

École Banting Middle School Parent Advisory Council (PAC)
General Meeting MINUTES
Wednesday, January 18, 2023 at 7pm
Library and Zoom



Agenda Item	Details
<p>1. Call to order & welcome</p> <p><i>President: Kelly Cardwell</i></p>	<p>Welcome to PAC meeting</p> <ul style="list-style-type: none"> a. Establish quorum <ul style="list-style-type: none"> - Established with 3 in person and 12 online b. Sign-in process reminder <ul style="list-style-type: none"> - Zoom attendee report filed
<p>2. President's report</p> <p><i>President: Kelly Cardwell</i></p>	<p>PAC President reported on current PAC status:</p> <ul style="list-style-type: none"> a. Overview of Agenda b. Approval November Minutes <ul style="list-style-type: none"> - Motion: Christine / Second: Rida / No opposition to minutes c. Approval of Agenda <ul style="list-style-type: none"> - Motion: Rida / Second: Christine / No opposition to agenda
<p>3. Principal's report</p> <p><i>Principal: Bill Trask</i></p> <p><i>Vice Principal: Karla Allan</i></p>	<p>Administration reported on current and upcoming school activities:</p> <ul style="list-style-type: none"> a. Sports and activities <ul style="list-style-type: none"> - 6 volleyball teams were run - 6 basketball teams with parent volunteers were run - Choir currently running with 10 students, looking for 10 more - Yoga at lunch currently - Textile club currently - Blaze Leadership Team ongoing - Blaze Service Awards every quarter - giving students job experience - Dance a the end of the year - Chess club starting - Ski and Snowboard club currently running b. After school programs will be starting up again run by school district under Do What You Love c. Student Leadership Council (SLC) presentation <ul style="list-style-type: none"> - SLC is a district initiative - Currently have 20 representatives from student body to run fundraisers and student activities - Planning a Fair in late June and would like to request financial support from PAC for inflatable rentals costing \$5,500

Agenda Item	Details
	<ul style="list-style-type: none"> - PAC could fundraise at the Fair through the concession - PAC to review request for financial assistance and present decision at next PAC meeting <p>d. Review of past events:</p> <ul style="list-style-type: none"> - Thanks to PAC for supporting White Hatter and indigenous presentations - Volunteers continue to help at Miller Park and can be arranged through Ms. Allan <p>e. Upcoming events:</p> <ul style="list-style-type: none"> - Prepping for transition into grade 8 and into grade 6 has begun with visits and tours - Staff continues to work towards mandated school goals in numeracy (academic) to improve resiliency; executive function skills (social emotional learning); and indigenous learning - Book of the year program will be run as a celebration of reading. Students will have the opportunity to read up to 10 titles from February to mid May, then they will get a ballot to vote for the book of the year - School population is expected to grow with the increase of housing development in the surrounding area. As such an additional 2 portables may be added to the school or additional build to the school may be considered. School governance will be impacted e.g. size of groups, length of exploration term. French classes will stay the same at 8 classes. Approximating 570 student for the upcoming school year <p>f. Overview of items on current teacher wish list</p> <ul style="list-style-type: none"> - Digital Microscope: \$2,000 - Carnival (food truck): \$700 (TBC) - Teacher Appreciation Lunch: \$600
<p>4. Treasurer’s report</p> <p><i>Treasurer: Elisheba Muturi</i></p>	<p>PAC Treasurer reviewed current and proposed finances:</p> <ul style="list-style-type: none"> a. Financial report on opening and closing balances for September and projected for October and November - <i>see page X</i> b. Presentation of proposed budget to end of school year – <i>see page X</i> c. Vote for adoption of updated budget

