



PAC Meeting Minutes Thursday, November 16th, 2017

Attendees: Michael Lee, Reece Jorgensen, Heather Miller, Traci Rego, Denise Calvert, Connie Hosie, Christina Guo, Stephanie Tsotsos, Holly Lloyd, Heather Kimmie, Miriam Fitterer, Carine Choo, Addie Cervalo, Tanya Lakovic

Meeting was called to order at: 7:05 pm

Review of October 2017 Minutes:

- Motion to accept minutes
- Reece 1st, Heather M. 2nd; **motion carried to accept the minutes**

Reports and Updates:

Principal's Report – Holly and Heather K.

- See below

Chair Report – Susan

- Thank you to all who participated in last month's budget meeting and help pass all the school wish list items. It's great that we can help support the staff and our students through the funds we raise.
- 2017/18 Annual Donation Program - Our fundraising campaign raised a total of \$4,852.50. This is one of the highest amounts we've raised at the school. Thank you to everyone who contributed!
- We have many events coming for November and December and we need volunteers to make these events happen. Please sign up at online at <http://signup.com/go/pJ3njP>

Old Business:

- Last meeting it was motioned and approved to allocate all monies raised at Odyssey Family Games Night to Odyssey budget, with a monetary holdover approved for future teams to be designated by Odyssey Team Lead.
- Holly suggested the following fund allocation:
 - Funds raised at the Family Games Night should be put specifically towards the Odyssey program in our school.
 - These funds can go to support a team or teams that win the opportunity to attend World Finals

- No more than \$1000 should go to any one team in any one year. This can be calculated as an amount per child, or as an amount to pay for the coach(es) of the team.
- Any unused funds from this account be rolled over to the next year.
- Should the program cease to function at the school, any remaining funds would roll into the PAC general account.
- Drug Prevention Info Night for parents - working on it with Heather for January/February.

Treasurer Report – Reece/Heather M.

- See below for detailed account
- Munch-a-Lunch Program about \$1200 approx.; \$300-400 from Treat Day

Motion to transfer the Munch-a-Lunch funds to General PAC Operating Act; Reece 1st, Heather M. 2nd; Unanimously carried

DPAC Report – (Susan via email)

- Next DPAC meeting is on Mon. Nov. 20 at 7pm at Burnaby Central Secondary.
- Jenn Menzi is working really hard and advocating for students with special needs

Grants Report – Mike

- Bell – focus of mental wellness and health
 - Pal Patrol – might fit the criteria
 - School wide focus on Zones of Regulation
- Working on getting a Playground Grant from the City of Burnaby
 - South Slope has a good example of an Outdoor Learning Space

Fundraising Report – Addie

- Purdy's and Neufeld is coming up

School Planning Council/Power of Four Committee (Principal and Parents Planning and Progress)

- Heather K., Holly Lloyd, Carine Choo, Michael Lee met and discussed the School Climate Study
 - 74% of the students indicated high levels of school connectedness

New/Other Business:

- **Updating PAC Constitution & By-laws** - we're looking to update the constitution this school year while we still have Reece's wisdom. Timeline: Jan meeting - planning rough changes; Feb notifying the membership of an extraordinary general meeting; March proposing changes, April reviewing changes and then ratifying in May. Susan, Miriam & Reece to work on this.

- **Ginger Bread Houses** – Connie, Carine, Tanya
 - Vaughn and Chin are teacher liasons
 - Call out on Volunteer Spot for volunteers to help facilitate the event on Dec. 8th



- **Green Team**
 - December Bottle Drive – handing out the bags at the end of the Winter Concert
 - Recycling Bins – looking at different schools for ideas for outdoor recycling options

- **Aidan's Toy Drive** to benefit the Montecito community and the Burnaby Christmas Bureau - donations accepted at the office Dec 4-9
 - Remember the teenagers!
 - “What would you like to see under the tree for yourself?” – as guiding the question for what to possibly donate
 - What about gift cards? Be aware of fees on the card.



- **Old Spice Deodorant**
 - Part of hygiene education
 - Yearly donation by the district
 - Could deodorant be added as part of the gym strip?
 - Consider corporate sponsorship

Upcoming Events:

- Dec. 22 - Pancake Breakfast
 - Dave Holisky – lead parent
 - Will be similar to last year, pancakes with whip cream and strawberries, sausages and juice
 - Parents and younger siblings welcome to attend
 - We **need many parent volunteers** to help with this event either Thursday afternoon or Friday event morning, please sign up online
 - We have Santa who will do a meet and greet during the breakfast
 - Received donations from: Kensington Safeway (\$25); Super Valu - Greystone (\$100); White Spot - Kensington (cutlery, candy canes); Holdom Starbucks (coffee, tea, whip cream); Save On Foods- Madison (TBD); Still to approach Superstore -Metrotown
 - Santa Photos
- Nov. 17 Bingo Night
 - 105 advance attendees
 - Made \$302 already, not counting raffles, 50/50, concession etc.



