

PAC MEETING MINUTES

October 19th, 2016

Attendance: Jocelyn, Leni, Christine O, Valerie N, Valeria H, Natashia, Kristy, Becky, Corrinna Lorin and Sharon

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

MOTION by Christine that the minutes from the September PAC meeting be accepted as posted, 2nd by Val. CARRIED

Jocelyn called for any additions to the agenda. Val added a spot for Teacher Liaison. 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**.

Thurs., Oct. 20 – Shake Out earthquake drill

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

Wed., Oct. 26 – YPC for Group A

-Morrison's class to Big Little Science Centre

-Webster/Noble classes to Thistle Farms

-Senor Froggy Lunch /Eat first day

Thurs., Oct. 27 – Marchese/Webster classes to Big Little Science Center

-Early Dismissal-Parent/Teacher interviews

Fri., Oct. 28 – Come Read With Me for grade one parents 8-10 in the library

-Early Dismissal – Parent/Teacher interviews

-PAC Halloween Dance

Mon., Oct. 31 – Crazy Hair/Wear orange and/or black day

Tues., - Thurs., Nov.1-3- Book Fair

Wed., Nov. 2 – Pizza lunch/eat first lunch

Thurs., Nov. 3 – WE Day

Mon., Nov. 7 – Rocks and Rings for intermediate students

Tues., Nov. 8 – Rocks and Rings for primary students

Wed., Nov. 9 – Hot Dog lunch/eat first lunch

Thurs., Nov. 10 –school Remembrance Service

Fri., Nov. 11 – Remembrance Day

Sat., Nov. 12 – PAC Craft Fair

Tues., -Thurs., Nov. 15-17 – Family Math nights

Wed., Nov. 16 – PAC meeting 6:30

Thurs., Nov. 17 – spaghetti lunch

Fri., Nov. 18 – PINK Day

Wed., Nov. 23 – Chopped Leaf lunch/eat first lunch

Fri., Nov. 25 – school-wide PJ day

Wed., Nov. 30 – Senor Froggy lunch/eat first lunch

- 1) **Crossing/Traffic Guard** – the PAC can give the money to the school's supervision account and the person will submit a time sheet and be paid as per other supervisors.

PAC MEETING

October 19, 2016

Page 2

- 2) **Early Dismissal/Parent-Teacher interviews**- take place on Thursday, October 27th and Friday, October 28th. Sheets to sign up for interviews will be posted in the main hall tomorrow.
- 3) **Money Request** – for up to \$225.00 to pay for Come Read With Me session for parents of grade one students.
- 4) **DEAR** – Drop Everything And Read 11-11:20am on Monday, October 24th.
- 5) **WE Day** – Mr. Toews and Mrs. Hansen will be taking a group of grade 7 students to this event.
- 6) **Halloween** – Crazy Hair and wear black and/or orange day. Students may wear costumes in the afternoon if they can independently dress themselves. A short period of time will be allotted for putting on costumes at the end of lunch time (after eating time). No masks. No props (wands, weapons, etc). Because of the recent clown threats on social media we ask that students do not wear clown costumes this year. No gore and attire must be suitable for school.
- 7) **Fresh Grade** – teachers have had their first introduction to this reporting program. Teachers now have accounts. Further training will continue to take place. Permission forms allowing teachers to use Fresh Grade with you to show you what your child is doing will be coming home soon.
- 8) **District Strategic Plan**- a powerpoint with information about this was shared with PAC. This was posted on the website. A google for will go out to PAC who attended the Oct. 19th meeting to get input on:
 - a) Does the draft strategic plan resonate with you? Why or why not?
 - b) What do you see as strategic priorities for the future of the district?**This information is in addition to what you may be providing via the ThoughtExchange.
- 9) **Criminal Record Checks** – need to be done by adults helping with One-to-One reading, parents going on overnight field trips, and any volunteer working with students on their own. This can be done via the school website.
- 10) **Secure Room Drill** – went really well.

Have a happy and safe Halloween!

END OF PRINCIPAL'S REPORT

Lorin reported on future plans for the library. He stated that David Thompson is being encouraged by the District to upgrade the library from what it is currently to a library commons. He described a library commons being a place not just for books but for working in groups, watching videos, etc. Some of the renovations that will be planned include video suites, video screens, reducing the number of books in the library (some books have not been checked out for 10 years and there is outdated material in the reference section). The current grouping

PAC MEETING

October 19, 2016

Page 3

of computers will be removed, however, there will be several computer kiosks (standing stations) throughout the library. Lorin also reported that DT has a wealth of technology with 3 full class sets of chrome books and a class set of lap tops. A big thanks goes out to Sharon for securing some of our new technology! He also said they may take this opportunity to fix the library floor that has some settling issues from when the floor was leveled out in the past. Lorin said that he doesn't have specific costs right now, however, he anticipates approaching the PAC in the future for some possible financial assistance with this endeavor.