Agenda Item	Details
	<ul style="list-style-type: none"> - Motion: Kelly / Second: Rida / No opposition
<p>5. PAC Goals and Fundraising</p> <p><i>Vice President: Rida Wang</i></p>	<p>PAC Fundraising Lead (VP) reviews fundraising goals, as well as, past and upcoming fundraising events:</p> <ul style="list-style-type: none"> a. Pizza lunch - November made \$100 in profit and December made \$600 in profit. Still looking for volunteers next Thursday b. Holiday portraits made \$250 in profits c. Hot lunch program planning is underway. Frequency will be based on volunteer (parents and students) availability. Student volunteers will also be welcomed. Will be using HotLunches.net for orders and to set-up profiles for students. Each division will come to pick-up orders in central location d. Bowling night is being considered. Would be \$25/pp for 3 games, for up to 84 people, costs for PAC would be \$1,000 for 3 hour window. With opportunity to book private room to serve pizzas, etc. e. Student & Parent wish list survey results: <ul style="list-style-type: none"> - Feedback from staff surveys results will be compiled next Wednesday - Parent results include science equipment, indoor equipment, STEAM equipment and common area - Student results include technology, team common areas and in/outdoor equipment f. Banting wear will be sold in February. Will be lead by committee of teachers and include 15 items that are different from previous Fall sale. \$2 for each item will go to the PAC. \$350 raised from Fall sale. g. Gaga ball court has been included in approved budget
<p>6. New Business</p> <p><i>President: Kelly Cardwell</i></p>	<p>Roundtable for attendees:</p> <ul style="list-style-type: none"> a. Be Active Program pass available for grade 6 students for 12 free visit for Coquitlam Rec Centre activities. Letter on school website. b. DPAC Update: <ul style="list-style-type: none"> - Canada French Immersion collective start-up being promoted - Coquitlam library resources were discussed - french tutor pairing, homework help, A to Z data bases, Hoopla digital, etc.

Agenda Item	Details
7. Next Meeting date	Next meeting will be on Wednesday, February 22, 2023 at 7pm, both in person (Learning Centre) and virtually (Zoom)
8. Adjourn	Meeting ended at 8:36pm

École Banting Middle School PAC

Proposed Budget October 1, 2022 to August 31, 2023 (updates as of January 13, 2023 in blue font)

General Fund	
Opening Funds – General	\$ 10,037.10
Income	
Hot Lunch - 9 events ¹	\$ 13,050.00
Winter Event - Photo fundraiser ²	\$ 250.00
Banting Swag	\$ 3,500.00
Spring Event ³	\$ 2,500.00
Total Income	\$ 19,300.00
Expenses	
Admin - Zoom, supplies, etc.	\$ 500
Hot Lunch Supplies - 9 events ⁴	\$ 6,750.00
Winter Event Supplies ⁵	\$ 0.00
Banting Swag Expense	\$ 2,000.00
Grade 8 Leaving Ceremony ⁶	\$ 1,000.00
Gaga Ball Court ⁷	\$ 4,500.00
Spring Event Expense ⁸	\$ 500.00
Total Expenses	\$ (15,250.00)
Net Income	\$ 4,050.00
Closing Funds – General	\$ 14,087.10
Total Closing Balance (General, Gaming & Trust)	\$ 39,108.23

- ¹ Proposed increase income budget from \$3,000 to \$13,050 for 6 additional Hot Lunch events
² Proposed reduced income budget from \$2,500 to \$250 for reduced Winter event scope
³ Proposed additional income budget of \$2,500 for added Spring event
⁴ Proposed increase expense budget from \$1,000 to \$6,750 for 6 additional Hot Lunch events
⁵ Proposed reduced expense budget from \$500 to \$0 for reduced Winter event scope
⁶ Proposed additional expense budget of \$1,000 for added Grade 8 Leaving Event
⁷ Proposed additional expense budget of \$4,500 for added Gaga Ball Court
⁸ Proposed additional expense budget of \$500 for added Spring event
⁹ Approved on November 16, 2022
¹⁰ Proposed additional disbursements due to additional events

