

ECOLE ROSS ROAD SCHOOL

2012/2013

PAC GM MEETING MINUTES

May 22, 2013 – Library

<u>Attending:</u>	Lene Burgmann	Julie Dunsterville	Bettina Harris
	Madeleine Tattersall	Sarah Dennis	Janice Sardari
	Heather Merry	Silke Daoust	Sonia Han
	Nancy Barton	Lisa Birrell	Jennifer Vandermye

Administration: Carla Orr (Principal) Anami Naths (Vice-Principal)

Regrets: Caroline Leonard Brenda Willington

PLEASE NOTE: These minutes are “Unapproved”

Here's why: As we move with technology and the new pace of life, we are making changes to how and when information is shared with our parent population. Ross Road PAC now has fewer General Meetings per school year than we have had in the past and we are communicating much more via internet and email. Moving forward, we will post minutes from General Meetings on our website BEFORE THEY HAVE BEEN APPROVED AND ACCEPTED at a general meeting. **Therefore, these minutes are NOT the final version and some content may change during the next PAC General Meeting.**

Approximately 15 parents from Ross Road Elementary in attendance, plus 12 members of PAC executive were in attendance.

General Meeting (GM) started at 7:05pm.

1) **Approval of minutes from PAC GM Meeting on February 6, 2013.**

a) Sarah Dennis approved. Bettina Harris seconded.

2) **Business arising from the minutes**

a) **4 motions approved for spending**

- i) Information Technology – laptops have not yet arrived but have been ordered
- ii) Projector and laptop – have arrived; after installation costs are determined the remaining Spell-a-thon funds will be used for library replenishment
- iii) Outdoor Play Equipment – arrived and now require volunteers to sort and distribute to the divisions

3) **New Business:**

- a) **Grade 7 Farewell – Jennifer Vandermye:** the grade 6 parents have been busy planning the event and it is coming together nicely. The theme is “Reach for the Stars”. It is going to be a fun event.
- b) **Staff Appreciation Lunch:** Thanks to Sarah Dennis for all her hard work.

- c) **Valet Program – Nancy Barton:** Needs a new volunteer for Friday mornings from 8:25-8:45. Email Nancy if interested (nancybinbc@hotmail.com).
- d) **Spring Carnival – Sonia Han:** Have finalized the band Professional Caller, who plays fiddle, banjo and bass. There will be square dancing as well as the music. The Cook Shack has not finalized the menu offerings yet, they are waiting to see what inventory sells at Lynn Valley Days. This year there will be three ponies instead of just two. Cinemazoo is a new attraction this year. They will be bringing small animals for 1 hour divided into 6 x 10 minute show times. This will be set up in a classroom. This year the child will get a bingo chip at each game station and then after he/ she has 5 bingo chips they can be exchanged for a raffle ticket. The raffle tickets can be entered into the draws for 5 prizes, each valued at \$125.00. It was suggested that the teachers are given a script to explain to students how it will work the day of the Carnival. Sonia showed examples of the platters that will be in the silent auction that were created by the K and 1 classes.
- e) **Principal's Report – Carla Orr:** The School Plan has been completed and submitted by the deadline. The plan continues with the math goal of student engagement and the writing goal of celebrating writing. The idea is to focus on the goals throughout the entire school year. The third goal is social responsibility which has been changed to focus on building the community between French and English within classrooms and the entire school. The plan will be posted on the website in October. Thank you to Scott Cameron, Tanya Brown and Louise Byron for all their work. There have been lay-offs of teachers in the district, 103 in total. This is the result of low enrolment, mostly in the secondary schools. Ross Road will see a few changes in staff – some teachers coming back from leaves and some going on leaves. Supply fees will be as follows for the upcoming school year: kindergarten supply fee - \$40; Grade 1 supply fee - \$35; planner fee - \$7. These are all optional as parents can always opt to purchase their own. Track and field went well. Reminder that parents are responsible to get their children to and from events and that all children must be signed out by an adult. They are supervised while at the events. They should be prepared for the weather with water, hats and healthy snacks. The Talent Show is underway and is being organized by the music teachers. The grade 5-6 students are going in two groups to New Castle next week. The leadership of the outgoing grade 7 students will be missed by the school. They are a strong group who led a great fun day and led the Move for Health Day. If anyone is leaving early for summer holidays, please let the office know. If you will not be here for final report cards please provide the office with a self-addressed stamped envelope in order to receive final report cards. Upcoming dates: June 25 – year end Assembly; June 26 - Grade 7 Farewell; June 27 – final day of classes (10 am dismissal). Keep in mind that the gym cannot hold all students and parents for the year end assembly. Thank you to the PAC for all their hard work and support to the teachers throughout the year.

