

PAC AGM MEETING MINUTES

September 14th, 2016

Attendance: Jocelyn, Susan, Leni, Leilani, Christine O, Valerie N, Valerie H, Katrina, Elicia, Natashia, Jeff, Kristy, Damon, Tina, Lorin and Sharon

Meeting was called to order at ~6:30 pm by Jocelyn.

WELCOME AND INTRODUCTIONS: As there were some new faces tonight, everyone introduced themselves and were welcomed to the meeting.

ANNUAL GENERAL MEETING:

It was announced that the executive positions up for election at this time were:

Treasurer

Members at Large - 1 position

DPAC Rep - up to 2 positions

Teacher Liaison

Jocelyn called for nominations for the position of Treasurer. Leni was nominated from the floor and agreed to let her name stand. There were no further nominations so Leni was voted in as Treasurer.

Jocelyn called for nominations for the position of Member at Large. Christine briefly described the position. Natasha expressed interest in the position and was nominated from the floor. There were no further nominations. Natasha was voted in as Member at Large.

Jocelyn briefly described the DPAC position. Christine added that there were actually 2 positions available for DPAC. Valerie N. was nominated from the floor and agreed to let her name stand. There were no further nominations and Valerie N. was voted in as DPAC Rep,

Jocelyn briefly described the Teacher Liaison position. Sharon added that last year Ali came to every staff meeting, however, this year the Teacher Liaison will be invited to one staff meeting a month. There were a few questions as to the scope of the position and if it was required they attend every PAC meeting. It was explained that there is not necessarily anything to report every month and if a meeting had to be missed an emailed report could be presented to the PAC. Val H. was nominated for the position and agreed to let her name stand. Val H. was voted in as Teacher Liaison.

Creation of Facebook Coordinator position - Christine explained the history behind this position request. As DT recently created a Facebook Page for communication with parents last year, it was thought that a parent should be appointed to coordinate and approve members and posts and be the general administrator of the page.

PAC MEETING

September 14, 2016

Page 2

MOTION by Christine that PAC create a Facebook Coordinator position, that would not be an Executive member of the PAC, but would be comprised of up to 2 people with the main purpose and responsibilities to be to expedite posts and deliver information to parents in an efficient and appropriate manner, 2nd by Leni. CARRIED

Kristy was nominated from the floor and agreed to let her name stand. There were no other nominations at this time. Kristy was voted in as the Facebook Coordinator.

Creation of Fundraising Coordinator position - Christine explained the history behind this position request. Last year it was felt from some parents that there should be a main person or people driving DT's fundraising plan as it sometimes felt a little haphazard.

MOTION by Christine that PAC create a Fundraising Coordinator position, that would not be an Executive member of the PAC, but would be comprised of up to 2 people with the main purpose and responsibilities to include creating a fundraising plan for the upcoming school year, to communicate to parents what DT's fundraised dollars are being used for and to oversee and coordinate fundraising activities and the promotion of those activities, 2nd by Val H.

Discussion: A parent felt that the priorities for the money and where it is spent should be discussed and it was generally felt that the financial priorities would be outlined in the budget.

The above MOTION was CARRIED.

Kristy and Val H. were nominated from the floor and agreed to let their names stand. There were no other nominations. Kristy and Val H. were voted in as the Fundraising Coordinators.

At this time the nominations were closed and the DTE PAC Executive Committee is as follows:

Chairperson - Leilani

Vice-Chairperson - Jocelyn

Treasurer - Leni

Secretary - Christine

Members at Large - Natasha, Corrinna and Clare

Our DPAC representative is Valerie N., our Teacher Liaison is Val H., our Facebook Coordinator is Kristy and our Fundraising Coordinators are Kristy and Val H.

MOTION by Christine that the minutes from the April and May PAC meetings be accepted as posted, 2nd by Leni. CARRIED

PAC MEETING

September 14, 2016

Page 3

Jocelyn called for any additions to the agenda.

Valerie N. asked to add a new business item that addressed the procedure for if students are away for more than a week. Sharon responded that the procedure for each classroom was a little bit different and to check with the classroom teacher. Sharon also said that if parents inform the school of an extended absence a package of homework is generally left for them at the office for pick up.

