda/minutes on the googledrive
 - d. Fundraising Updates
 - i. Switch to MunchALunch went well
 - ii. Purdys and Neufeld went well
 - iii. Art Project next year as will do every other year, considering doing before Christmas
 - iv. Spirit Wear - stick with every 2 years
 - v. Within school fundraisers - need to be aware of financial constraints of many families/students. Try to do fundraising outside of the school.
 - vi. Shredding fundraiser- October of next school year
 - vii. Fundraising Ideas - a list of ideas is being collated. Please email Armstrong PAC if you have ideas.
 - e. Treasurer's update
 - i. 2 categories over budget
 - 1. Welcome back tea: though many of the items purchased for this event were used throughout the year at PAC meetings
 - 2. MunchALunch - we were not sure what the fees would be for the first year. Increased the budget for next year to reflect fees. Considering upping the price of events on MunchALunch to account for the fee (e.g. \$5 pizza lunch becomes \$5.50 to account for the fee)
 - ii. Looking like we will be a Net Profit but will not have final numbers until all receipts are in at the end of June. Looking to be in a good position for next year
 - iii. See pages 11-12 of Executive Report have the budget breakdown for this year and proposed budget for next year.
2. 2026-27 Budget
- a. Proposed Budget

- i. Educational Experience: kept at \$12 per student, projected enrolment rate is lower for next year so budget is overall lower
- ii. Health Education for Parents: next year is a Saleema Noon year so budget is increased to account for it
- iii. Social Events: plan to have 2 events, anticipate to spend around \$700/event. Don't plan on using these events as a fundraiser, goal of them is to build community
- iv. Concert and Play Fund: primary and intermediate were separate events; had lower costs than previous years
- v. Babysitting: increased by \$20, anticipated to have 8 in-person PAC meetings; last year was 7 in-person PAC meetings
- vi. Welcome Back Tea: increased to account for increased cost of items
- vii. Bank Charges: have to pay for bank fees, \$2/account per month. We have 2 accounts so updated the budget to include the bank fees for both.
- viii. Library: has a separate income stream so felt it ok to remove this line item. May not be using book bags in the future.
- ix. MunchALunch: increased by \$550, includes annual fee of \$330 plus 5% stripe fee and \$0.20 per deposit
- x. Continue Wishlist line item: Welcome Back Fair
- xi. Gaming Grant: expected to receive \$20/student
- xii. PAC Donation: fell short on goal this year. Upcoming year reduced to \$2000. Suggestion to do explicit asks for donations from PAC; if donated through the school district and put it through to Armstrong PAC, you can receive a tax receipt.
- xiii. Other Fundraising: will target the \$2000 through other fundraising projects
- xiv. Lunch Fundraisers: planning to do 6 next year, anticipating to do \$550 per lunch.

b. Voting to adopt proposed/revised budget

- i. Motion: Doug
- ii. Seconded: Jess, Reagen
- iii. All in favour: unanimous

3. PAC Executive Update

a. Upcoming events

- i. Sports day - June 12

1. Concession volunteer planning: Jessica, Faith, Roberta
 2. Concession shifts (day of): sign-up sheet
- ii. Yearbook
 1. Order by May 27th
- iii. Staff Appreciation
 1. June 25
 2. Popcorn idea, or Indian appys
- b. Past Events
 - i. Science Night
 1. Very popular and successful community event
 2. Accommodated primary and intermediate kids
 - ii. Neufeld Farms
 1. \$800 profit
 - iii. Spirit Wear
 1. Success but not a fundraiser - only added the MunchALunch fee
 2. Recommend the same company for next time
- c. Request for PAC to take on Bottle Collection from Grade 7 grad committee
 - i. Keeps it more consistent across school years
- d. 2026-27 Planning
 - i. Ideas, thoughts, goals for PAC next year
 1. Cultivate community, increase engagement
 - ii. Timing of School Fall Fair? - *defer to June meeting*
 - iii. Fundraising project suggestions - *defer to June meeting*
 - iv. Community event suggestions - *defer to June meeting*

- v. Consider for June PAC Meeting:
 - 1. Member-at-Large roles
 - 2. Committees (chairs & members)
 - 3. DPAC Rep
- 4. Election of new PAC Executive for 2026/27 school year
 - a. President: Kate Bailey
 - i. First: Jess
 - ii. Second: Sushma
 - iii. All in favor: Unaminous
 - b. Vice-President: Katie Green
 - i. First: Jess
 - ii. Second: Roberta
 - iii. All in favor: Unaminous
 - c. Treasurer: Amy Lou
 - i. First: Reagen
 - ii. Second: Jess
 - iii. All in favor: Unaminous
 - d. Secretary: Janelle Fredrickson
 - i. First: Doug
 - ii. Second: Sushma
 - iii. All in favor: Unaminous
 - e. Fundraising Chair: Reagen Dhillon
 - i. First: Janelle
 - ii. Second: Amy
 - iii. All in favor: Unaminous
- 5. New Business
- 6. Q&A Period
- 7. Call for Motions

Next Meeting: June 16, 2026, 6:30-8:00

Meeting Adjournment: 8:08