



AR LORD PAC

Dr. A. R. Lord Elementary School

PARENTS ADVISORY COUNCIL - Meeting Minutes

Oct 18th, 2017

IN ATTENDANCE: Julie B, Emily S, Amarjit P, Sarah M, Scott R, Kimberly R, Vanessa M, Jordan R, Deniz R, Lisa P, Sara M, Michael L, Joe C, Margie T (Principal).

1. **Welcome and introductions:** - Meeting called to order at 6:32 pm by Kimberly.
2. **Motion needed to accept minutes from PAC Meeting Wed, Sept. 20th, 2017:** Moved by Julie. Seconded by Jordan. Motion passed.
3. **AGM**
 - a. **Discussion of Amendment to Bylaws** - see amendment at end of minutes.
 - i. Items in amendment discussed today.
 - ii. To be voted on during November PAC meeting (needs 14 days release).
 - b. **Budget**
 - i. **Current financial position** - table until a later meeting.
 - ii. **Proposed budget** - see Proposed Treasury Annual Commitments document - attached at end of minutes.
 - Gaming Grant has been approved - \$2860.
 - Goal to covering any operational expenses - to break even or above and beyond. A document with what we project to spend compared to what we have to spend.
 - Kimberly motioned to accept budget 2017/18. Jordan seconded. Motion passed.
4. **Updates**
 - a. **Family Photo Night**
 - i. Music Room - Oct 24th/25th
 - ii. 3:30pm - 7:15pm (15 minute bookings). Joe will be out by 8pm.
 - iii. Need for usher (volunteer) at door to manage next sitting.
 - iv. Emily volunteer for usher on Tuesday.
 - b. **Poinsettia Sale**
 - i. Bulbs instead of Poinsettias?
 - ii. 6 inch = \$7, 8 inch = \$16, 10 inch (3 plants) = \$20
 - c. **Babysitting course**
 - i. Grades 6/7
 - ii. First Aid Hero (Canadian Red Cross Approved)



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- iii. Courses set up on Pro D day - availability on Dec 1st
- iv. \$60 per student (cost can be subsidized)
- v. AR Lord a site - kids from other school can come as well
- vi. HCC can also host - may broaden scope of students
- vii. Learning opportunity for our students

d. Winter Gear Swap

- i. E-blast reminder
- ii. Needs a couple of big boxes for collection of items
- iii. 4 volunteers to deal with boxes
- iv. November 8th/9th - after school

e. Hot Lunch - upcoming lunches & goals

- i. Goal to increase the number of hot lunches to 2x a month
- ii. Goal to diversify the type of food being offered
- iii. Addressing allergies and inclusion - pizza for allergy kids - caveat at bottom of order form that if child has a dietary restriction to contact PAC via email to discuss options. It is a busy time and difficult to manage - easy for me to identify the 3 kids but if we have 2+pizza's worth of kids, this creates some difficulty
- iv. If ordering pizza each hot lunch, we just need someone to take this on - volunteers?

f. T-shirts/bags fundraising

- i. T-shirts will garner more profit than the tote bags.
- ii. Max \$8/shirt (tax not included), and \$9/bag (tax not included) to buy upfront for later sales.
- iii. Need approx. \$2000 in funds to pre-order. 100 t-shirts/100 bags.
- iv. T-shirts are kid sized.
- v. Motion to purchase 100 tshirts and 100 bags to sell as a fundraiser at Christmas. 6 for it, 3 opposed, 1 abstention.

5. Potential Fundraising opportunities:

- a. BC Lions Game** - tabled until next meeting
- b. Garden Grants existing and potential** - Need for new head to carry on this program (Linda Young). \$1000 left in this fund. Also need for volunteers.
- c. Purdy's Chocolate Bars** - tabled until next meeting.

6. DPAC - tabled until next meeting

7. Communications Report: table until next meeting



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8. Principal's Report: Margie

a. Communication Student Learning:

- i. Ministry has begun a pilot (this year) draft of new type of reporting. 2018/19 will be implemented BC wide.
- ii. Letter grades will not be included on report cards except for summative (year end) for Grades 4 - 9 (as per parent request).
- iii. 3 major changes: Shift from summative to formative assessment, 5 required communications with parents within a school year, Student self-assessment of the Core Competencies.

b. Learning Grant

- i. Government to provide \$32 per student (based on last year's enrollment - approx \$4500). School has until end of January to spend the grant funds.
- ii. There is a Student Learning Grant process (steps a - g).
- iii. Main idea is to defer costs for parents.
- iv. Eligible expenditures: athletic equipment, fine arts and music supplies, electronic learning resources, resources to assist non-enrolling teachers etc.