4) **Treasurer's Report – Bettina Harris**

- a) Review of Profit & Loss Budget vs Actual (June 1, 2012 through May 22, 2013). Some specific mention about 1) Extra fundraisers: Starry Nights, Halloween Costumes, Art Card Project, Twitter Workshop. 2) Fun Day is last year's concession as year-end is May 31. There have been no negative comments regarding no concession at this year's fun day. 3) Spring Event is also last year's event. 4) Educ. Speakers were under budget as we only had 1 speaker during the year. 5) Emergency Prep has not been spent yet but the order will be placed before the end of the year. 6) Enviro Club has been receiving grants so have not spent any of PAC funds. 7) Extra Curricular is the KM club and the Christmas Concert. 8) Grade 7 Farewell is last year's event. 9) Greening Committee is over budget as they were behind on maintenance of the front gardens. This year was a catch up year so this won't happen every year. 10) Miscellaneous Expenses are gifts for retiring teachers, popsicles for fun day. 11) Principal's Fund is to help families that cannot afford field trips to be used at the Principal's discretion. 12) Special Purchases is the

library equipment purchased less the amount of a grant received for guitars purchased in prior fiscal year. 13) Community Outreach has not been spent as we are seeking a new project/initiative for this area. Overall, YTD is a healthy net income due to the successful fundraising events. This year has been better than previous years.

- b) Review of bank balances as at May 22, 2013. The money for library books from spellathon still has to pay for the installation of the new library projector. The Teachers' wish list has still not been received. Last year it was \$6,000.00. This amount is determined by how much extra money we have left after fulfilling our budgeted expenses and what the needs of the school and teachers are.
- c) Review of Profit & Loss Budget Overview for June 2013 through May 2014. Items of note are: 1) Adult Night will change focus to a fun night out instead of a fundraiser. 2) Bingo Night alternates year to year with Spellathon. 3) Family Photo Day, used to be every other year but due to popularity are going to try it again this year. 4) School Directory is prepared every other year. Discussion about an electronic version: Is this secure? Privacy concerns? Look at getting an App? 5) Spring Event is the Carnival on June 7, 2013. 6) The Card Project is not on budget and is probable that it will be done again resulting in increased income not accounted for on budget. 6) 2 educational speakers already booked for next year. Anti Bullying & Kindness Project in September and Internet Safety and Social Media Awareness in October. 7) The budget has been increased for the Grade 7 Farewell as this event has always been tough to keep at or under budget. There have also been comments regarding years where it went over budget being more enjoyable than years it went under budget. This is also an event that all Ross Road families will enjoy at one time or another. 8) The budget shows an increase in Performing Arts expenses as these programs enhance the student experience and the PAC supports these activities.

5) **Motions for Approval:**

- b) **Budget: MOTION: To approve the proposed budget for 2013-2014.**

Voting: 21 voted to approve. 0 opposed. 0 abstained.

- c) **Teachers' Wish List: MOTION: To accrue a maximum of \$10,000 at year-end, May 31, 2013 to be spent on teachers' and admin wish list items which are to be finalized and presented at the GM in October 2013.**

Voting: 21 voted to approve. 0 opposed. 0 abstained.