Jocelyn added new business of a school dance

Leilani asked about adding a 4th person for signing authority at the bank, Christine said she would double check the constitution for rules, if any, that pertained to this.

Date for the school craft fair

Halloween Dance with potluck

With no further additions, the agenda was approved

PRINCIPAL'S REPORT: Mrs. Cooley provided an electronic copy of her report which follows. Any further discussion or comments regarding a topic has been added in **BOLD**.

Wed., Sept. 21 – RLC cross-country run

Thurs., Sept. 22 – Early Dismissal/Open House

Fri., Sept. 23 – Non-instructional Day – no school for students

Tues., Sept. 27 – Raise-a-Reader

Wed., Sept. 28 – Arthur Stevenson cross-country run

Fri., Sept. 30 – wear orange day

-Terry Fox run

Mon., Oct. 3 – NED Program performance and yo yo sales

Wed., Oct. 5 – District cross-country run

- Photo Retakes

Mon., Oct. 10 – Thanksgiving Day

Fri., Oct. 14 – PINK Day

Tues., Oct. 18 – Rhyme, Reason and Rascals performance

Thurs., Oct. 20 – Shake Out earthquake drill

Fri., Oct. 21 – Non-instructional Day – no school for students

1) 407 students – 16 divisions

Kindergarten – Mrs. Jorgenson

Kindergarten – Mrs. Pitman

Grade 1 – Mrs. Poirier

PAC MEETING

September 14, 2016

Page 4

Grade 1 – Mrs. Caissie until Mrs. Pagnotta's return

Grade 2- Mrs. Webster

Grade 2 – Mrs/ Bojesen and Mrs. Noble

Grade 2/3 – Mrs. Morrison

Grade 3 – Mrs. Bentz

Grade 3/4 – Mrs. Carr

Grade 4 – Mrs. Brennan

Grade 4/5 – Mr. Marchese

Grade 5 – Mrs. McCauley

Grade 5/6 – Mr. Martin

Grade 6 – Mrs. Blacquiere

Grade 7 – Mrs. Hansen

Grade 7 – Mr. Cinel

Primary Prep – Ms. Wium

Intermediate Prep – Madame Harmatuk

LARTs- Mrs. Wilkinson and Mrs. Schneider

Music – Mr. Wood

- 2) **Terry Fox Run** – Friday, September 30th between recess and lunch. Students will be asked to bring a Toonie for Terry. Mrs. Webster and Mrs. Brennan are arranging this event. Thank you PAC for the juice boxes.
- 3) **Early Dismissal/Open House** – students will be dismissed at 12:30 on Thursday, September 21st. There is an Open House from 1-3 for parents to come in to visit their child(ren)'s classroom and meet the teachers. Trustee Small and his wife will be visiting our Open House. Thank you PAC for your support with a Mug'n'Muffin.
- 4) **LDP** – this is a Leadership Development Program designed for teachers to learn how to use their leadership skills at school often with the goal of becoming a school administrator at some future date. Mrs. Brennan will be working with Ms. Cooley and Mr. Toews in this role. This is her second year of a two year program. In her LDP role, Mrs. Brennan will be "the principal" at one of this year's PAC meetings.
- 5) **Cross-country Runs** – Mrs. Bentz and Mrs. Blacquiere are looking after the organizing and training of our athletes for these events: OLPH Run, RL Clemitson (Cliff Weathermon) Run, Arthur Stevenson Run and the District Run.
- 6) **Class communication** – SD73 schools no longer use Dojo to communicate with parents. It is not FOIPOP compliant. We will be using a new system for reporting to parents called Fresh Grade. This will be in use within the next month or so. You may phone or email your child's teacher.
- 7) **Raise-a-Reader** – we will be helping the community raise money to support literacy in Kamloops and Kamloops schools. We will be asking for a coin donation that can be sent to school with your child on Tuesday, September 27th. Raise-a-Reader volunteers will be

PAC MEETING

September 14, 2016

Page 5

collecting donations in the front hallway from 8-8:30am. Trustee Small and his wife Pat will be volunteering at David Thompson that morning. PAC is welcome to join them.

