

**PAC Meeting April 26, 2017
Minutes**

Attendees:

Karmyn Turner, Meredith Briden, Gina De Madeo, Fiona Rouillard, Sarah Stark, Marina Hartvik, Joe Campbell

Call to Order and Approval of Minutes:

Meeting was called to order at 3:04 p.m. Meeting minutes were reviewed. Sarah Stark motioned to approve the minutes of the February 28, 2017 meeting. Motion was seconded by Fiona seconded the motion. Minutes of the last meeting were approved as presented.

Principal's Report and Learning Resource Grant:

The committee discussed the crossing guard program and what can be done to thank them at the end of the year.

The school will receive additional funding due to the restoration of the BCTF contract language with the Supreme Court ruling. The immediate effect will be an additional 4 divisions and an additional 25% staffing complement in the 2017/18 school year.

In addition the school has received a \$20,150 grant from the Provincial Government specifically to fund learning resources. In order to receive the funds the school administration must submit a spending plan. The teachers and administration have met to develop a plan and are seeking the PAC's support before it is submitted to the Province. The spending plan includes:

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|--------------------------------------|---------|
| • Math resources for all classes K-7 | \$2,500 |
| • LAC resources | \$2,000 |
| • Self-regulation kits | \$4,100 |
| • Guided home reading books | \$7,000 |
| • Art Supplies* | \$2,000 |
| • Music – Drums | \$2,500 |

* Purchase of art supplies will reduce families' cost to purchase school supplies next year as it would not be a requirement on the school supply list. This is a one-time reduction.

There is no indication either way whether or not this grant will be on-going in future years. Currently, the above spend is indented as one-time for the 2017/18 school year. Marian Hartvik expressed concern that the art supplies, while important, are a consumable asset that would only last one year, while the other spending plans were longer-term assets. The remaining participants generally agreed. Joe was also supportive and agreed to reallocate the \$2000 for art supplies to the Math resources budget.

Budget Review and 2017/18 Program Planning:

Anne Lawson is looking into a project with the Pacific Salmon Foundation to come into the school to provide education and resources delivered through an art project that entails students painting salmon that are displayed, usually along school fences. The project cost is approximately \$12 per student and would require PAC budget support. Anne is looking into the possibility of grants to help fund the project.

Budget Review and 2017/18 Program Planning (continued):

Gina Madeo suggested a future budget project for a community mural and is looking into cost and details. She suggested a mural on the emergency container located on the gravel field as a potential project.

Members in attendance reviewed the year-to-date budget income and expenditures. We received our portion of the Seycove Auction funds. This year our school earned \$8,000 from the event (previous years were around \$5,000 to \$6000).

At the May 30 PAC meeting members in attendance will review, amend and approve the proposed 2017/18 PAC budget. To prepare for the budget meeting a draft of next year's budget was reviewed for comment. Estimated income for the 2017/18 school year is \$30,000 which is derived primarily from our annual Gaming Grant, PAC student funding (recommended \$50 per student), and Hot Lunch. We cannot expect to budget for Seycove Auction funds next year as it is our understanding that the majority of the existing Seycove Auction Committee is moving on and at this time it is unknown if a committee will be organized for future years. In addition, we are losing one of our Hot Lunch Coordinators. In the absence of a volunteer to fill this role, we can expect lower income from Hot Lunch next year. Based on existing programs and new requests the potential expenditure for next year, at this time, is \$63,000. A breakdown of potential expenses includes:

Bank Charges	150	On-going expense
Beautification	1,000	On-going expense
Christmas Tree	150	On-going expense
Christmas Concert	3,100	New expense; Teacher request to rent Centennial Theatre to accommodate all families
Community Salmon Project	5,000	New expense; Administration request for consideration (\$12 per student)
Computer Equipment	13,000	Year 3 of 3 year plan
Dance Program - Hip Hop	3,700	On-going/bi-annual
Date Magnets	500	On-going expense
Discretionary Food Allowance	750	On-going expense
Emergency Preparation		Requirements to be determined
Extra-curricular Subsidy	1,000	On-going expense
First Aid Training	600	On-going expense
Fitness/Sports Program	4,500	On-going expense; Specific program to be determined
Fun Day	250	On-going expense
GRADE 7 GRAD	500	On-going expense
Health Workshops	2,000	Recommended annually; I kid G2, I girl/guy G4, Safe Teen G6&7
Kitchen Supplies	500	On-going expense
Library Books & Displays	500	On-going expense
Meeting Costs	400	On-going expense
Office Supplies	300	On-going expense
Parent Seminars	1,000	On-going expense
Performing Arts	3,000	On-going expense
Scholarships	1,000	On-going expense
Science Fair	1,200	New expense request; parent volunteer in place to plan if approved