Gaming Fund	
Opening Funds – Gaming	\$ 3,180.49
Income	
2022/23 Grant	\$ 10,640.00
Total Income	\$ 10,640.00
Disbursements	
Class Support (13x\$150)	\$ 3,900.00
Speaker Honorarium	\$ 200.00
Drumming Workshop ⁹	\$ 2,800.00
White Hatter Internet Safety ¹⁰	\$ 558.80
Jiu Jitsu Instructors ¹⁰	\$ 1,000.00
Hip Hop Dance Instructors ¹⁰	\$ 1,000.00
Spring School Activity (TBC) ¹⁰	\$ 500.00
Total Disbursements	\$ (9,958.80)
Net Income	\$ (681.20)
Closing Funds – Gaming	\$ 3,861.69
Trust at Banting Fund	
Opening Funds – Trust	\$ 20,149.24
Income	
Donations	\$ 3,855.00
Total Income	\$ 3,855.00
Disbursements	
Get Real Inclusion Movement ¹⁰	\$ 1,219.20
David Robertson Author Visit ¹⁰	\$ 1,625.60
Total Disbursements	\$ (2,844.80)
Net Income	\$ (1,010.20)
Closing Funds – Trust	\$ 21,159.44



Previously approved budget

École Banting Middle School PAC

Budget October 1 to December 31, 2022 – Approved on October 12, 2022

General Fund

Opening Funds – General		\$ 10,037.10
Income		
Hot Lunch	\$ 3,000.00	
Winter Event	\$ 2,500.00	
Banting Swag	\$ 3,500.00	
Total Income		\$ 9,000.00
Expenses		
Administration - Zoom, supplies, etc.	\$ 500.00	
Hot Lunch Supplies	\$ 1,000.00	
Winter Event Supplies	\$ 500.00	
Banting Swag Expense	\$ 2,000.00	
Total Expenses		\$ (3,500.00)
Net Income		\$ 5,500.00
Closing Funds – General		\$ 15,537.10
Funds in Trust at Banting		\$ 20,142.50
Closing Funds Held in Trust		\$ 45,400.09

Gaming Fund

Opening Funds – Gaming		\$ 3,180.49
Income		
2022/23 Grant	\$ 10,640.00	
Total Income		\$ 10,640.00
Disbursements		
Class Support (13x\$150)	\$ 3,900.00	
Speaker Honorarium	\$ 200.00	
Total Disbursements		\$ (4,100.00)
Net Income		\$ 6,540.00
Closing Funds – Gaming		\$ 9,720.49

École Banting Middle School PAC
Balance Sheet as at November 30, 2022

Current Assets

Chequing Account	\$11,314.19
Gaming Account	\$7,750.61
Trust at Banting	\$27,974.44
Total Assets	\$47,039.24

Income Statement July 01, 2022 to November 31, 2022

General Fund

Opening Funds – General	\$10,037.27
Income	\$2,774.08
Expenses	\$1,497.16
Net Income	\$1,276.92
Closing Funds – General	\$11,314.19

Gaming Fund

Opening Funds – Gaming	\$14,450.49
Income	\$0.12
Disbursements	\$6,700.00
Net Income	-\$6,699.88
Closing Funds – Gaming	\$7,750.61

Trust at Banting Fund

Opening Funds – Trust	\$23,839.24
Income	\$6,980.00
Disbursements	\$2,844.80
Net Income	\$4,135.20
Closing Funds – Trust	\$27,974.44

Closing Funds Held in Trust	\$47,039.24
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École Banting Middle School PAC
Balance Sheet as at December 31, 2022

Current Assets

Chequing Account	\$11,314.28
Gaming Account	\$7,750.71
Trust at Banting	\$28,059.44
Total Assets	\$47,124.43

Income Statement July 01, 2022 to December 31, 2022

General Fund

Opening Funds – General	\$11,314.19
Income	\$0.09
Expenses	\$0.00
Net Income	\$0.09
Closing Funds – General	\$11,314.28

Gaming Fund

Opening Funds – Gaming	\$7,750.61
Income	\$0.10
Disbursements	\$0.00
Net Income	\$0.10
Closing Funds – Gaming	\$7,750.71

Trust at Banting Fund

Opening Funds – Trust	\$27,974.44
Income	\$85.00
Disbursements	\$0.00
Net Income	\$85.00
Closing Funds – Trust	\$28,059.44

Closing Funds Held in Trust	\$47,124.43
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