c. Rainy Days

- i. Safety is the #1 priority.
- ii. K - 2 will be in Music Room (games/music/colouring/books). Grades 3 - 4 in library (books/homework etc). Grades 5 - 7 in gym (board games/cards/homework). Also an outside option (under covered area) unless weather is inclement terrible. All areas supervised.

d. Diversity

- i. Are parents still interested in having someone to come into a PAC meeting to present/discuss Diversity?
- ii. Also an option to connect with a second PAC to share cost and explore other topics i.e. anxiety

e. Updates

- i. Social Learning/Responsibility - Ms. Trovao will be trying to use assemblies and activities to introduce these topics
- ii. FSA next week - Grades 4 and 7
- iii. MDI - Middle Years Survey (connectedness, school experiences, health and wellbeing etc are topics). How do we support vulnerable students in our district - are more resources need in certain areas.
- iv. No after school programs set up right now. Use to be initiated by Templeton. Depends on staffing.
- v. Grade 3 swimming on-going as long as it is offered.

Meeting Adjourned at 9:22 pm. Next PAC Meeting on: November 15th, 2017

Addendum (PAC Agenda OCT 18th, 2017): Proposed Constitution Changes (Jordan)

Original - SECTION XII FINANCES



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1. All funds of the organization will be on deposit in a bank of financial establishment registered under the **Bank Act**. With the exception of the petty cash fund and the float fund.
2. The petty cash fund shall be a maximum of \$300.00.
3. The float fund shall be a maximum of \$150.00.
4. All money spent above and beyond the predetermined amount of \$75.00 will first be presented to and voted on by the executive and then approved by a majority at a general meeting.
5. Any expenditure of \$75.00 or less that must be made in between general meetings shall be presented to all the voting members in attendance at the previous general meeting by e-mail. A majority vote will signify approval of the expense.
6. The Executive shall name at least three signing officers, one of whom will be the treasurer and one of whom will be a non-executive voting member, for banking and legal documents. Two signatures will be required for these documents.
7. A Treasurer's Report to all members should be published in the PAC meeting minutes prior to the end of each school term.
8. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed as needed.

Proposed Changes in Bold - SECTION XII FINANCES

1. All funds of the organization will be on deposit in a bank of financial establishment registered under the **Bank Act**. With the exception of the petty cash fund and the float fund.
2. The petty cash fund shall be a maximum of \$300.00.
3. The float fund shall be a maximum of \$100.00.
4. All money spent above and beyond the predetermined amount of **\$100.00** will first be presented to and voted on by the executive and then approved by a majority at a general meeting.
5. Any expenditure of **\$100.00** or less that must be made in between general meetings shall be presented to all the voting members in attendance at the previous general meeting by e-mail. A majority vote will signify approval of the expense.
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9. ***The financial year of the Council will be September 1 to August 31st.***



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10. Power to Raise Money - The Council

may raise and spend money to further its purposes.

11. The executive will prepare a budget and present it to the membership for approval before the current budget expires.



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PAC Treasury Annual Commitments 2017/2018

Operational Account

- **\$360.00 - Child care expenses for PAC meetings**
 - o *\$20.00/sitter/meeting @ 2 sitters/9 meetings*
 - o *possibility of reduction dependent on age of sitters*

- **\$2400.00 - Classroom funds**
 - o *\$200.00/division @ 8 divisions*
 - o *\$200.00 primary resources*
 - o *\$200.00 intermediate resources*
 - o *\$200.00 music*
 - o *\$200.00 library*

- **\$2500.00 – Teacher’s wish list**
 - o *Teachers to compile wish list*
 - o *List to be approved by general PAC membership*
 - o *Some money may be drawn from Gaming Account depending on nature of expense*

- **\$250.00 – Templeton Scholarship Bursary**
 - o *Awarded to a former Dr. A. R. Lord student upon graduation from Templeton*

TOTAL OPERATIONAL EXPENDITURE: \$5,510.00

AMOUNT OPERATIONAL AVAILABLE AS OF OCT 2017: \$10,615.95

Gaming Account

- **\$1600.00 – Class field trips**
 - o *\$200/division @ 8 divisions*
- **\$350.00 – Grade 7 graduation celebration**
- **\$600 – Sports day**
 - o *Money to cover pizza, snacks, ribbons, misc. supplies*
 - o *Some offset of costs with proceeds from bake sale*

TOTAL GAMING Expenditure: \$2,550.00

AMOUNT GAMING AVAILABLE AS OF OCTOBER 2017: \$3,161.06

*** Other expenses to be approved as per PAC Constitution as they arise.**