Jocelyn asked if there were any questions for Sharon or Lorin at this time and a parent commented on the timing of sending out surveys like the thought exchange and important documents like the Strategic Plan and suggested that June and September are busy months for every one and because of this are possibly not the best times to send these sorts of things out to parents for feedback.

DPAC REPORT:

Valerie reported that the DPAC also presented information regarding the District's Strategic Plan and that there was an information/participation meeting regarding the plan tomorrow night (Oct. 20th) that she was planning to attend. She also reported that there would be more information to come from DPAC regarding First Aid sessions, CPR, Food Safe, Askable Adult, etc for the upcoming year. To visit the DPAC's website and access the DPAC meeting minutes you can go to www.dpac.sd73.bc.ca. A parent asked how many schools were represented at the meeting last night, it was reported back that approx. 16 or so schools were in attendance.

TREASURER'S REPORT:

Leni presented the treasurer's report with the final numbers from the last school year as we just received the bank statements from over the summer holidays. (See attached) Lorin had set up a smart board for us so Leni put the budget on the screen and we all went through the budget line by line and Leni adjusted the budget as we went through the list and discussed each line item.

MOTION by Christine that the Budget for the 2016-2017 school year be accepted as discussed, 2nd by Corrinna. CARRIED (See attached for budget details.)

COMMITTEES:

Fundraisers updates: Kristy reported that Mabel's Labels is an ongoing fundraiser for David Thompson so if we all keep ordering throughout the year, Mabel's Labels will send us a cheque once we pass a certain threshold of sales. It was suggested that we should perhaps put this in

PAC MEETING

October 19, 2016

Page 4

the newsletter and advertise it on the Facebook page as well. Christine reported that the first phase of hot lunches has been going on, there are still 6 parents that we are waiting for payment from, Christine has emailed them a few times and Coralee has called. The first few days have gone very well, we tried being more strict on the deadline for ordering and it was actually quite helpful in limiting mistakes made on those first couple of hot lunch dates. Christine also reported that Purdy's catalogs will be going out by the end of next week. Valeria thought that the fundraising committee wouldn't be scheduling any more fundraisers for before Christmas this year, but perhaps some new ideas for after Christmas and a plan for maybe some new fundraisers next year.

School Dance update: Jocelyn reported that the school dance will be held on October 28th from 6pm to 8pm and that Tony's DJ would be playing at the dance for a cost of \$400 (Has been cheaper in the past but because it is on a Friday night the cost was a little higher.) Leilani is putting on a pizza concession with drinks as well. There will be a pumpkin carving contest so come with a carved pumpkin to compete for prizes. Every family that brings a carved pumpkin will receive a coupon for one free slice of pizza for each family member! Jocelyn also reported that some parents have come forward to help decorate or lend decorations for the dance. Families were also asked on the advertisement posters to bring some Halloween treats pot luck style as well.

Craft Fair update: Valeria showed us the signs and banner that we got for the craft fair for a total of \$360. She also reported that we have 25 paid tables for the fair with more still coming in slowly. She says that there are several unique tables coming to the fair and that there are a handful of student tables as well. We are also doing a bake sale at the fair as well. Tamara is helping out and organizing that. It was suggested we get info together for bake sale in the newsletter for next month. Jocelyn said that Leilani would be putting out an email through the hotlunches website to advertise for the dance, craft fair, etc. Valeria also reported that our craft fair will be on TV's in waiting areas around the city for 30 seconds at a time repeated every $\frac{1}{2}$ hour for 2 weeks for \$42. There was some further discussion about student involvement with the fair and thoughts of perhaps promoting the fair to the students a little better, maybe through teachers.

OLD BUSINESS:

Friend bench: Christine reported that she contacted Tim regarding the Friend Bench that she presented last meeting and he said that we would have to purchase a separate mounting kit for the bench so that it could be secured as well as pay for the cement slab to mount it on. Christine also looked into replacement backless benches for the front playground and costs ran from \$500 to \$700 per bench. Tim also said that the district could build some benches for around \$500.

PAC MEETING

October 19, 2016

Page 5

MOTION by Leni that PAC spend up to \$2000 from Gaming for the purchase of 1 Krystina Murphy buddy bench and other replacement benches, 2nd by Corrinna. CARRIED

Crossing Guard: Sharon already briefly covered this in the Principal's report, but there was more discussion regarding PAC paying for a crossing guard. It was determined that the cost for a crossing guard would be approximately \$200 per month. It was also reported that other elementary schools do not have a paid position for crossing guards, parents just volunteer their time. A parent suggested perhaps having students doing the crossing guard duty. Christine reported that we had tried using student crossing guards in the past, however, the students did not have a good idea regarding traffic flow and ended up backing up traffic to the ends of the block in both directions. Discussion then turned to getting parent volunteers together to do it, which in turn led to needing a parent volunteer to coordinate the parents helping with crossing guard duty. Valeria said she would help out with organizing crossing guards for the school in coordination with Sharon or Lorin. A parent suggested that we should keep track of the volunteers for thanking purposes at the end of the year. It was also suggested that we could send out an email regarding needing volunteers for crossing guard duty and put it on the Facebook page as well.