- Nov. 24 - Babysitting Course & Stay Safe course
 - Babysitting course is full – made \$600
 - Stay Safe – 2 courses; made \$340
- Grade 7 fundraiser:
 - Pub night possibilities – Traci
 - March date? TBD
 - Chocolate Bar fund raiser – Addie
 - April?

Events Calendar: Jan– June



- Jan 19th – Munch a Lunch
- Jan 22-26 Literacy Week
 - Jan 27 – Family Literacy Day
- Jan or Feb – Drug Prevention Info Night – Susan
 - Awaiting confirmation; Tuesday night
- Feb. 1, 15 – Munch a Lunch
 - Thursdays this month due to pro-d day
- Feb. 23 – Family Odyssey/Trivia Night Fundraiser
- Mar. 2, 16 – Munch a Lunch
- Apr. 13, 27 – Munch a Lunch
- Apr. 10-12 – Spring Book Fair during Student Led Conferences - Connie
- Apr. 20 – Pitch In Day – Connie
 - Assembly with community clean up
- April 24 Sexual Health Education Parent Information Night
- May 11, 25 – Munch a Lunch
- May 9-16 – Neufeld Farms Spring Fundraiser - Addie
- May 18 – Sports Day – Parent Lead: Roger?
 - Concession (lead – Addie)
 - Snack Distribution – Roger?
- May 31 – Multicultural Day (Susan)
- June 8, 22 – Munch a Lunch
- June 12 – Welcome to Kindergarten (afternoon)
- June 20 – Staff appreciation lunch
- June 14 – Volunteer Tea (9:15 – 11 am)
- June 27 – Gr. 7 Leaving Ceremony, Lunch & Dance
- June 28 – Year end assembly, last day of school, School pop-up - sell off

Next PAC Meeting Date: **Thursday, Dec. 14th, 2017**

Meeting Adjourned: 8:25 pm

- Carine 1st, Heather M. 2nd: motion carried to adjourn

Principal's Report:

PAC Meeting: Principal's Update – Nov. 16, 2017

Information and things we're proud of since the last PAC meeting...

- Excellent participation by students and staff at Halloween this year. A fun assembly as well...thanks to Mrs. Nicoll and Div. 7.
- Odyssey Awareness meeting was very well attended...we will have 5 teams this year
- Our One to One program reading volunteer is Rosa and she has begun reading with 5 students twice a week...this supports students who are not ELL and don't qualify for LSS but could use the extra support
- The Remembrance Day assembly was exceptionally well done and students showed respect...a huge thank-you to Mr. Smith, Mr. Singer and the students of Div. 1 for organizing and leading the ceremony!
- 97 students participated in the Cupstacking event at lunch for the Guinness Book of World Records day...thanks to Mrs. Chin for organizing!!!

Things we're Looking Forward to before the Christmas Holidays...

- Nov. 17th Div. 10 to Swedish Residency
- Nov. 17th BINGO night 6-8...sponsored by the PAC
- Nov. 18th Odyssey Fun Day
- Nov. 20/21st Teacher collaboration on writing
- Nov. 21st Young People's Concert AM
- Nov. 21st Boys' Recreational Volleyball Playday
- Nov. 23rd Girls' Recreational Playday
- Nov. 24th Pro-D Day (Babysitting and Stay Safe courses offered for students)
- Nov. 28th 1:30 COLA
- Dec. 1st Div. 7,8,9 to Science World
- Dec. 5th PM Hour of Code
- Dec. 7th Div. 10/11 Building Birdhouses for ADST
- Dec. 8th Gingerbread House Making in Buddy classes
- Dec. 12th Kindergarten Vision and Hearing Screening
- Dec. 14th PM Winter Concert Run-through
- Dec. 18th PM Winter Concert Dress Rehearsal
- Dec. 19th Winter Concerts 1:30 and 6:30
- Dec. 20th 1:00 Montecito Intermediate Choir performing at Loughheed Town Center
- Dec. 20th Report Cards sent home
- Dec. 22nd Pancake Breakfast AM (9:05-9:40 and 9:50-10:30)

Notes:

- 2017/18 School Goals:
 - Students have completed school-wide writes and staff will be working in grade groups to collaboratively mark them using performance standards. They will then identify strengths, challenges and develop an action plan to help move students forward in writing on the Pro-D Day.

-Staff have also completed sociograms to help identify students who are not feeling connected to other students. Students were also asked to identify staff they feel care about them or they can trust. We will also be looking at this data and planning structures and activities both in our classrooms and school to build connectedness.

-We briefly looked at last year's school climate study results at our Nov. staff meeting and will take a closer look and use this information to help inform us. 100% of the students in Grades 4-7 last year felt connected according to the study! This helps us know that what we are doing is making a difference! Power of 4 committee will share more about our conversation with areas we may focus attention on this year, such as student engagement.

- Aboriginal Learning:

-On our Nov. 24th Pro-D Day from 12:30-2:30, we will be discussing our whole school weaving project, learning about the history of weaving, and learning how to weave in order to teach it to our students. We are fortunate to have Anjeanette come to teach us. She is from North Van. and has a wealth of resources and experience. Jessica Vaughan, Matthew Houghland, and Brandi Price will join Anjeanette in leading the afternoon session. PAC parents are welcome to come and join us in this learning.

