

Minutes of EPJ PAC General Meeting

October 22, 2009

Flexroom Portable

In attendance:

Ron Sturgess, Alissia Reder, Donna Weston, Susan Piercey, Janet Hutchinson, Michelle Mueller, Coryn Hemsley, Tanya Veerman, Juli Brewster, Bev Stanwood, Andrea Flintoft, Tamara Leger, Kathryn, Auriana Reznik, Cathy, Emiko.

1. Meeting called to order at 9:05 am.
2. Approval of Minutes of September 18 Meeting moved and seconded. Carried unanimously.
3. Santa's Workshop and Nicaragua Sister School:
 - a. December 16th. Gym closed the 14th and 15th.
 - b. need volunteers for the week prior to the workshop. Coryn recommended advertising the workshop better with primary parents, and suggested that a one-page primer be posted to the primary grade doors.
 - c. funds go to sister school in Nicaragua – Santa's Workshop has previously paid for the salary of a teacher (\$150/week), two bathrooms, a water tank and electricity. Now parents can come to learn to read at night. Mona is going down soon to check up on progress, and current needs.
4. New chocolate bar fundraiser application:
 - a. to provide more chances for Grade 7 parents to accumulate points
 - b. chocolate from Daniel le Chocolat Belge: 85g
 - i. costs \$1.65 a bar and suggested to sell it for \$4.00 for one or three for \$10.00
 - ii. suggested 300 bars to start
 - iii. decided to focus on dark (70%) and milk chocolate
 - c. Parents would sign out a box of chocolates. Children could sell the bars with supervisory parents at such venues as hockey tournaments. Targeting parents so it does not need to comply with the Healthy Eating guidelines.
 - d. need some accounting and inventory controls
 - e. if wanted a PJ wrapper, then an extra 5cent cost
 - f. kids would need to dress and behave professionally
 - g. if stored properly at cool room temperature, then can keep longer
 - h. Acceptance of chocolate fundraiser and provision of \$600 starting capital moved by Ron and seconded by Andrea. Carried unanimously.

5. Mr. Swansborough's report:
 - a. new assistant superintendent Chris Kennedy effective mid-October (in transition to becoming the superintendent)
 - b. school district has ordered and will install 6 hand sanitizers at the school
 - c. thanked Donna Weston for starting Destination Imagination again. 4-5 parents who are willing to organize teams
 - d. Halloween – kids will change into costumes at lunch and then do activities in the afternoon
 - e. Student council elections are proceeding. Candidate teams will go into classrooms and then have a question/answer session in the gym
 - f. athletics: good participation. Basketball has started.
 - g. March 3^{rd/4th} – night of the notables – one for grade 4/5 and one for 6/7 – better when hosted at PJ
 - h. H1N1 updates available on the website
6. Committee Reports:
 - a. Gala – have booked Hollyburn Country Club and are talking about a theme. Looking at the end of April and beginning of May.
 - b. Quebec: June 9th – 15th. Same tour operator (Jump Street). 66 students this year so the price will be more than last year. Same basic itinerary. 6 chaperones are going. There will be a parent meeting in early spring.
 - c. Reading Club: teacher has been hired. Starts next week. Tuesday 8-8:45am and Thursday from 3-4pm.
 - d. Technology Committee: plan to replace the lab computers. The cost to replace will be approximately \$21,000. Time-line depends on us. School board will still pay \$7,000. We already have \$9,500. Need \$5000 more. Must be done this year (we have since found out that the board will not contribute, but Mr. Swansborough has found a federal grant). Will start budgeting for computer succession plan to save each year for new computers in a few years. Will investigate the rules for donated equipment.
 - e. Parent Education:
 - i. November 6th: will coincide with Movie Nights but will be at the West Vancouver Community Centre (at a cost of \$250) – budget friendly travel in French. Goal is to make it a social mixer. Wine will be available by donation.
 - ii. 5 other parent-education nights planned.
7. Budget
 - a. Reviewed the updated Budget Requests spreadsheet

