



Eagle Mountain Middle PAC General Meeting  
Tuesday, October 11<sup>th</sup>, 2022  
7:00pm held in school library & simultaneously on Zoom

**Attendance:**

Administration in Person

Andrew Graham                      Kirsten Paterson

PAC Executive in person

Lisa C (Chair)                      Dena M (Treasurer)

Parents in person

Barb                      Kelly L                      Sheryl P                      Lio

Online via Zoom

Nicole N (Secretary)      Meagan H                      Jill K                      Julie S  
Nancy N                      Liza                      Ingrid                      Sepideh                      Maegan

**Meeting was called to order by Lisa C at 7:06pm.**

1. Welcome – Lisa C.
2. Approval of the agenda
  - a. Nicole motioned to adopt the agenda; Lio seconded the motion; all were in favour. The motion carried (10).
3. Adopt minutes from September 13<sup>th</sup>, 2022.
  - a. Kelly motioned to adopt the minutes of the meeting held September 13<sup>th</sup>, 2022; Nicole seconded the motion; all were in favour. The motion carried (11 in favour).
4. Admin Report by Andrew
  - a. Student and Affordability fund – This is a \$60M fund
    - i. Mostly to do with families with hardship
    - ii. There is a FAQ on qualifications
    - iii. Funding is based on per pupil ratio, so we have ~\$27k money
    - iv. Please take this into context, we do not need to spend it; it is not based on demographics, only on how many students we have
    - v. Communications on this and other topics are posted to our school website
    - vi. Section 5 on spending of money defines how schools will spend money for families in hardship.
    - vii. Our communication needs to be really good so that our families know that there is funding available for their student to participate in any school activity. If a family can't afford something, their child will not be denied.

- viii. The email was sent out to all parents in the district as part of the Aug 31 Welcome Back email, but the participants in the meeting have never read this.
- ix. If you feel you can't afford something for your child to participate, please contact Andrew or Kirsten.
- x. This fund extends to extracurricular expenses.
- xi. Meagan notes that if we use the funds, there is a better chance to receive funds in the future. (Use it or lose it)
- xii. See Appendix C for more information but note that it is still changing.
- b. The open house was awesome! So nice to see everyone around!
  - i. Was great to see everyone without masks!
- c. Grade 8 leaving ceremony – date TBC
- d. Collect all applications for ski club – prioritize grade 8's (4pm to Cypress) only 104 participants. Not first comes first served! (Jan/Feb) – There will be a lottery if more than 104 students wanting to participate

Admin Report – Kirsten

- e. New staff got t-shirts
  - f. Tomorrow is the pancake breakfast for grade 6's
  - g. FSA's are in progress for grade 7's
  - h. Grade 6 immunizations are underway
  - i. Early dismissal is next week to accommodate parent-teacher interviews Wed until 6pm and Thurs until 4pm
5. Chair report – not much to report (Lisa C)
- a. Winter meeting is tonight
    - i. If you are able to volunteer on Dec 13/14 on the days of the Winter Market, or the day before for set up – pls contact us
  - b. Hot lunch will be updated later in meeting
  - c. Rena is going to be Vice Chair – thank you!
  - d. Mr Kwok is looking for lunch time and after school parent volunteers for book fair
6. Treasurer's Report – Dena
- a. See attached report by Dena – Appendix A
  - b. When she does a batch of cheques, she sends a report to Saras
  - c. Spreadsheet is kept active and emailed to admin and PAC chair/secretary and if anyone wants to see it, please requisition it
7. DPAC – Lio:
- a. Please see Appendix B for DPAC Notes by Lio
  - b. Lio is there to pass forward issues, questions, or concerns on our behalf
  - c. Gaming grant – it will be changing
  - d. Bylaws were negotiated
  - e. We will share notes for DPAC
  - f. We paid for BCCPAC

## 8. Events and Updates:

### a. Hot Lunch:

- i. September hot lunch went well
- ii. Kirsten mentioned that some parent's reached out to say that they "didn't know" that hot lunch was happening. It was mentioned by the hot lunch team that there was a short window for the September hot lunch that contributed to the message not getting out to all families. They wanted to assure families that this was a single lunch order and you have not missed lunches for the whole year.
- iii. Notice for the next batch of lunches will hopefully go out in Friday's newsletter or if not that one then the next.
- iv. Next order opportunity will include Nov, Dec, Jan
- v. The next lunch will be Sushi and there will be recycling needs due to Styrofoam. It was decided that the school would provide recycling bags, leadership students would assist with collection and PAC would take the recycling away.
- vi. It was noted that the team is happy to keep storing the lunches in the breezeway while the weather holds as it is very convenient to access the building from there and much closer than the multipurpose room.
- vii. It was noted that there are many charges per order plus a credit card fee, the hope is that if families will order all 3 lunches at once and it will reduce our fee burden.
- viii. A parent asked why we don't use school cash which has a lower fee rate? School cash is less adept at being able to include options for various lunch options, ie-toppings. It was mentioned (by Kirsten?) that even the secretary has trouble adding multiple t-shirt size options. Lisa said they could look into school cash though.
- ix. Next lunches are:
  1. Nov 23 - Sushi Mori
  2. Dec 7 - Cobbs Pizza and Pastries
  3. Jan 25 - Subway Subs and Salads
- x. Reminder to be given to teachers that they can order lunches if they want to
- xi. Financial grant that is coming in – it also applies to hot lunch
- xii. Less than 1/3 of the school is participating in hot lunch
  1. Need reminders
  2. Suggest that we capture other parents
- xiii. Take out \$333/yr – profit 146\$ for last lunch
- xiv. Strike fees were \$71 this past Munch-a-Lunch – see Dena's financials
- xv. We'd like 2 sandwich boards
- xvi. We still need volunteers for Wed for Hot Lunch