8) Music at DT

- Mr. Wood will be providing a music program K-7 this year.
- Ms. Zahir will providing a Strings program for intermediate students

9) Drills

- 6 Fire Drills a year – 4 in the fall and 2 in the spring
- 2 Secure Room Drills a year – 1 in the fall and 1 in the spring
- 1 Earthquake Drill – Shake Out BC on Oct. 20th

I look forward to working with you all again this year! ☺

END OF PRINCIPAL'S REPORT

A parent asked about the robots PAC purchased last school year and wondered if there was an update. Lorin reported that the robots were here and that we have 2 class sets as we bought 30 robots but the students usually work in groups of 2. Lorin said that he is going up to Pacific Way Elem to see how they are working with the robots and will bring the information he learns back to the staff at DT. A parent asked which grades the robots would be used for and Lorin responded that he thought that kids from Grade 3 to Grade 7 would be working with the robots. It was also asked what the students would do with the robots and Lorin explained that the students are given a challenge for the robots and they have to program the robots to fulfill the criteria of the challenge.

DPAC REPORT:

The DPAC has not yet held a meeting for this year. To visit the DPAC's website you can go to www.dpac.sd73.bc.ca.

TREASURER'S REPORT:

Leni presented the treasurers report and explained them to the PAC (please see attached for the reports) She said that she would have a budget proposal for the PAC to go over and approve at the next meeting.

Sharon said that she would approach the staff to see if they were interested in having Art Cards in their classrooms again this year. PAC is not 100% that we would like to do the Art Cards, but Sharon thought she would just ask the teachers now so that if we decide we want to do Art Cards again this year we would already have a response from the teachers.

PAC MEETING

September 14, 2016

Page 6

COMMITTEE:

Fundraisers for the year:

Christine reported that the hot lunch order forms until February have already gone out to parents and Purdy's catalogs were ordered in June so they are already here and ready for an early November distribution.

It was decided that DT would go ahead with a Christmas Craft Fair again this year and that the date would be November 12th to coincide with other Westsyde events to hopefully get the most traffic coming to the school. There was a discussion about acquiring signage for the event in order to help get the word out in the hopes of optimizing traffic to the craft fair. Val H. felt that banners could be pretty expensive. Kristy got a quick quote off of Vista print and felt we could get a good sized banner for around \$55.

MOTION by Jocelyn that PAC allocate \$500 towards advertising for the craft fair, 2nd by Leni.

Discussion: A parent wondered if \$500 would be enough or did we need to allocate more. It was decided we could start at \$500 and then check back in October if more funds were needed. Jeff offered his carpentry skills and access to contractor tools to help out if needed. There was another question regarding the cost/benefit analysis of purchasing an expensive banner, etc as last year the craft fair made \$1300 and \$500 is a large portion of those profits. From the following discussion some parents felt that this event was a community building event as well as a fundraiser and was worth the investment. Others felt that because the decision to have the craft fair was made earlier in the year, we would have more time to prepare and advertise which would bring in more people and more money. Another parent suggested that the banner would most likely be re-used every year. It was also suggested that the banner have a dry erase section where the date could be easily changed to reflect year to year date changes. Another person suggested duct tape could have the same effect.

The above MOTION was CARRIED

OLD BUSINESS:

Friend bench: Christine reported that she found an example of a customizable friend bench with a cost from \$750 to \$800, which would allow us to name the bench "Krystina's Buddy Bench" or "Krystina Murphy's Buddy Bench". Jocelyn explained the significance of Krystina to the new parents to the school. The issue with this particular bench was that it was said to be "portable" and we definitely need a bench that could be secured to the ground in some way. A parent asked what a friend bench was and it was explained that it was for kids who felt lonely

PAC MEETING

September 14, 2016

Page 7

or didn't have someone to play with so they could sit on the bench and the other children, through education, would know to check the bench and invite kids sitting on the bench to come and play with them. Christine said she would check to find a non-portable buddy bench and check with Tim Dempster to see if it could be installed at the school and bring that information back to the next meeting.