- b. Principal's Discretionary: proposed introducing a new funding formula to pay for part, not all of the costs. This will be further discussed at the next meeting.
 - c. Reviewed the financial statements:
 - i. Bottom line: expenses will exceed revenue by \$20,000. But, we have assets of some \$49,000 in the bank. Need to keep a contingency fund of \$15,000. Have about \$34,500 we can spend.
 - ii. Monica and Marguerite are looking at new software for fun lunches.
 - d. Approval of budget moved by Andrea and seconded by Michelle, carried unanimously.
8. Bob Swansborough retiring effective December 31, 2009, after 6 years of service. Dr. David Langmuir coming in as Principal. Will be back for Gala to dress up ☺.
9. Meeting adjourned at 10:15 am

**Ecole Pauline Johnson Parent Advisory Council
Profit and Budget Report for Oct 14,2009**

	Actual YTD	Annual Budget	2008/09 Actual
Income			
Fundraising Income			
Bonhamme Skate	0.00	750.00	831.84
Calendar Fundraiser	0.00	1,000.00	1,357.40
Fun Lunch Revenue	685.00	20,000.00	12,547.89
Gala Fundraiser	0.00	35,000.00	35,297.07
Movie Nights	398.43	1,800.00	1,174.23
Sports Day Lunch	0.00	500.00	246.71
TCBY Fridays	1,590.07	2,500.00	1,167.11
Other	0.00	0.00	451.17
	2,673.50	61,550.00	53,073.42
Other Income			
Donations	0.00	0.00	0.00
Grants - BC Gaming	0.00	4,420.00	9,100.00
Interest Income	0.00	0.00	973.31
WVSD#45 Payments	188.00	250.00	612.42
	188.00	4,670.00	10,685.73
Total Income	2,861.50	66,220.00	63,759.15
Expenses			
Administration Expenses			
Bank Service Charges	14.85	100.00	70.29
Dues and Fees	25.00	100.00	90.00
Meeting Expenses	0.00	500.00	131.86
Office and Photocopying	0.00	500.00	406.20
Other PAC Expenses	0.00	700.00	53.76
	39.85	1,900.00	752.11
PJ Legacy Expenditures			
Athletics	2,176.16	3,126.00	883.75
Computer Equipment	0.00	17,000.00	0.00
Learning Grounds	144.03	4,760.00	3,472.15
Library	1,611.13	1,611.00	501.48
Musical Equipment/Program	0.00	0.00	4,515.23
Playground Equipment	0.00	2,000.00	4,178.93
Reading Program	0.00	1,500.00	1,500.00
	3,931.32	29,997.00	15,051.54

PJ - Other Expenses

Emergency Preparedness Expenses	48.79	500.00	278.80
Health Education	0.00	2,300.00	1,995.00
Parent Appreciation	147.08	300.00	100.00
Parent Education	0.00	1,000.00	0.00
Staff Appreciation	0.00	500.00	453.44
Traffic Committee	0.00	1,000.00	0.00
Water - Portables	0.00	200.00	200.96
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	195.87	5,800.00	3,028.20

Principal's Budget

Athletic Activities - Principal	0.00	300.00	127.26
Classroom Discretionary Funds	0.00	4,950.00	4,467.10
Principal Discretionary Funds	0.00	6,750.00	2,740.00
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	0.00	12,000.00	7,334.36

PJ School Events

Artist in Residence	0.00	3,500.00	4,327.28
Year End Community BBQ	0.00	1,600.00	1,688.88
Community Day Parade	0.00	2,500.00	5,171.38
Crepe Lunch	0.00	400.00	431.37
Cultural and Community Events	0.00	2,800.00	3,589.63
Destination Imagination	0.00	300.00	0.00
Dundarvae Festival of Lights	0.00	400.00	360.88
Grade 7 Graduation	0.00	1,000.00	1,219.53
Grade 7 Trip - 40% Funding	0.00	24,000.00	21,229.20
Grade 7 Trip - Discretionary Funding	0.00	660.00	1,480.00
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	0.00	37,160.00	39,498.15

