



PAC Meeting Minutes **September 15th, 2011**

Called to order – 6:30 pm – see sign in sheet for list of attendees

1. Opening

- 1.1. Welcome from the Co-Chairs - Nicole Dronsky & Leann Fox
- 1.2. Approval of June's minutes –tabled till next meeting

2. Treasurer's Report-Stephanie Parkinson

- 2.1. Account Summary 2010/2011 - attached at end of minutes
- 2.2. Move to approve 2010/2011 year end report as amended. Approved by Dave Grant & 2nd by Bob Schubak

3. Principal's Report - Margo McKnight

- 7 kids less on start day than anticipated; 254 in total
- Grade 1 & K largest groups, smallest group is gr.5
- New staff: Ms. Guglielmucci, Mlle. Porlier, Mlle. Lohnes, Mr. Barnes
- Returning staff: Mrs. Castoro, Mme. Elliott, Mme. Toal, Mlle. Hains
- Mr. Nay is in resources with Mrs. Cameron
- New counsellor is Gail Markin available Monday mornings and Tuesdays
- September school newsletter on website-can fill out forms & submit online
- Oct.7 is individual photos
- Litterless lunch this year as outlined in the school newsletter
- Terry Fox run; kids can bring in a Toonie for Terry to the office or you can contribute on line. Teachers are planning individual class runs for next week, kids all watched a TV movie on Terry Fox last week
- PAC sponsored 3 Arts events at the school: Canadiana Musical Theatre on Oct.24th at 1:30, Axis Theatre on Nov.9th at 1pm, third one in the new year – all parents are welcome to attend these in the gym
- Emergency prep bin broken into over summer and water was stolen-neighbour wrote down the license plate number of the car and police were contacted
- PAC to purchase juice boxes for Margo to replace her emergency office supply that was used for muffin morning last school year
- K's out at lunch only currently – wear pinnies to be visible and easily identified
- New piece of fencing along Aire Crescent paid partially by school district (\$2500.00) and \$1800.00 paid out of the school's budget
- Recess supervision by Eileen Doran, Mdm. McKnight and Ms. Savonowick from the school district; this is the same number of adult supervisors as usual

4. New Business

4.1. Consequences of Teachers Job Action & how it affects the PAC

4.1.1. New Distribution & Collection of PAC oriented forms

- send out an email to the parents with “new” system as discussed due to job action
- ask for cheques over cash
- have forms and money given out/collected at start of day, end of day or lunch time on Mondays, Wednesdays & Fridays by Class Rep or a parent helper to minimize disruption in the class

4.1.2. Email vs. Paper

- Email out fundraising forms instead of hardcopies & have the forms on school website. Will perhaps diminish the number of families to participate. Hardcopies still to go home for those without email – Margo will look after the hardcopy list and distribution

4.1.3. Fundraisers – Should they go ahead?

- Yes- organizer to take on all aspects and responsibilities of collection/distribution of forms, money and product and volunteers as needed

4.2. Upcoming Fundraisers

- Purdy’s, pie & cookie, gold for cash, plant sale, Xmas basket raffle – calendar of events to come out soon

4.3. Playground Updates

- Acknowledgement plaques for 3 benches; one for City of Port Coquitlam, 1 for WSCU and 1 for parents – Kim Stack to look into
- Check with WSCU on 3 ways to honour their grant as per application; logo on school website, logo in newsletter, ribbon cutting ceremony - Kim Stack to check into

4.4. PAC’d Lunch

- monthly PAC’d Lunch will go ahead as planned starting in October in addition to Lunch Lady which will only be available on Mondays

5. Old Business

5.1. PAC Positions still available; Emergency prep, DPAC, CPF & Class Rep Coordinator

- Voted Leann Fox in as Class Rep Coordinator

6. SSFS Report – Tanya Goldstein

- Two north side schools included now
- Drugs & Kids seminar coming in October & hosted by Riverside High
- Self esteem seminar planned for January-a speaker is still needed
- Maureen Dockendorf to present in March on personalized learning which is learning that meets every students needs
- Could our school host an event? Does it bring in money? Margo not sure but she is fine with it, we do have a lot of user groups in the evenings and limited seating
- Margo to put a link for SSFS on her webpage for parents to access seminar forms

7. Treasurer's Proposed Budget 2011/2012 – Stephanie Parkinson

- Discussion & Vote- voting tabled to next meeting so that amendments can be made as discussed – attached at end of minutes

8. Motions from the Floor

8.1. For carnival organizers to spend up to \$1000.00

- Moved by Nicole Dronsky, seconded by Dave Grant
- Motion carried

9. PAC Meetings

- Discussion on regularity of and best day - monthly or every 6 weeks
- Tabled to next meeting in 4 weeks to see how new systems are working

10. Adjournment -Next PAC Meeting will be Thursday, Oct.13th



2010/2011 SCHOOL YEAR
Year End Accounts

	Budget	Actual
Current Chequing Account		18,880.89
GIC		18,310.37
Family Donation Program		110.00
Casino Fund Account		104.46
Cash Account		-
Receivables		<u>3,284.13</u>
Total - Account Balances		40,689.85
Less Funds Allocated for 2011/2012		2,000.00
Less Funds Allocated for Playground		4,986.03
Less Accounts Payable		<u>29,713.97</u>
Total - Unallocated Account Balances		3,989.85