NEW BUSINESS:

Movie Night in November: Tabled as Leilani not at the meeting tonight.

Teacher Liaison update: Item was regarding PAC paying for sports refs for the year. This was discussed in the budget section of the meeting. See budget for details.

General Discussion:

Jocelyn suggested that PAC purchase a pack or two of thank you cards to bring to our monthly PAC meetings, so that we can send out thank yous and have PAC members sign the cards before they go out. This was accepted as a great idea.

Next meeting Wednesday November 16th, 2016 at 6:30 pm.

(Minutes recorded by: Christine Ony)

2016-2017 Propose

Gaming Account	Budget 2015-2016	Actual Aug 31, 2016	Proposed Budget 2016-2017
Revenue:			
Unspent from previous year	13,220.31	13,220.31	8,394.38
Gaming Income	7,960.00	8,780.00	8,780.00
Interest	10.00	1.63	2.00
Total funds available	21,190.31	22,001.94	17,176.38
Expenditures:			
Classroom Field Trips (Busing only)	4,800.00	2,119.88	4,800.00
Playground upgrade	7,200.00	5,891.55	
Skating busses	2,000.00	2,882.98	3,000.00
Volleyball and other sport equipment			
Band equipment			
Yearbook Club equipment	500.00	241.23	500.00
Yearbook Subsidizing			
Yoga	1,000.00	400.00	1,000.00
Scooter Rack	900.00		900.00
FAM BBQ			
Swimming lessons			
Robots		1,891.25	
Karate			
Garbage audit	1,500.00		
misc -		180.67	
Total expenses	17,900.00	13,607.56	10,200.00
Net funds available	3,290.31	8,394.38	6,976.38

General Account	Budget 2015-2016	Actual August 31, 2016	Proposed budget 2016-2017
Revenue:			
Concession Sales (movie night)			
Hot Dog Fundraiser	6,000.00	7,106.66	7,000.00
Purdy's Fundraiser	6,000.00	3,758.89	3,800.00
Craft Fair		1,318.20	2,000.00
Hanging Basket		2,779.52	2,800.00
Spaghetti/Soup day	8,000.00	13,238.50	13,000.00
School Clothing Fundraiser		1,829.81	1,800.00
Senor Froggy Fundraiser	11,000.00	12,060.50	12,000.00
Yearbook	2,000.00	3,116.80	3,100.00
Art Cards/or other	4,000.00	2,412.00	2,500.00
Poinsettia		3,056.00	3,000.00
Pizza Day (Teacher revenue)		12,767.25	12,000.00
Total Fundraising revenue	37,000.00	63,444.13	63,000.00
Bank Interest	10.00	2.77	3.00
Donation request	4000	934.73	
Misc. Income	200.00	1,620.45	
Total Revenue	41,210.00	66,002.08	63,003.00
Expenditures:			
Movie night (concession)			
Hot Dog Day Expenses	3,200.00	3,639.88	3,800.00
Purdy's Expenses	3,800.00	2,067.99	2,100.00
Spaghetti/Soup	7,000.00	10,259.76	10,500.00
Hanging Baskets		1,548.83	1,500.00
School Clothing Expenses		1,786.00	1,800.00
Poinsettia		2,208.36	2,200.00
Senor Froggy Expenses	8,000.00	8,998.65	9,000.00
Yearbook	2,000.00	3,142.71	3,100.00
Art Cards	2,800.00	1,816.09	1,800.00
Pizza Day		12,767.25	12,000.00
Total Fundraising costs	26,800.00	48,235.52	47,800.00
Cake & Retirement Gifts, etc.	350.00	213.70	350.00
Concession		356.07	
LAT	200.00		200.00
Library Purchases			
License/hot lunch fee	325.00	392.50	400.00
One to One Reading Program	500.00	140.79	500.00
Parent Education program			225.00
School Events			
ie. Terry Fox Juice Boxes	600.00	1,542.48	1,500.00
Jump Rope Juice Boxes			
Eureka! Science	700.00	700.00	700.00
Swimming Lessons		672.00	1,500.00
Teacher's Luncheon	600.00	809.46	800.00
Speakers for Smart Board			
Grade 7 celebration	500.00	(65.34)	500.00
Sport reffing	1,500.00	435.00	1,500.00
Classroom Supplies	1,600.00	1,600.00	1,600.00
Total Budgeted Expenditures	5,275.00	6,796.66	9,775.00
Other Misc expenditures			
New Incubator	300.00	303.29	
Remaining kindie expenses	400.00	306.72	
Under table spin bikes	350.00		
LAT material	2,100.00	1,032.30	
Grade 6 trip	75.00		
Laptop	275.00		
Spin bikes, 1/2 lap top 1/2 Ukulele		1,411.30	
Home reading books			
Sports equipment			
Fam BBQ	1,200.00		
other		1,395.84	5,000.00
Total Misc Expenses	4,700.00	4,449.45	5,000.00
Total expenses	36,775.00	59,481.63	62,575.00
Net income General Fund	4,435.00	6,520.45	428.00