NEW BUSINESS:

Halloween Dance - Discussion occurred regarding when a Halloween Dance could take place at the school. It was decided that Friday October 28th would be our first choice for a dance and Sharon said she would check with teachers to determine if they would be okay with a dance happening from 6 to 8 as the 28th is a parent/teacher interview afternoon/evening. Sharon reminded PAC that there would need to be supervision for the dance and gave a friendly reminder that a smoke machine would not be a good idea as it generally sets off the fire alarms. There was a discussion around what DJ to use, it was suggested that Tony's DJ be used again as they were great last time. Natasha has connections to a couple of other DJs and could get quotes from them as well. It was asked who would be willing to organize and set up and clean up for the dance and Val H., Kristy, Leilani, Jocelyn, Tina and Natasha all volunteered to help in some way.

MOTION by Val H. that PAC hold a Halloween Dance on October 28th from 6 to 8 pm, 2nd by Natasha. CARRIED

Some further discussion around the dance occurred regarding pot luck treats and selling pizza by the slice and water etc at a concession. A parent suggested that a call for Halloween decorations go out to parents to see if PAC could borrow some good quality decorations for the dance.

MOTION by Leni that PAC spend up to \$400 for a DJ and decorations for the Halloween Dance, 2nd by Jocelyn. CARRIED

General Discussion:

A parent asked how playground equipment was repaired in the District as the back "Adventure" playground has a broken spinner. Sharon explained that work orders were entered for grounds people to come by and fix it. Work orders have already been put in to get the spinner fixed, we are just waiting in cue.

Another parent asked about getting replacement benches in the front primary playground as a couple of benches were damaged and removed last year. Sharon explained that it would be a

PAC MEETING

September 14, 2016

Page 8

PAC expense to replace the benches as there is not a budget from the school or the District to replace the benches. Christine said she would look at bench costs when looking for Buddy bench information.

Leilani reported that she was thinking of having a Movie Night in November. Not 100% sure yet, will check on what movies would be available at that time.

Another parent asked about the crossing guard situation, in that we don't have one often this year, and wondered if the school was looking to get someone to fill the position. It was explained that in the past parents have been paid \$10 per hour (so \$5 for morning crossing guard duty and \$5 for afternoon crossing guard duty) from the District, however this year Sharon is unsure if the District will pay for this service. It was suggested that PAC can volunteer to provide the services for free or PAC could pay for a volunteer. Sharon said that she would check into liability issues etc around this issue and get back to the PAC for next meeting.

It was also discussed that in the past parents and students have been encouraged to hug the walls of the school when walking to and from the parking lot to avoid crossing in front of vehicles. There was a general discussion surrounding the parking lot and related issues.

Next meeting Wednesday October 19th, 2016 at 6:30 pm.

(Minutes recorded by: Christine Ony)

2015-2016 PAC

Gaming Account	Proposed budget 2015-2016	Actual Aug 31, 2016
Revenue:		
Unspent from previous year	13,220.31	13,220.31
Gaming Income	7,960.00	8,780.00
Interest	10.00	1.35
Total funds available	21,190.31	22,001.66
Expenditures:		
Classroom Field Trips (Busing only)	4,800.00	2,119.88
Playground upgrade	7,200.00	5,891.55
Skating busses	2,000.00	1,378.68
Volleyball and other sport equipment		
Band equipment		
Yearbook Club equipment	500.00	241.23
Yearbook Subsidizing		
Yoga	1,000.00	400.00
Scooter Rack	900.00	
FAM BBQ		
Swimming lessons		
PAC Fridge		
Karate		
Garbage audit	1,500.00	
misc - stale dated cheque reversed		745.67
Total expenses	17,900.00	10,777.01
Net funds available	3,290.31	11,224.65

