



**Queen Mary PAC Meeting Minutes**

**Date:** Tuesday, October 8th, 2013

**Attendees:** Kathy O’Sullivan, Rosemary Thomas, Kathy Findlay, Mahala McCullagh, Rebecca Anderson, Heidi Harmer, Scott & Carly Trinder, Patricia Tewfik, Vicky Aneliunas, Kristin Loheyde, Jim Salzman, Christine Lee, Barbara Stokes, Anna Freschi (Kemp), Sasa Chambers, Pilar Ramos.

**Meeting commenced:** 7:05pm

No.	Item	Action/Details
1.	<b>Approval of the Agenda</b>	<ul style="list-style-type: none"> <li>• <b>Moved by:</b> Kathy Findlay</li> <li>• <b>Seconded by:</b> Anna Kemp</li> <li>• <b>Unanimous approval</b></li> <li>• <b>Motion carried</b></li> </ul>
2.	<b>Approval of September Minutes</b>	<ul style="list-style-type: none"> <li>• <b>Moved by:</b> Kathy Findlay</li> <li>• <b>Seconded by:</b> Scott Trinder</li> <li>• <b>Unanimous approval</b></li> <li>• <b>Motion carried</b></li> </ul>
3a.	<b>Principal’s Report – Kathy O’Sullivan</b>	<ul style="list-style-type: none"> <li>• Ryan Landau – new 2/3 teacher.</li> <li>• Jennifer Appleton – starting in January for 6/7.</li> <li>• Posted for 0.2 FTE – Prep &amp; Sub</li> <li>• Student-led assemblies once a month, from different classes (parents welcome) –next one is Oct. 21<sup>st</sup>.</li> <li>• Prov. Prof. Day October 25<sup>th</sup>.</li> <li>• Reviewing Earthquake preparedness &amp; Comfort Kits ready for deposit to bins, lanyards to be done &amp; put in class bins.</li> <li>• Lock-down practise scheduled for October. Working with Police to prepare for Code Red (in Spring), which includes staff.</li> <li>• First meeting with Student Achievement Team done today.</li> </ul>

3b.	<b>Vice-Principal – Rosemary Thomas</b>	<ul style="list-style-type: none"> <li>• School Events:</li> <li>• Photos, Library cards, Lice Screening, Cross-country (weather has been good), next meet tomorrow at Jericho, Trout Lake meet on</li> <li>• Pumpkin Patch fieldtrips, Ecology renewable/non-renewable, Basketball &amp; Volleyball for intermediates – with Ms. King, Ms. Erin.</li> <li>• International Library Month in the Library Oct. 29<sup>th</sup>, as well as DEAR.</li> <li>• Parent/Teacher conferences coming up on Oct. 22<sup>nd</sup> – Early Dismissal. Each Teacher scheduling their own meetings.</li> <li>• Rosemary organizing Leadership Group – not doing WE Day this year, but doing other programs. Focussing on what the Leadership group is interested in. <ul style="list-style-type: none"> <li>• Rosemary to look into getting Soccer going during Recess Lunch</li> <li>• Looking at getting intramurals going again.</li> </ul> </li> </ul>
4.	<b>Seismic Upgrade Report – Raymond Asan (VSB)</b>	<ul style="list-style-type: none"> <li>• First phase done over summer with prep of site for receiving portables (6) &amp; gym – set-up by December.</li> <li>• January the red brick building will be internally demolished and restructured with bigger common-spaces for learning, to finish August 2015.</li> <li>• Included is handing over the gym to work on resources, administration etc.</li> <li>• Phase 3 in August 2015 – grey building classes move to portables</li> <li>• Rebuild from Sept. 2015 – Sept. 2016.</li> <li>• Rumours of schedule delays not accurate – simply processes that take longer but we are still on track.</li> <li>• Confirming that once project is complete that all portables will be removed and field recaptured by school.</li> <li>• There will be a washroom facility, but not in each portable.</li> <li>• Kathy F. asking about getting a copy of finalized plans to put on website.</li> <li>• Construction hours: generally 7:30am-4pm, weekdays, unless deadlines are tight &amp; require overtime.</li> <li>• Any issues parents might have during construction bring to Principal to discuss with Contractor.</li> <li>• Discussion regarding additional play space while Intermediate playground is out-of-commission – VSB ensures spaces will be available.</li> <li>• Will be further updates through the year.</li> </ul>
5.	<b>Chair’s Report – Kathy Findlay / Mahala McCullagh</b>	<ul style="list-style-type: none"> <li>• Comfort kits all in classroom bins in the main hallway, waiting for review to ensure there is a kit for each student. Grade 7’s helping.</li> <li>• Safe Arrival: two new volunteers, still could use one more for Thursday.</li> <li>• PAC assisting the office in going through the mass of forms that came back.</li> <li>• Encourage parents to check PAC website for upcoming events.</li> </ul>

