

# ECOLE PAULINE JOHNSON

## MINUTES OF ANNUAL GENERAL PAC MEETING

SEPTEMBER 18, 2009

### PORTABLE #4

**In Attendance:** Bob Swansborough, Principal,  
Andrea Flintoft, PAC Chair, Aileen MacManamon, Vice Chair,  
Monica Crowe, Treasurer, Alissa Reder, Secretary,  
Isabelle Spothelfer, School Planning Council, Cathy Danyi,  
Kristin Novak, Michael Markwick, Mary Markwick, Jim Mulligan,  
Sofia Kennedy, Beyoungok Kim, Alyson Ford, Helen Yeung,  
Eileen Huster, Saiba Lalgi, Susan Piercey, Azra Jouanovic,  
Kate McBride, Jennifer Fitzgerald, Lena Elrick, Ruth Hanson,  
Janet Hutchinson, Claudia Flores, Grigore Vetrici, Kim Little,  
Marie-France Perusse, Kathryn Seely, Nasrin Ahmadzaden,  
Arezoo Pahand, Jennifer Hill, Liisa Wilkinson, Karen Snyder,  
Nicole Abbott, Tannis Turner, Coryn Hemsley, Tiffany Fraser,  
Blair Peters, Richard Cameron, Maureen Cameron, Ron Sturgess,  
Raquel Love, Michelle Mueller, Auriana Reznik, Robin Eisler,  
Christine Haebler, Tanya Veerman, Kindrey Kaufmann,  
Wendy Huchet, Emiko Ando, Donna Weston, Dawn Sutcliffe,  
Gina Askew, Joanne Dion, Susie Leger  
Minutes: Alissa Reder

- 1. Call to Order at 9:06 a.m.**
- 2. Approval of June PAC Minutes** – Kim Little and seconded by Saiba Lalgi. Carried unanimously
- 3. Principal's Report** – see attached  
Questions for Bob at meeting: regarding school wide inoculation for H1N1, will it happen? Bob responded with "PJ will follow the protocol of the Ministry".  
How will all the cuts affect the school? No amounts to report

yet. Bob will inform the school as soon as he has all the figures to present, but PJ is better off than most schools and receives some federal funding that others do not.

**4. Treasurer's Report – Monica Crowe, Treasurer**

See attached financial report

Monica mentioned that she joined PAC executive at the end of last year and spoke to the report. Good fundraising last year. This year, the government has reduced the Provincial Gaming Grant by 50% (funds our school always receives). So, instead of over \$9,000 as last year, this school year PJ will only receive \$4,270.00.

Just to inform all PAC members, all fundraising by PJ is split 60% for the whole school and 40% for Quebec trip. The grade seven refund is soon to be released since the Gala was held later, in May, this past year. It was a very successful event raising over \$35, 000.

Monica mentioned that last year at a PAC meeting, PAC voted to leave \$15, 000 in the contingency fund instead of the \$30, 000 which was too much to be holding.

Questions for Monica: Isabelle asked why the fun lunch income was so much lower than other years. Response: food and costs went up but Marguarite did not raise the prices. This year the prices have been increased to reflect costs.

**5. Call for PAC Nominations for Open Positions – Andrea**

expressed a merci beaucoup to all last year's volunteers and mentioned, for their help with the Playground Committee, Coryn, Michelle and Kim, for Movie Nights, Arezoo, for the Dundarave Festival of Lights, Michael and Mary, Isabelle for the wonderful gr.7 Quebec trip (and SPC), and for all the Gala help of Susie and Sofia.

Andrea also thanked the PAC executive for working so hard and all their efforts.

Call for nominations for PAC Chair was answered by

Emiko Ando as Co-Chair and Cathy Danyi as Co-Chair. Call for Vice Chair was not answered, therefore Aileen nominated Ron Sturgess (past PAC Chair). Ron gave his consent to act as Vice Chair.

Call for Secretary was answered by Auriana Reznik with Katheryn Seely agreeing to cover secretary position for Auriana's maternity leave in the spring.

Call for School Planning Council (3) was answered by Isabelle Spothelfer staying on in the position, Alissa Reder, and Ruth Hanson.

Stated that Monica Crowe, who was acting as Treasurer Elect, be elected Treasurer and Juli Brewster stay on as Communications.

6. **Motion** to approve above mentioned persons elected to new PAC executive by Kindrey Kaufmann and seconded by Wendy Huchet. Carried unanimously

## **MERCI TO ALL**

7. **Other New Business** – Emiko and Cathy Co-Chairs and Ron Sturgess Vice Chair  
Discussion of the four benches approved with budget by PAC last year. Bob stated that they will be cheaper for the school if purchased through Facilities. Monica updated the PAC that the purchase order has gone through Facilities and they are on their way (and we saved money already for the school year).  
Liisa Wilkinson of the Reading Club informed the PAC that the instructor that had been leading the Reading Club (PJ parent and teacher Marie Hess) would not be taking on the job this year. Liisa has begun looking for another instructor. Tanya Veerman asked for the job description and Liisa will report back. A new deadline of October 15<sup>th</sup> was set for commencement of the program as

funds have been set aside by last PAC meeting in the budget, but can not wait too long on that money.

**Motion** by Emiko to extend the date to October 15<sup>th</sup> to provide the \$1,500.00 set aside by PAC for Reading Club expenses. Seconded by Monica. Carried unanimously.