General Account	Proposed budget 2016-2016	Actual August 31, 2016
Revenue:		
Concession Sales (movie night)		
Hot Dog Fundraiser	6,000.00	7,106.66
Purdy's Fundraiser	6,000.00	3,758.89
Craft Fair		1,318.20
Hanging Basket		2,779.52
Spaghetti/Soup day	8,000.00	13,238.50
School Clothing Fundraiser		1,829.81
Senor Froggy Fundraiser	11,000.00	12,060.50
Yearbook	2,000.00	2,112.75
Art Cards	4,000.00	2,412.00
Poinsettia		3,056.00
Donation request	4,000.00	934.73
Total Fundraising revenue	41,000.00	50,607.56
Bank Interest	10.00	2.12
Carnival Equipment Rental		
Misc. Income	200.00	1,620.45
Total Revenue	41,210.00	52,230.13
Expenditures:		
Movie night (concession)		356.07
Hot Dog Day Expenses	3,200.00	3,639.88
Purdy's Expenses	3,800.00	2,067.99
Spaghetti/Soup	7,000.00	10,538.64
Hanging Baskets		1,548.83
School Clothing Expenses		1,786.00
Poinsettia		2,208.36
Senor Froggy Expenses	8,000.00	7,709.25
Yearbook	2,000.00	50.00
Art Cards	2,800.00	1,816.09
Total cost of sales	26,800.00	31,721.11
Cake & Retirement Gifts, etc.	350.00	213.70
LAT	200.00	
Library Purchases		
License/hot lunch fee	325.00	392.50
One to One Reading Program	500.00	140.79
QSP Readers Digest Expenses		
School Events		
ie. Terry Fox Juice Boxes	600.00	1542.48
Jump Rope Juice Boxes		
Eureka! Science	700.00	700.00
Swimming Lessons		672.00
Teacher's Luncheon	600.00	809.46
Speakers for Smart Board		
Grade 7 celebration	500.00	(65.34)
Sport reffing	1,500.00	435.00
Classroom Supplies	1,600.00	1,600.00
Total Budgeted Expenditures	32,075.00	36,561.70
Other expenditures		
previously approved expenses		
New Incubator	300.00	303.29
Remaining kindie expenses	400.00	306.72
Under table spin bikes	350.00	
LAT material	2,100.00	1032.2
Grade 6 trip	75.00	
Laptop	275.00	
Misc other expenses		
Home reading books		
Sports equipment		
Fam BBQ	1,200.00	
other		1385.94
Total Misc Expenses	4,700.00	3,028.15
Total expenses	36,775.00	39,589.85
Net income General Fund	4,435.00	12,640.28

Net income

Hot Dog	3,466.78
Senior Froggy	4,351.25
Spaghetti/farm to table	2,699.86
Purdy's	1,690.90
Craft Fair	1,318.20
Poinsettia	847.64
Hanging Basket	1,230.69
Art Cards	595.91
Donations	934.73
Year Book	-
School clothing	43.81

PAC David Thompson Elements

G1

Year End: August 31, 2016
 Financial Statement Grouping

Prepared by	Prepared by	Prepared by	Reviewed by
Reviewed by	Reviewed by	Post signoff	Post signoff