- d) **Young Actors' Project: MOTION: To spend \$5,200 (+applicable taxes, if any) on booking the Young Actors' Project for 3 x 90 minute workshops for all divisions at Ross Road School for the 2013-2014 school year.** Some discussion about committing to this expense when we have not reviewed the Teachers' Wish Lists. Agreed that \$10,000 for Teachers' Wish Lists should be sufficient and there are enough funds to commit to this project. Janice Sardari is looking into a similar project with a Math-Science theme. Discussed running on a 3 year cycle between Arts, Science and Athletics.

Voting: 21 voted to approve. 0 opposed, 0 abstained.

- e) **Future IT Purchases: MOTION: To earmark \$8,000 for future IT purchases. These funds cannot be spent before another vote to purchase specific IT items has taken place at a PAC GM at a future date.** The PAC does not want to do the cheque writing campaign again as it was not well received last time. By putting funds away every year, the funds will be available

when required. Question raised about getting corporate donations? Response is that we need MAC computers and they have always been purchased through the school District due to better pricing and to ensure that we can get technical support for them. We would expect to spend the funds in 2-4 years from now. Bettina will look at putting the \$8,000 in a higher interest rate savings account. \$8,000 in today's dollars will purchase 6 laptops incl. apple care and other necessities.

Voting: 20 voted to approve. 0 opposed. 0 abstained.

f) New Motion: Ross Road PAC establishes an IT reserve fund.

Voting: 20 voted to approve. 0 opposed. 0 abstained.

6) Elections for PAC Executive Committee 2013-2014:

Chair: Sarah Dennis

Vice-chair: Julie Dunsterville

Secretary: Kara Burgoyne

Treasurer: Bettina Harris

Website Coordinator: Greg Thorpe

Advertising Coordinator:

Past Chair: Lene Burgmann

Communications Officers: Caroline Leonard and Jen Vandermye

MAL for French: Kelly Radcliffe; Brenda Devine; Madeleine Tattersall

MAL for English: Brenda Willington

Welcome Back Coffee Organizer: Collette Anderson (not exec)

Welcome Back Luncheon Organizer: Heather Merry

Meeting Coordinator:

Parent Social Night Coordinator: Joulia May (not exec.)

Bingo Night Coordinator: Janice Sardari

Community Outreach Coordinator:

Staff Appreciation Luncheon: Caroline Leonard and Frances Carmichael (not exec)

Family Photo Coordinator: Caroline Leonard

Christmas Craft Fair Coordinator:

Spring Carnival Coordinator:

School Directory Coordinator: Divesh Sisodraker will help with App

IT Liaison: [Addendum: Scott Cameron agreed to do this after the AGM. Not exec.)

Valet Coordinator: Nancy Barton

Emergency Preparedness Committee: Heather Merry

Food Day: Wendy Ross and Kim Berg

DPAC representative: Janice Sardari

Unfilled positions will be posted on website and PAC bulletin board.

Motion to approve new PAC: Madeleine Tattersall approved. Sarah Dennis seconded.

7) School Planning Council Election of Parent Members: Tanya Brown, Scott Cameron, Louise Byron, Sonia Han stand for election.

Results of secret ballot: 19 voted to approve. 0 opposed. 0 abstained.

8) Other: The District Council has \$5000 in grants available for traffic engineering improvements around the school. This would include sidewalks by valet, No idle signs, Bushnell crossing at Ross Road. The PAC and the school administration need to come up with a list for the district before the end of the school year as construction time is in the summer. Ross Road has been approved for the BC Fruit and Vegetable Program. Every 2 weeks the students will receive local produce starting in September. We will require volunteers for these days to distribute the produce into crates for each division. Joulia May organizes the program. Ross Road received \$1000 grant for a new fridge placed in the staff room.

Meeting adjourned at 9:45 pm.