Total Expenses	4,167.04	86,857.00	65,664.36
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Profit (Loss)	-1,305.54	-20,637.00	-1,905.21
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Name	Committee	Particulars	Previously Approved	Request for 2010	PAC EXEC Recommendation	Amount Approved
Michelle Fraser-Mueller	Playground	Awaiting invoice for tether balls and remaining budget for balls, etc., after inventory of classroom supplies completed.	\$1,999.59			\$2,000.00
Stephane LeBlanc	Athletics	40 Basketball Jerseys approved May 2009, invoice of 1991.36 arrived Oct 2009. Back order of 2 Coach Jackets arrived Sept - 184.80	\$2,176.00			\$2,176.00
Stephane LeBlanc	Athletics	5 Folding Mats approved in May 2009 budget - never purchased.	\$950.00			\$950.00
Kirsten Pendreigh	Learning Grounds	Benches approved last year - awaiting order	\$4,000.00			\$4,000.00
Christine Boulet	Library	Headsets and LCD Projector approved May, invoiced in September	\$1,611.00			\$1,611.00
Liisa Wilkinson	After School Reading Club	Budget of May 2009 approved for 2009/2010 School Year	\$1,500.00			\$1,500.00
Bev Stanwood	Quebec 2010	Incidental funding 66 students @ \$20/student		\$1,340.00	\$660.00	\$660.00

Bob Swansborough	Principal's Discretionary	Assistance to support students to participate in excursions		\$5,750.00	\$6,750.00	\$6,750.00
Bob Swansborough	Classroom Funds	\$250 per teacher for discretionary purchases		\$4,950.00	\$4,950.00	\$4,950.00
Bob Swansborough	Athletic Activities	\$200 towards district events, ribbons, trophies, treats at end of each season		\$300.00	\$300.00	\$300.00
School Events (Bob Swansborough)	Artist in Residence	Committee has yet to meet to discuss options.		\$3,500.00	\$3,500.00	\$3,500.00
School Events (Bob Swansborough)	Health Education	Presentations by professional Secual Health educator Salima Noon to all students from K - 7, including Parent Info evening.		\$2,300.00	\$2,300.00	\$2,300.00
School Events (Bob Swansborough)	Cultural and Community Events	School Concerts, Fete d'hiver, Actijeux and Idelire.		\$2,800.00	\$2,800.00	\$2,800.00
Ron Sturgess	Crepe Luncheon	Utensils, ice cream and maple syrup.		\$400.00	\$400.00	\$400.00
Monica Crowe	Accounting Software	Moneyworks Express Software to manage PAC Financials in addition to invoicing for annual Gala.		\$315.00	\$315.00	\$315.00
Donna Weston	Destination Imagination	Support for new program		\$900.00	\$300.00	\$300.00
Technology Committee	Computer Equipment	Technology Committee to come back with final		\$20,000.00	\$20,000.00	\$17,000.00

		recommendation - PAC funds 2/3; District funds 1/3				
Alissa Reders	Staff Appreciation	Rental of dishes, cutlery, table linens. Food supplied by parents.		\$500.00	\$500.00	\$500.00
Tamara Leger	Parent Education	Series of events planned, some with Movie Nights		\$1,000.00	\$1,000.00	\$1,000.00
Kristen Novak	Traffic Committee	Bike Rodeo, Walk to School Spring Promotion, Signage		\$1,000.00	\$950.00	\$950.00
Kristen Novak	Learning Grounds	\$800 - mulching; \$300 - fertilize trees; \$250 - plants for boxes and beds, etc.		\$1,560.00	\$760.00	\$760.00
	Dundarave Fest of Lights	Introduced at Meeting				\$400.00
	Emergency Preparedness	No Submissions			\$500.00	\$500.00
	Grade 7 Grad	No Submissions			\$1,000.00	\$1,000.00
	School Parade	No Submissions			\$2,500.00	\$2,500.00
	Year End BBQ	No Submissions			\$1,600.00	\$1,600.00