Sports Equipment	0	Removed, given the large donation of sporting equipment received this year
Swings incl. Handicap Swing	10,000	New expenditure request – see commentary below
Teacher's Appreciation	700	On-going expense
Teachers Discretionary	6,000	On-going expense (\$200 per FT teacher)
Teachers Discretionary - jump start	1,000	New expense as needed only. Extra \$250-500 to brand new teachers to help with resources
Technology Maintenance Fund	500	On-going expense
Thank You's	250	On-going expense
Traffic & Safety	500	On-going expense

Budget Review and 2017/18 Program Planning (continued):

Approximately \$33,000 will need to be removed from the expenditures to meet the anticipated income unless the committee decides to re-start annual fundraisers, which will also require parent volunteers to plan and execute. We can also expect additional budget requests coming from teachers in the next few weeks. Exactly what remains in the budget and what is eliminated will be refined at the May meeting. One of the major expenditures included is a new bank of swing sets.

The school has been requesting additional swing sets for some time. The existing swing sets are not sufficient in numbers for the size of the school and result in long-lines and arguments on the playground. In addition, it has been requested of the PAC that a new bank of swing sets is at least partially handicap accessible. It was requested that the swings could be removed from next year's budget and the PAC approve a one-time expenditure this year of \$10,000 to fund a new swing set. The PAC currently has approximately \$50,000 in its primary bank account. Given the amount of the expenditure Karmyn Turner suggested that this be tabled for consideration at the May meeting to ensure that all parents can be made aware of the potential expenditure and allow time for consideration, input and opportunity to vote on the expenditure.

Overview of PAC Executive Functions:

At the May meeting the PAC will be required to elect a new executive team. We will require a PAC chair or Co-chairs. Karmyn Turner recommended that Co-chairs might be best to split the workload. There are several other roles that need to be filled for next year as existing volunteers complete their roles. A brief overview of the roles is outlined below:

PAC Chairs: (1 required/2 recommended)

- Arrange and preside over scheduled meetings; source agenda items, deliver advanced materials etc.
- Organize Social Events (i.e. Trivia Night, Pancake Breakfast, Carnival)
- Identify and execute parent's information sessions
- Write and deliver newsletter (monthly)
- Plan and executed fundraisers to meet income requirements
- Act as bank signing authority
- Manage committee reps and coordinators
- Monitor and respond to PAC emails
- Manage the Facebook page
- Develop and manage on-going PAC initiatives and associated budgets in future years
- Act as a liaison between parents, coordinators, teachers and school administration to communicate PAC requests, programs and administrative requests

Overview of PAC Executive Functions (continued):

Emergency Planning Coordinator: (1 required)

- Work with the school's Emergency Planning Coordinator to identify emergency planning needs
- Organize and prepare classroom emergency kits
- Plan and recommend appropriate PAC funding for future budget requirements

Hot Lunch Coordinator (Minimum 1 requested)

Our existing Sushi Hot Lunch Coordinator is moving on and the PAC is looking for volunteers to assume this responsibility

- Work with chosen vendor to organize dates and menus for the school year (Sushi is recommended, but other vendors are an option)
- Coordinate with Hot Lunch Administrator to input hot lunch menu
- On-site coordination at each of the monthly lunches to ensure that all lunches are delivered to classrooms
- Work with volunteer coordinator to ensure that your volunteer needs are communicated and filled

Volunteer Coordinator

- Work with PAC chairs and all coordinators to identify ongoing volunteer requirements for hot lunches and events (i.e. Carnival, Pancake Breakfast)
- Develop and monitor volunteer schedules through Sign-up genius

Secretary

- Attend all PAC meetings
- Record attendance at meetings and prepare minutes for each meeting
- Act as bank signing authority

New Business:

There was no new business added to the agenda.

The meeting was adjourned at 4:26 p.m.