6.	<b>Treasurer's Report – Kathy Findlay for Adina Trowhill</b>	<ul style="list-style-type: none"> <li>• Consolidated the Grocery Account and General Account, as we no longer do the Gift Cards.</li> <li>• Monthly Highlights each month of Financial Activity YTD so parents can see where things are at each month.</li> <li>• Gaming Grant came in (\$20 per student, base on LAST year's enrolment).</li> <li>• Treasury Report now includes an Outstanding Receivables &amp; Payables to see what is planned for but not cleared the account yet.</li> </ul>
7.	<b>DPAC Report</b>	<ul style="list-style-type: none"> <li>• Thank you to Matthew Taylor, who has taken on the role of DPAC Representative. He will present his report next month.</li> </ul>
8.	<b>MOTION to approve annual phone bill for Safe Arrival, of approximately \$600, from the Gaming Funds</b>	<ul style="list-style-type: none"> <li>• <b>Moved by:</b> Kathy Findlay</li> <li>• <b>Seconded by:</b> Heidi Harmer</li> <li>• <b>Unanimous approval</b></li> <li>• <b>Motion carried</b></li> </ul>
9.	<b>Lice Screening Program Update – Vicky Aneliunas</b>	<ul style="list-style-type: none"> <li>• Of 375 students, 230 subscribed to the program.</li> <li>• Six divisions were "affected".</li> <li>• Cost was \$8 per child, \$2 profit to cover parent info. session &amp; information materials for office.</li> <li>• Late participation in the program is available.</li> <li>• General consensus was it went well, not very disruptive.</li> <li>• Suggested that for smaller children, have the Teachers "screened" first to calm any fears.</li> </ul>
10.	<b>Application Process for Use of General and Gaming Funds – Kathy Findlay</b>	<ul style="list-style-type: none"> <li>• Application shows where funds come from and what items can be used from which account.</li> <li>• Gaming funds have specific guidelines.</li> <li>• Expenses from parents towards PAC activities need to be pre-approved and submitted within 30 days of event.</li> <li>• One is an application for Teacher Groups, one is for Parents, for activities that they would like to engage children in.</li> <li>• Hoping to get the whole community engaged in the school, current year or future (planning for after Seismic).</li> <li>• Suggested that parents/teacher groups who propose ideas bring a group of volunteers with the plan.</li> <li>• Applications will be reviewed 3 times per year.</li> </ul>
11.	<b>New Road Sign for 6<sup>th</sup> Ave – Scott Trinder</b>	<ul style="list-style-type: none"> <li>• Scott took initiative on an idea of a sandwich board to direct people that 6<sup>th</sup> Avenue is NOT open for general traffic – for Staff &amp; Quadra daycare parking only. It will include Chinese translation.</li> <li>• <b>MOTION to pay \$75 to Scott for cost of sign out of General Funds.</b></li> <li>• <b>Moved by</b> Kathy Findlay</li> <li>• <b>Seconded by:</b> Anna Kemp</li> <li>• <b>Unanimous approval</b></li> <li>• <b>Motion carried</b></li> </ul>