REVENUES		
Grants, Donations, Interest		
Community Gaming Grant	5140	6,425.00
WSCU*	-	10,000.00
POCO Grant	-	5,000.00
Family Donation Program	1250	955.00
Other Donations	-	15.00
Interest	25	<u>9.78</u>
Total Grants, Donations, Interest		22,404.78
Fundraising - Net Proceeds		
Basket Raffles	800	740.26
Open House BBQ *	-	436.36
Business Partners Program	500	345.00
Entertainment Books *	1500	1,830.75
Dinner & Movie*	-	479.01
Family Photo*	500	434.75
KM Club Refreshment Sales	1200	1,223.02
PAC'd Lunch Program	2000	1,020.45
Pie & Cookie Sales	800	686.40
Plant Sales	1800	1,941.46
Fundscrip	1200	352.82
Clothes for cash	500	1,413.00
Purdys	-	1,040.48
Carnival	-	3,659.21
Beyblade Tourament	-	347.63
Leadership Group Book	-	429.75
Activity Day		784.30
Total Fundraising Revenues		17,164.65
Total Revenues		39,569.43



2010/2011 SCHOOL YEAR
Year End Accounts

EXPENSES	Budget	Actual	
Administrative Expenses			
Bank Fees	100	92.54	
BCCPAC Registration	75	75.00	
PAC Meeting Expenses (Babysitting, Coffee, etc)	200	35.07	
Miscellaneous Supplies & Services	150	<u>19.90</u>	
Total Administrative Expenses			222.51
Operating (Program) Expenses			
Activity Day Treats	150	187.53	
Bag Breakfast		76.00	
Christmas SHARE Donation	300	300.00	
Classroom Allocation (\$100/class)	1300	1,300.00	
Faculty Wish List Items	-	-	
Fine Arts Programme	2500	2,675.00	
Grade 5 Year End Event	500	452.01	
KM Club Medals	1000	960.00	
Learning Resources	-	-	
Literacy - Library Books	1000	1,000.00	
Literacy - General	1000	1,000.00	
Playground Improvement Fund Allocation (up to)	20000	25,000.00	
Staff Appreciation Luncheon	300	259.90	
Transport/school buses (150.00/class)	1950	1,950.00	
Fathers Day Muffins	100	-	
Miscellaneous Operating Expenses	250	<u>64.96</u>	
Total Operating (Program) Expenses			<u>35,225.40</u>
Total Expenses			35,447.91

ACCOUNT BALANCES - Year End			
Current Chequing Account		20,889.43	
WSCU		10,000.00	
Receivables		3,072.11	
Family Donation Program		-	
Casino Fund Account		<u>1,122.55</u>	
Total - Account Balances			8,084.09
2012/2013 Allocation		2,000.00	
Playground balance due		25,000.00	
Unaccounted for balance		<u>27.28</u>	
Total - Unallocated Account Balances			8,084.09



ÉCOLE MARY HILL ELEMENTARY
PARENT ADVISORY COUNCIL

2011/12 SCHOOL YEAR
PROPOSED BUDGET

	Budget	
Current Chequing Account	20889.43	
WSCU	10000	
Family Donation Program	-	
Casino Fund Account	1122.55	
Receivables	3072.11	
Total - Account Balances		35,084.09
Less Funds Allocated for 2012/2013		2,000.00
Less Funds Allocated for Playground		<u>25,000.00</u>
Total - Unallocated Account Balances		8,084.09

REVENUES		
Grants, Donations, Interest		
Community Gaming Grant	4980	
Family Donation Program	400	
Interest	10	
Total Grants, Donations, Interest		5,390.00
Fundraising - Net Proceeds		
Basket Raffles Dec	750	
Business Partners Program Ongoing	350	
Entertainment Books September	1500	
KM Club Refreshment April, May, June	1200	
PAC'd Lunch Program Ongoing	800	
Pie & Cookie Sales November	500	
Plant Sales May	1500	
Fundscrip Ongoing	350	
Clothes for cash October & April	1000	
Purdys December	500	
Carnival June	3000	
Total Fundraising Revenues		<u>11,450.00</u>
Total Revenues		16,840.00

EXPENSES	Budget	
Administrative Expenses		
Bank Fees	100	
BCCPAC Registration	75	
PAC Meeting Expenses (Babysitting, Coffee, etc.)	50	
Miscellaneous Supplies & Services	150	
Total Administrative Expenses		375.00
Operating (Program) Expenses		
Activity Day Treats	150	
Christmas SHARE Donation	300	
Classroom Allocation (\$100/class)	1300	
Faculty Wish List Items	1000	
Fine Arts Programme	2500	
Grade 5 Year End Event	500	
KM Club Medals	1000	
Learning Resources	1000	
Literacy - Library Books	1000	
Literacy - General	1000	
Staff Appreciation Luncheon	300	
Transport/school buses (150.00/class)	1950	
Fathers Day Muffins	100	
Carnival	1000	
Miscellaneous Operating Expenses	250	
Total Operating (Program) Expenses		<u>13,350.00</u>
Total Expenses		13,725.00

ACCOUNT BALANCES - 20 June 2011		
Current Chequing Account		
GIC Account		
Family Donation Program		
Casino Fund Account		
Total - Account Balances		11,199.09
		<u>11,199.09</u>
Total - Unallocated Account Balances		11,199.09