Net income

Hot Dog	3,466.78
Senior Froggy	3,061.85
Spaghetti/farm to table	2,978.74
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	(25.91)
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	(4,825.93)	8,396.86		13,222.79	(36.50)
1010 HSBC - General Account	13,184.06	6,587.72	19,771.78		14,009.81	41.13
1015 Petty Cash	140.00	(10.00)	130.00		140.00	(7.14)
10100 Cash/Bank indebtedness (FLIP)	26,546.85	1,751.79	28,298.64		27,372.60	3.38
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)
4025 Donation Drive	0.00	(934.73)	(934.73)		0.00	0.00
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)
4040 Interest Income	0.00	(2.77)	(2.77)		(11.38)	(75.66)
4045 Craft Fair	0.00	(1,318.20)	(1,318.20)		0.00	0.00
4050 Miscellaneous Income	0.00	(1,620.45)	(1,620.45)		(2,256.11)	(28.18)
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	(3,116.80)	(3,116.80)		(2,713.62)	14.86
4094 Art Cards	0.00	(2,412.00)	(2,412.00)		(4,026.35)	(40.09)
40100 Revenue	0.00	(66,002.08)	(66,002.08)		(54,227.18)	21.71
4020 Gaming Income	0.00	(8,781.63)	(8,781.63)		(7,647.22)	14.83
40600 Gaming Revenue	0.00	(8,781.63)	(8,781.63)		(7,647.22)	14.83
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	10,259.76	10,259.76		6,950.27	47.62
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	8,998.65	8,998.65		8,193.10	9.83
6075 Pointsetta Cost	0.00	2,208.36	2,208.36		0.00	0.00
6080 Year book - cost	0.00	3,142.71	3,142.71		2,166.18	45.08
6090 Art Cards	0.00	1,816.09	1,816.09		2,838.92	(36.03)
60700 Cost of Fundraisers	0.00	48,235.52	48,235.52		38,213.10	26.23
6000 Movie night - Cost	0.00	356.07	356.07		1,019.51	(65.07)

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
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
6140 Licenses & Dues	0.00	392.50	392.50		313.01	25.40
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)
6190 Eureka	0.00	700.00	700.00		0.00	0.00
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 Other Budgeted Expenses	0.00	6,796.66	6,796.66		8,586.21	(20.84)
6150 Miscellaneous Expense	0.00	4,449.45	4,449.45		6,074.39	(26.75)
60900 Miscellaneous	0.00	4,449.45	4,449.45		6,074.39	(26.75)
6130 Gaming Purchases	0.00	13,607.56	13,607.56		6,006.89	126.53
61000 Gaming purchases	0.00	13,607.56	13,607.56		6,006.89	126.53
	0.00	0.00	0.00		0.00	0.00
Net Income (Loss)	0.00		1,694.52		2,993.81	(43.40)

Fiona Clare says it can come from
Gaming Funds as it is for parent education.

REQUEST FOR FUNDS/FIELD TRIPS FORM



PARENTS' ADVISORY COUNCIL OF DAVID THOMPSON ELEMENTARY SCHOOL



1051 Pine Springs Road, Kamloops, BC V2B 7W3

Phone (250) 579-9228 Fax (250) 377-2261

** This Form must be filled out and approved by PAC and Principal prior to purchase to ensure reimbursement. **

Name: Sharon Cooley Date: Sept. 19/16

Grade: One Division: _____

- What are the funds requested for? Come Read With Me
- education for grade one parents
- How will it fit into the curriculum? Reading
- What is the date of the planned activity or purchase deadline? Oct. 28, 2016

PRICE BREAKDOWN	
Bus Costs	
Other Costs	<u>45 x \$5.00</u>
Subtotal	
Shipping/Handling	
GST	
PST	
Total Amount	<u>\$ 225.00</u>

45 students
x \$5

- If available, please attach any additional information regarding request.

Signed: Sharon Cooley
(Teacher)

Date Submitted: Sept. 19/16

Signed: Sharon Cooley
(Principal)