- Coats for Kids:

-Thanks to all the parents who donated coats...they were very well received by the program
-20 of our students also benefited from coats this year

- Ski/Snowboard Program:

-We have 34 students and enough volunteers to run the program at Mt. Seymour this year
-Costs for the lessons, rentals and bus for 4 lessons are \$246

- Montecito Banner for the gym:

-Voting to take place from intermediate students, staff and parents at the Nov. PAC meeting
-There are three choices and all voting needs to take place before Nov. 23rd
-Will have installed during the Christmas Break

Budget Information:

Balance Sheet

Montecito Elementary School PAC

September 1 2017

Description	Net
ASSETS	
Vancity General	5152.03
Vancity Gaming	3906.33
Vancity Lunch (to be closed)	13779.11
School Held Pac Funds	3998.15
Total Funds on Deposit	\$ 26,835.62
Accounts Receivable	
PayPal Balance (Transfer Sent to Lunch Account)	\$ 60.28
Cheques not Deposited 2016/17	\$ 839.83
Total Accounts Receivables	\$ 900.11
TOTAL FOR ASSETS:	\$ 27,735.73
LIABILITIES	
Accounts Payable	
Cheques not Cleared	\$ 96.25
Total Accounts Payable	\$ 96.25
RESERVES/COMMITMENTS	
2013/2014 EP Reserve \$3698.17 + \$215.33 16/17 Balance - \$500 to Budget	\$ 3,413.50
2012/2013 Consolidated Book Commitment to Library	\$ 650.00
2015/2016 Whole Foods Grant for Garden 2593.80 Less 633.21 Spent 2016/17	\$ 1,960.59
Water Bottle Proceeds, and Bottle Drive Proceeds for Fountain	\$ 1,600.00
2016/2017 budget reserve allocated to Grounds Improvement Fund	\$ 11,306.83
Total Reserves	\$ 18,930.92
OPERATING RESERVE FUNDS	
Prudent Budget Fund	\$ 5,000.00
Savings from 2016/2017 Budget	\$ 3,708.56
TOTAL RETAINED FOR OPERATING RESERVE FUNDS	\$ 8,708.56
TOTAL LIABILITIES	\$ 27,735.73

Budget Summary

Montecito Elementary School PAC

from Sept 1 2017 to Aug 31 2018 Approved October 26th

Description	Annual Budget Amount	
<u>Budget Based Revenue</u>		
	Year to Date	Budget
Gaming Grant	\$ 5,160.00	\$ 5,160.00
Parent Donations	\$ 4,852.50	\$ 4,852.50
Lunch Program and Treat Days	\$ -	\$ 4,500.00
Other Revenue/Fundraising	\$ -	\$ 5,000.00
Emergency Preperation Transfer to Budget	\$ 500.00	\$ 500.00
Transfer of Savings/increased revenue from 2016/2017 to Budget	\$ 3,708.56	\$ 3,708.56
Deduct from Grounds Fund (Revenue Added)	\$ 4,006.44	\$ 4,006.44
Revenue for Budget	\$ 18,227.50	\$ 27,727.50
<u>Approved Budget Based Expense October Meeting</u>		
	Actual	Budget
Fieldtrip buses	\$ -	\$ 4,950.00
Teacher consumables	\$ -	\$ 2,250.00
Belcarra Busses	\$ -	\$ 1,250.00
Pancake Breakfast	\$ -	\$ 240.00
Multi cultural event	\$ -	\$ 400.00
School wide skate	\$ -	\$ 710.00
Teacher Appreciation Lunch	\$ -	\$ 300.00
Grade 7 Grad Lunch	\$ -	\$ 500.00
Safety Patrol Lunch + Hot chocolate	\$ -	\$ 300.00
Emergency preparedness	\$ -	\$ 500.00
Christmas Hampers	\$ -	\$ 250.00
Meeting Expense	\$ -	\$ 150.00
Artists in the School	\$ -	\$ 750.00
Parent Education	\$ -	\$ 160.00
School Wish List;Saleema Noon, Cordless Mic, In Focus Machines	\$ -	\$ 12,267.50
Tec support,Toy replenish, Music, Banner, Vests,Charger, Chair		
Camp, 1/3 costs to maximum of budget amount	\$ -	\$ 1,500.00
Sports Day Ice Cream	\$ -	\$ 250.00
Appreciation Gratuities	\$ -	\$ 300.00
Odyssey, to be based on full amount of fundraiser (reserved)	\$ -	\$ 700.00
Total Expenses	\$ -	\$ 27,727.50

Budget&Fiscal Year End Sumary

Ground Improvement Fund/Operating Fund	\$ 7,300.39
Whole Foods Garden Fund	\$ 1,960.59
Prudent Budget Fund	\$ 5,000.00
Budget Based Year End Emergency Preparedness Reserve	\$ - \$ 3,413.50
Year End Total Funds	\$ - \$ 17,674.48