### b. Winter Market –

- i. If you are not on the list of volunteers – we would love to have you

### c. How we are doing daily announcements-

- i. Andrew and Mr Kwok plan to get the information on to Instagram and Twitter every day
- ii. Can parents help admin? Andrew is looking into it

9. Adjournment at 8:15pm

- a. Motion to adjourn by Lisa, Lio seconded, all were in favour. Meeting end at 8:13pm
- b. The next meeting will be Nov 8, 2022

## **Appendix A** – Treasurer’s Report by Dena

- General Overview:
  - There is a new spreadsheet this year
  - All transactions across both Operating and Gaming accounts will rest in one place
  - Transactions entered on either the *Operating Account* or *Gaming Account* sheets will automatically populate across the *Balance Sheet*, *Income Statement* and *Fundraising Report*
  - There are built-in checks that will prohibit some basic errors and catch some calculation errors
  - The *Income Statement* will show at a glance what we have spent by month, with budget amount remaining
  - This month’s spreadsheet is updated with transactions through to Oct 6 and balanced to Sep 30, 2022 digital bank statement
  
- Material items/budget deltas:
  - No items of note
  
- Fundraising profitability
  - Fundraiser: Munchalunch (Little Caesars) October 4, 2022
  - Total revenue: \$1,058.50 less \$70.95 Stripe fees = **\$987.55**
    - **Stripe fees are comprised of a 30¢ flat fee per transaction plus 2.9% credit card fee for transaction total**
  - Total expenses: \$1,156.81 (expenses includes \$336.00 annual renewal\*\*)
  - Profit/Loss: **(169.26)**
    - **Profit of 166.74 when you take out the Munchalunch annual renewal**
  
- Gaming Grant update
  - Gaming Grant received Sep 28, 2022
  - Total \$11,600 (\$600 more than anticipated)
  - Gaming confirmation letter not yet received
  
- Oversight
  - Each month, the spreadsheet will be sent in advance of meetings to the Principal, Vice-Principal, Head Secretary, PAC Chair
  - Copies of the reconciled paper statements will be sent to PAC Chair for oversight
  - I will be looking at cash flow, line by line budget allocations, overall budget
  - A robust spreadsheet review will occur towards the end of the school year (at a PAC meeting), to compliment budget discussions for the following year
  - If anyone would like to see the spreadsheet, please let me know



## **Appendix B** – DPAC Report - Lio

### **DPAC Overview + How can DPAC support parents**

The DPAC meetings are providing regular forums for the exchange of ideas and information to ensure that public education serves the best interests of all students

#### **DPAC members**

Rosey Manhas - president of the DPAC 43  
.Zainab Alkassab – Vice president and Parent Education Coordinator  
.Jamie manchester – Treasurer  
Marcela De la Peña – Secretary  
Diane MacSporran – Member at Large

#### **EMM DPAC Rep**

PAC Contacts Needed 2023-2022 :Please Note  
:Please email the DPAC Office [office@dpac43.ca](mailto:office@dpac43.ca) with the following  
**name / phone # / email address < PAC President/Chair**  
**Liora Bukofzer Gal / 778-870-0026 / [lio.buko@gmail.com](mailto:lio.buko@gmail.com) < DPAC Rep**

#### **Tips on finances and gaming grants**

provide funding to not-for-profit organizations, to support the Community Gaming Grants  
.delivery of accessible and inclusive programs and services to their communities  
This is the last year that the gaming grant can be used for scholarships

#### **.Understanding your Constitution and Bylaws**

is a legal document that contains the fundamental principles according to which **Constitution**  
,an organization is acknowledged to be governed  
.are rules an organization makes to control the actions of its members **By laws**  
.Our constitution is from 2008 I like most PACs The DPAC will send an example constitution  
s information – 'where do we save all the PAC -**Example of information that needs update**  
minutes etc... We need to decide if it is on Google drive or hard disk and have 'budget, meetings  
.more than one access and list of where things are  
s new and relevant to PACs'What  
.Once I will receive the presentations and the minutes I will share them with you all  
Opportunity to have your PAC related questions answered – If we have any questions that we  
want to ask the DPAC please send them to me and I will be more than happy to ask them in the  
.DPAC meetings

***Did we pay the BCCPAC fees? YES***

#### **Interesting articles and information**

Last year) [DPAC advisory](#)  
[What is the School Act](#)  
[Rosey Manhas the new president of the District Parent Advisory Council](#)  
[Community Gaming grant](#)  
[Parent Advisory Council \(PAC\) and District Parent Advisory Council \(DPAC\) Grants](#)  
How can you get access to the announcements to put it in a public space for parents to view it?



**Appendix C** – Student Affordability Funding Info 2022 Slides