Account	Prelim	Adj's	Rep	Annotation	Rep 08/15	%Chg
1000 HSBC - Gaming Account	13,222.79	(1,995.66)	11,227.13		13,222.79	(15.09)
1010 HSBC - General Account	13,184.06	11,107.55	24,291.61		14,009.81	73.39
1015 Petty Cash	140.00	(10.00)	130.00		140.00	(7.14)
10100 Cash/Bank indebtedness (FLIP)	26,546.85	9,101.89	35,648.74		27,372.60	30.24
1080 Popcorn Supplies	57.27	(57.27)	0.00		57.27	(100.00)
10600 Inventories	57.27	(57.27)	0.00		57.27	(100.00)
3900 General Operating Fund	(15,023.46)	1,641.06	(13,382.40)		(12,855.40)	4.10
30300 General Operating Fund	(15,023.46)	1,641.06	(13,382.40)		(12,855.40)	4.10
3910 Gaming Fund	(11,580.66)	(1,641.06)	(13,221.72)		(11,580.66)	14.17
30500 Gaming Fund	(11,580.66)	(1,641.06)	(13,221.72)		(11,580.66)	14.17
4000 Movie night	0.00	0.00	0.00		(777.15)	(100.00)
4030 Hot Dog Days	0.00	(7,106.66)	(7,106.66)		(6,140.10)	15.74
4035 Hot lunches	0.00	0.00	0.00		(801.50)	(100.00)
4045 Craft Fair	0.00	(1,318.20)	(1,318.20)		0.00	0.00
4055 Hanging Baskets	0.00	(2,779.52)	(2,779.52)		0.00	0.00
4060 Pizza Day	0.00	(12,767.25)	(12,767.25)		(8,881.00)	43.76
4065 Pointsettas	0.00	(3,056.00)	(3,056.00)		0.00	0.00
4070 Purdy's Chocolates	0.00	(3,758.89)	(3,758.89)		(6,170.50)	(39.08)
4080 CCPR	0.00	0.00	0.00		(2,456.90)	(100.00)
4085 Spaghetti/Soup day	0.00	(13,238.50)	(13,238.50)		(7,933.75)	66.86
4091 School Clothing	0.00	(1,829.81)	(1,829.81)		(1,330.82)	37.49
4092 Senor Froggy Day	0.00	(12,060.50)	(12,060.50)		(10,728.00)	12.42
4093 Year Books	0.00	(2,112.75)	(2,112.75)		(2,713.62)	(22.14)
4094 Art Cards	0.00	(2,412.00)	(2,412.00)		(4,026.35)	(40.09)
40100 Revenue	0.00	(62,440.08)	(62,440.08)		(51,959.69)	20.17
4025 Donation Drive	0.00	(934.73)	(934.73)		0.00	0.00
40400 Donations	0.00	(934.73)	(934.73)		0.00	0.00
4020 Gaming Income	0.00	(8,781.35)	(8,781.35)		(7,647.22)	14.83
4040 Interest Income	0.00	(2.12)	(2.12)		(11.38)	(81.37)
4050 Miscellaneous Income	0.00	(1,620.45)	(1,620.45)		(2,256.11)	(28.18)
40600 Other income	0.00	(10,403.92)	(10,403.92)		(9,914.71)	4.93
6000 Movie night - Cost	0.00	356.07	356.07		1,019.51	(65.07)
6020 Hot Dog Days - Cost	0.00	3,639.88	3,639.88		3,172.88	14.72
6030 Pizza Day - Cost	0.00	12,767.25	12,767.25		8,881.00	43.76
6040 Purdy's Chocolate - Cost	0.00	2,067.99	2,067.99		3,793.18	(45.48)
6045 Soup/Spaghetti	0.00	10,538.64	10,538.64		6,950.27	51.63
6050 CCRP - Cost	0.00	0.00	0.00		840.57	(100.00)
6055 Hanging Basket cost	0.00	1,548.83	1,548.83		0.00	0.00
6060 School Clothing - Cost	0.00	1,786.00	1,786.00		1,377.00	29.70
6070 Senior Froggy Day - Cost	0.00	7,709.25	7,709.25		8,193.10	(5.91)
6075 Pointsetta Cost	0.00	2,208.36	2,208.36		0.00	0.00
6080 Year book - cost	0.00	50.00	50.00		2,166.18	(97.69)
6090 Art Cards	0.00	1,816.09	1,816.09		2,838.92	(36.03)

PAC David Thompson Elements
Year End: August 31, 2016
Financial Statement Grouping

G1-1

Prepared by	Prepared by	Prepared by	Reviewed by
Reviewed by	Reviewed by	Post signoff	Post signoff

Account	Prelim	Adj's	Rep	Annotation	Rep 08/15	%Chg
60700 Cost of Revenues	0.00	44,488.36	44,488.36		39,232.61	13.40
6100 Cake & Retirement Gifts	0.00	213.70	213.70		372.09	(42.57)
6110 Classroom supplies	0.00	1,600.00	1,600.00		1,600.00	0.00
6130 Gaming Purchases	0.00	10,777.01	10,777.01		6,006.89	79.41
6140 Licenses & Dues	0.00	392.50	392.50		313.01	25.40
6150 Miscellaneous Expense	0.00	3,728.15	3,728.15		6,074.39	(38.63)
6160 One to One Reading Program	0.00	140.79	140.79		322.12	(56.29)
6180 School Events	0.00	1,542.48	1,542.48		1,736.69	(11.18)
6200 Swimming Lessons	0.00	672.00	672.00		1,324.00	(49.24)
6210 Teacher Luncheon	0.00	809.46	809.46		568.79	42.31
6220 Reffing	0.00	435.00	435.00		630.00	(30.95)
6230 Grade 7 Celebration	0.00	(65.34)	(65.34)		500.00	(113.07)
6240 LAT	0.00	0.00	0.00		200.00	(100.00)
60800 Office and general	0.00	20,245.75	20,245.75		19,647.98	3.04
	0.00	0.00	0.00		0.00	0.00
Net Income (Loss)	0.00		9,044.62		2,993.81	202.11