Concern expressed that PJ needs large bottles of hand disinfectant attached to the walls of the school for all to use. Bob states that the cost will likely be the lowest by purchasing the items and having the installation done by Facilities. Bob will be the liason and the call for a volunteer to look into all the information was answered by Cathy, who will report back.

Emiko and Cathy request that all budgets for the school year be submitted to the PAC executive by October 9<sup>th</sup> and they will be voted on at the next PAC meeting in October.

Coverage of the Committees and request for volunteers to Chair Committees needing a Chair.

Emanuelle Huchet now Chair of Technology Committee. Request that someone come forward as Community Day Parade Chair soon and not in May or June and also need: traffic, learning grounds, year end barbeque, staff appreciation.

Donna spoke that there will be a new fundraiser of chocolate bars and that it will qualify for grade 7 points system. Karen suggested that a parent should step forward in June to begin to sell calendars for the following year as some like to purchase them already for September beginning.

Andrea asked Bob if the TCBY sales can continue past the month of September. Bob responded that there is a huge problem with the garbage that TCBY day produces. Several suggestions were put forward and Emiko will have the TCBY committee chair speak with Bob to work on the issue.

## **8. Meeting adjourned at 10:21 a.m.**

Principal's Report to PAC  
September 18, 2009

Enrolment

At 427 school wide

16 Grade 6 LFI

New staff members are:

Ina Saint-Pierre TA

Claudia Flores Noon Hour supervisor

Angela Gregory returning from surgery

Cyber Safe Session for Parents

Steve Dotto

Tues. Sept 29 7:00pm @ Kay Meek

H1N1

Custodian staff stepping up cleaning – surfaces, door knobs

Teachers reinforcing sneezing / coughing etiquette

Students to be sent home if symptoms appear

Budget

AFG grant cut \$1.2 million

Hiring freeze

25% holdback on budget items, supply, learning resources, libr.

International students \$250 to school.

## Income Statement July 2008-2009

### INCOME

Fundraising Revenue	
Bonhomme Skate	831.84
Calendar Fundraiser	1,357.40
Freezy Fridays	1,167.11
Fun Lunch	12,547.89
Fundstream - gift cards	52.92
Gala	35,297.07
Gym Strip	62.00
Movie Night	1,174.23
Movie Tix/Purdy's Chocolates	336.25
Sports Day Lunch	<u>246.71</u>
Total Fundraising Revenue	53,073.42

Other Income	
Gaming Grant	9,100.00
SD45 Interest/PST Rebates	612.42
Bank Interest	<u>973.31</u>
Total Other Income	<u>10,685.73</u>

**TOTAL INCOME** **63,759.15**

### EXPENSES

PJ Legacy Expenditures	
Artist in Residence	4,327.28
Learning Grounds	3,472.15
Library	501.48
Musical Equipment	4,127.53
Playground Equipment	4,115.51
Reading Program	1,500.00
Sporting Purchases	<u>883.75</u>
Total PJ Legacy Expenditures	18,927.70

PJ Operations Expenditures	
School Events	
Crepe Lunch	431.37
Dundarave Festival of Lights	360.88
Earthquake Preparedness	278.80
Grade 7 Graduation	1,219.53
Grade 7 Quebec Trip	21,229.20
Grade 7 Quebec Trip -	
Discretionary	1,480.00
School Equipment	63.42
School Parade	5,171.38
Staff Appreciation	453.44
Water - portables/fountain	200.96
Year End BBQ	<u>1,688.88</u>

Total School Events	32,577.86
PAC Administration Expenses	
Bank Service Charges	70.29
Fees	90.00
Meetings	131.86
Office & Photocopying	406.20
PAC Exec Appreciation	100.00
PAC Operations - Other	53.76
Total PAC Administration Expenses	<u>852.11</u>
Principal's Budget	
Athletics	127.26
Challenge	61.55
Cultural Events	3,589.63
Health Education	1,995.00
LAC	265.81
Music	387.70
Principal's/Teacher's Discr	4,139.74
Student Financial Assistance	2,740.00
Principal's Budget - Other	0.00
Total Principal's Budget	<u>13,306.69</u>
Total PJ Operations Expenditures	<u>46,736.66</u>
<b>TOTAL EXPENSES</b>	<b><u>65,664.36</u></b>
<b>NET INCOME</b>	<b><u><u>-1,905.21</u></u></b>

Note: Budgeted Items still outstanding include:

Folding Mats	- \$ 950
Team	
Uniforms	- 1580
Benches	- 4000
LCD	
Projector	- 900
Total	- \$7430

# Balance Sheet

## ASSETS

Chequing/Savings	
TD#0000360 - Operating Account	19,481.47
TD#0086-5214493-Gaming Account	5,082.42
WVSD Trust Accounts	
Library	252.73
Teacher Classroom	21.07
Technology	9,001.43
Trust Account Other	160.71
Total WVSD Trust Accounts	<u>9,435.94</u>
 Total Chequing/Savings	 33,999.83
 Other Assets	 
GIC - operating reserve	15,000.00
FY2010 prepaids	838.95
PST Rebate Receivable	295.96
Total Other Assets	<u>16,134.91</u>

**TOTAL ASSETS** 50,134.74

## LIABILITIES & EQUITY

Liabilities	
Encore Recycling Program	<u>598.51</u>
 Total Liabilities	 598.51
 Equity	 
Opening Bal Equity	60,758.28
Retained Earnings	-9,316.84
Net Income	-1,905.21
Total Equity	<u>49,536.23</u>

**TOTAL LIABILITIES & EQUITY** 50,134.74