12.	<b>Hot Lunch Update – Rebecca Anderson/Lori Matick</b>	<ul style="list-style-type: none"> <li>• Still to discuss with Colleen of New York Foods about some changes.</li> <li>• Also looking at other options with more food choices.</li> <li>• Funds raised helped purchase SmartBoards for a couple of classrooms.</li> <li>• New York Foods provides the bulk of the prep work, which otherwise would be done by parent volunteers. Have a contract until June 2014.</li> <li>• May do a questionnaire to parents on positives/negatives of current system.</li> <li>• Can we supplement current program with other options – parents who have restaurants?</li> <li>• Kathy O &amp; Rosemary met with Chinese parent community – they want Hot Lunch EVERY day!</li> </ul>
13.	<b>Parent Information Sessions – Kathy Findlay</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> session was Lice Screen info. Session for parents, attended by approx. 20 parents.</li> <li>• Lots of good information &amp; visuals.</li> <li>• 3 more planned: Bullying session in Feb.; managing children’s use of technology;</li> </ul>
14.	<b>Pizza Night Financial Summary – Mahala McCullagh</b>	<ul style="list-style-type: none"> <li>• Report provided.</li> <li>• Total Revenue = \$1,699.40</li> <li>• Cost of Event = 888.50 + \$50 (babysitting)</li> <li>• <b>Net Profit = \$760.90</b></li> </ul>
15.	<b>Fundraising Ideas</b>	<ul style="list-style-type: none"> <li>• Mahala &amp; Lisa &amp; other parents looking at some fundraising options that do not involve a lot of extra work.</li> <li>• Purdy’s chocolates (Christmas)</li> <li>• Neufeld farms – organic meats</li> <li>• Parent Casino Night</li> <li>• Gala for Parents (wine &amp; cheese): Art Projects (by Class) in auction; rent out tables to local artists to sell their artwork.</li> </ul>
16.	<b>New Business</b>	<ul style="list-style-type: none"> <li>• Any talk of a choir being put together at the school? Heidi to discuss with Ms. Aweda.</li> <li>• Voices of Nature provides a program, similar to Artist in Residence.</li> </ul>
17.	<b>Adjourn</b>	<ul style="list-style-type: none"> <li>• <b>Moved by: Mahala</b></li> <li>• <b>Seconded: Anna</b></li> <li>• <b>Adjourned at 8:30pm</b></li> </ul>

**Profit and Loss Statement for Family Pizza Night  
September 10, 2013**

**Revenue from Pizza and Drink Sales**

Cash	\$1,629.40
Cheques Received	\$70.00
<b>TOTAL REVENUE</b>	<b>\$1,699.40</b>

**Cost of Event**

Sasamat Pizza (included an \$80.00 tip)	-\$888.50
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<b>TOTAL COST OF PIZZA NIGHT AND PAC MEETING</b>	<b>-\$888.50</b>
<b>NET PROFIT ON FAMILY PIZZA NIGHT</b>	<b>\$810.90</b>

**PAC MEETING EXPENSE**

Babysitting Expenses (6 kids 4 @ \$10.00 and 2 @ \$5.00)	-\$50.00
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<b>NET PROFIT FOR THE EVENING</b>	760.90
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**Note:** We ordered 70 large pizzas, 8 slices per pizza  
We had about 6 left over. 60 pizzas were confirmed with the forms  
We bought 3 flats of water and 7 flats of juice. We had  
3 flats of juice left and some waters. It was a hot night.  
Recommend next year ordering Cheese, Hawaiiian, Pepperoni and Vegetarian only  
24, 15, 19, 12

## Queen Mary Treasury Report

	<b>Cash Flow Summary August 30 - September 30, 2013</b>			
	<b>General Account</b>	<b>Gaming Account</b>	<b>Grocery Account</b>	<b>Total</b>
<b>Opening Balance as at August 30, 2013</b>	<b>5,184.55</b>	<b>16,735.66</b>	<b>5,401.05</b>	<b>27,321.26</b>
<b>Funds In</b>				
<b>Description</b>				
Pizza Night Proceeds	\$1,699.40			
Gaming Grant Deposit		\$8,980.00		
Gift Card Reloads				
Kick back from Mava Foods	\$153.55			
Cash portion Sports Day	\$345.35			
Interest Received	\$0.23	\$0.76	0.24	
<b>Total Funds In</b>	<b>\$2,198.53</b>	<b>\$8,980.76</b>	<b>\$0.24</b>	<b>\$11,179.53</b>
<b>Funds Out</b>				
<b>Cheque # Description</b>				
Sasamat Pizza	(\$888.50)			
Babysitting PAC Meeting September 10th	(\$50.00)			
Credit Card Charges			(\$16.80)	
PIN Money for Teachers				
BCC Pac membership	(\$75.00)			
<b>Total Funds Out</b>	<b>(\$1,013.50)</b>	<b>\$0.00</b>	<b>(\$16.80)</b>	<b>(\$1,030.30)</b>
<b>Net In / (Out) for Current Period</b>	<b>\$1,185.03</b>	<b>\$8,980.76</b>	<b>(\$16.56)</b>	<b>\$10,149.23</b>
<b>Bank Balance as at September 30, 2013</b>	<b>\$6,369.58</b>	<b>\$25,716.42</b>	<b>\$5,384.49</b>	<b>\$37,470.49</b>
<b>Outstanding Receivables and Payables</b>				
<b>Cheque # Description</b>				
Lice Screening Fee Owed to PAC	\$110.00			
Parent Information Seminar Babysitting Sept 25	(\$40.00)			
Lice Screening Initial Deposit	\$2,130.00			
Lice Screening Cheques (signature needed)	\$30.00			
Pin Money QME			(\$2,200.00)	
	<b>8,599.58</b>	<b>25,716.42</b>	<b>3,184.49</b>	<b>\$37,500.49</b>
<b>Actual Trial Balance as at September 30, 2013</b>				

**Highlights of Financial Activity Year to Date 2013/2014**

<b>Date</b>	<b>Description</b>	<b>General Account</b>	<b>Gaming Account</b>
September, 2013	Net Proceeds from Pizza Night	\$760.90	
September, 2013	Contribution to Classroom and Resource PIN funds	(\$2,200.00)	
September, 2013	Community Gaming Grant Deposit		\$8,980.00

## **Queen Mary PAC Fundraising, Sources and Distribution of Funds**

Every year the PAC works hard to raise funds for the school through events such as the Christmas Craft and Bake Sale, Dances, Direct Drive, Point of Sale programs and ongoing activities such as recycling. Many parent volunteers give their time, energy and talent, so that students attending Queen Mary can have opportunities they might otherwise not have.

We also receive, upon a successful application process, community gaming funds in the amount of \$20.00 per student based on the prior September's registration numbers. These funds should be spent within a three year period of time otherwise permission needs to be granted by the Gaming Committee to extend the period. We feel that in most situations these funds should be spent within this three year timeline to ensure that children who are registered at the school and therefore assist in the access to the funds, benefit from the spending however some reserve funds may need to be put aside from time to time.

The Direct Drive campaign funds are investments in our children. They enhance our learning resources and experiences and allow our children to excel in areas that they may not otherwise be exposed to. How the funds are spent is decided through a consultative process between the administration and the school focus groups or committees. These contributions to the school also provide donors with a charitable tax receipt from the Vancouver School Board for donations greater than \$10.00.

We wish to support the initiative of teachers, parents and students who have ideas and energy for projects, but need money to put them into practice. For this reason we have developed an application process for accessing both general funds and gaming funds.

The criteria for disbursement requests is included with the applications. We recommend that groups complete the application form and return to the PAC by the advertised deadline. The applications will be reviewed by the executive and then if successful, brought forward to the next PAC meeting, for general approval.

As part of the PAC Executives budgeting process we need to communicate our goals around spending gaming funds and the proceeds of fundraising. This is a consultative process where we hope to engage teachers, parents and the administrative staff in planning for both the current year and future years.

As fund-raising is on-going, and proceeds not easily estimated we may not be able to approve all applications. If we do not have sufficient funds for all projects, we may be able to do specific fund-raising events for specific projects -all suggestions welcome!

## **Counting PAC Funds for Deposit and Bank Reconciliations**

Our process for counting funds raised at any event is to have two people (not the Treasurer) count and sign off on the deposit and then to provide an organized deposit for our Treasurer or other signing officer of the PAC executive to deposit at our bank. The deposit summary should include the name on the cheque, the student's name, the cheque # and the amount for each cheque.

It is recommended too that our Treasurer prepare the financial report and then one of the other signing officers verify the report against the bank statements and physically sign off on it before we distribute it at a PAC meeting.

The Treasurers Report and any other financial reports presented at PAC meetings should be appended to the back of our minutes for future reference.

## **Reimbursement of Expenses**

To ensure timely financial reporting, all receipts for approved expenses for PAC events need to be submitted within 30 days of the event in order to be reimbursed. We will consider any expense not submitted within this time frame a donation for which a tax receipt cannot be issued. Thank you.



### Criteria for Any Disbursement Request

The Parent Advisory Council of Queen Mary Elementary wishes to support the initiatives of parents, teachers and students who have ideas and energy for projects but need money to make them happen.

We welcome all ideas and will consider every application under the criteria below three times per year. The first deadline is October 31<sup>st</sup>, the second February 28<sup>th</sup> and the third April 30<sup>th</sup>.

The PAC will review all submitted applications and determine where they best fit: under criteria for our community gaming funds, our general funds as part of our Direct Drive.

The PAC Gaming funds have a much more restrictive use than general funds. They are intended solely for the benefit of the students by enhancing extra-curricular opportunities such as:

- Student publications: newsletters, yearbooks
- Student competitions: writing, debating, chess, music
- Student computers: software, hardware, accessories
- Student societies: drama club, student society
- Student ceremonies: graduation, dry grad
- Student conferences or educational field trips within B.C.
- Uniforms and equipment for extracurricular activities
- Sports or playground equipment
- Awards and trophies
- Scholarships and bursaries for post-secondary education (paid directly to students)
- Capital acquisitions directly benefiting students, such as playground equipment, earthquake preparedness.
- Student transportation and travel within B.C.
- Student transportation and travel outside B.C., where the student group:
  - is representing its school as a result of merit achieved through organized competition
  - is competing in a sport that involves cross border travel
  - has been selected because of its level of creative achievement or success, or
  - is entered in a recognized competition in which there is a formal evaluation or adjudication process.

The PAC General funds come from PAC lead fundraising events such as the Christmas Craft and Bake Sale or point of sale fundraising, social events etc. These funds are for projects that:

- provide enrichment which directly enhance student learning
- are tangible and concrete
- reach as many kids as possible through school wide opportunities
- are hands-on and not passive
- provide equity of access, or priority to underserved groups (e.g. sport team for an age/gender group that currently has none or music program for children who don't have access to the school music teacher in their class (not sure if this is relevant))
- will buy programming or something that supports programming

A successful application does not mean a cheque for the total amount will be issued. Receipts or invoices need to be provided once the disbursement is approved in order for the cheque to be issued.



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**Application for Queen Mary PAC Funds Disbursement - Parents**

Parent(s) Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Project/Activity Name: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Date(s) of Project/Activity: \_\_\_\_\_ Divisions: \_\_\_\_\_

Names of Volunteers for the Project/Activity: \_\_\_\_\_

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1. Describe project/activity and where it will take place:

2. Outline the number of students involved and benefits to the students:

3. What resources are required as well as resource available (e.g. equipment, supplies, people or physical space)

4. How much will the activity cost (per school term if continuing)?

5. How much of the total cost would you like the PAC to fund?