

**PORT GUICHON ELEMENTARY SCHOOL**

**PARENT ADVISORY COUNCIL  
MEETING**

**Monday June 15, 2015  
7:00 P.M.**

**School Library**

**\* AGENDA \***

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Call to Order

1. **Approval of Agenda** – June 15, 2015
2. **Approval of Minutes** – May 26, 2015 AGM Meeting
3. **Priority Action Items List – Review**
4. **Receipt of Correspondence**
5. **REPORTS and UPDATES**
  - a. PAC Executive
  - b. PAC Committee's
  - c. Principal's Report
6. **DISCUSSION ITEMS**
  - a. Proposed Pedestrian Safety Improvements
  - b. Hot Lunch Program – Parent Opinion Survey Results
  - c. Fundraising Initiatives for 2015/2016 School Year
  - d. Proposed Budget for 2015/2016 School Year
7. **NEW BUSINESS**
  - a.
  - b.
8. **CONFIRM UPCOMING MEETING DATE**

To Be Determined

**PORT GUICHON ELEMENTARY SCHOOL PAC MEETING**  
**Tuesday, May 26, 2015**  
**7:00 P.M. in the School Library**

**\* MINUTES \***

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**Call to Order** – 7:01pm, by Alan Evans – PAC Chair

**Attendees:** Mark Douangchanh, Alan Evans, Tia Litz, Tracey Lundell, Keziah McCrystal-Rothlin, Rosemary Marra, Mary Neef, Karen Sabourin, Bob Thompson, Chris Wilson, Josie Zahn, Kari Zantolas

**1. Approval of Agenda – May 26, 2015**

Additions: items added

1. Ms. Richman – retirement gift
2. Sports day – lunch funding
3. Chip sale
4. Karen asked to leave for a very important discussion

Approved (moved by Tracey, 2<sup>nd</sup> by Tia)

**2. Approval of Minutes – April 23<sup>rd</sup>, 2015**

Not on website. Sent out via email but needs to be added to website

Changes noted: \* Mark Douangchanh’s position – wording changed from “nominated” to “appointed” as scrutineer.

Motion to approve minutes (moved by Keziah, 2<sup>nd</sup> by Tia)

**3. Pending Action Items List – Discussion reviewed below (see attached for updated version)**

3. Parking lot action item:

- Meeting with John Van Tol reviewed
  - Main discussion of meeting involved making a clear route for drivers using directional signage and painting (hatching). Positive guidance is required on roundabout and along travel routes and at entrance and exit points of drop off route
  - Eliminate parking spot to allow greater visibility
  - Sidewalk painting and signs for children on path
  - Move 3<sup>rd</sup> concrete barrier with sign
- Safety concerns needs to be regarded as a priority before determining where extra parking spaces can considered
- Changes to be discussed with teachers at next staff meeting. Will come back with proposal in June (with visual aids).

6. Calendar action item:

- Live and ready to go. Info will be put into the next newsletter
- When school calendar comes out in Sept, supplementary calendar will be noted as available
- Link on PG website on home page (bottom right hand corner).
- Both Linda and Mark have capability of adding to calendar events. All events need to go through executive approval before being placed on schedule

7. Munch a Lunch action item:

- Survey to be sent out after next pizza hot lunch
- Program has been great for hot lunch coordinator and treasurer. It has help to streamline many processes.
- Discussion on profitability of the lunch program as a fundraiser. Do we want more? Discussed certain food choices offered vs. profit made.
- Survey will be opportunity for questions and concerns and added perspective from parent community

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- Motion to put out survey by June 12<sup>th</sup>. Amendment to distribute survey on munch a lunch program on June 5<sup>th</sup>. (moved by Rosemary, 2<sup>nd</sup> by Tracey)
8. Gardening Committee/Pickle project action item
- Education pieces have been put into motion on composting

4. **Receipt of Correspondence:** Nothing to review

5. **REPORTS and UPDATES**

- a. **Principal's Report:** (items not already covered under action items reports). See attached principal's report for details
- Please note invitations sent home last week - RSVP for luncheon for idea of guests.
  - Back bushes will be trimmed before the end of the school year to give greater visibility.
  - School Planning Council is now a thing of the past. A more meaningful replacement plan is in discussions.
  - Administrative model: Effective Sept 2015 Mark Douangchanh will be Principal. Bob Thompson will remain at Neilson Grove.
    - Principal cycles were discussed. The term can be 5-7 years, not set in stone.
    - Mark will be teaching much less. Music and a bit of band
- b. **PAC Executive:**
- Treasurers report: see attached graphs and spreadsheets
  - Full budget discussed itemizing each funding category's inclusions and limitations
  - Gaming grants can only be spent on items highlighted in grey
  - Pancake breakfast budgeted amount will be increased next year due to increase in food costs
  - Discussions regarding a proposed 2015/16 budget will continue at the June meeting
  - Mark will discuss curricular and technological enhancement ideas with teachers and bring to next meeting for consideration (greyed out areas)
  - Field trip budgeted amounts were discussed
  - Please note: Income sources information provided is not for full year. Will be reported again at June meeting (i.e. full funds from hot lunches are not included in report yet)

6. **NEW BUSINESS**

1. Ms. Richman has formally retired and an appreciation gift is required. A gathering will be held this Friday to honour her.
  - a. Motion to approve spending a portion of Awards/Gifts/Bereavements fund
  - b. Motion to pass \$75 on expenditure. (Moved by Rosemary, 2<sup>nd</sup> by Tia)
2. Sports Day – discussion regarding offering free hotdog, drink and treat for Sports day 2015
  - a. Munch a lunch will be used for kids requiring any food qty's above and beyond free items offered.
  - b. Order form to go out - kids to choose type of hotdog and drink
  - c. Ticket to be given out for treat on day of event. Treat choice offered TBD.
  - d. Concession will also be available – need more volunteers!
  - e. Motion to commit the funds for the free lunch for the kids (Moved by Tracey, 2<sup>nd</sup> by Mary)
3. Chip sale – proposed for this Thursday, May 28<sup>th</sup> from 12:10-12:30pm.
  - a. Moved to have proceeds go towards the playground fund (moved by Tracey, 2<sup>nd</sup> by Rosemary)
  - b. Email notice to go out to parents regarding sale. Please send child with \$1.
4. Nominations: Karen Sabourin acting as Nominations committee and Mark Douangchanh acting as appointed scrutineer
  - All executive positions open for nomination.
  - 1<sup>st</sup> nomination was received prior to meeting. Mary Neef nominated as Treasurer. Mary accepted.
  - 1<sup>st</sup> nomination was received at last meeting. Tracey Lundell nominated as Vice

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## Chairperson

2<sup>nd</sup> call for nominations

- Nominations for existing executive members:
  - Alan Evans as Chairperson. Alan accepted
  - Rosemary Marra as Member at Large. Rosemary accepted
  - Tia Litz as Member at Large. Tia accepted
- New nominations received:
  - Keziah McCrystal Rothlin as Recording Secretary. Keziah accepted
  - Chris Wilson as Member at Large. Chris accepted
- Executive Officer Candidates nominates:
  - **Chairperson**: Alan Evans
  - **Vice Chairperson**: Tracey Lundell
  - **Recording Secretary**: Keziah McCrystal Rothlin
  - **Treasurer**: Mary Neef
  - **DPAC representative**: position open
  - **Members at Large**: Rosemary Mara, Tia Litz, Chris Wilson

Election held.

- **Chairperson**: Alan Evans by acclamation
- **Vice Chairperson**: Tracey Lundell by acclamation
- **Recording Secretary**: Keziah McCrystal Rothlin by acclamation
- **Treasurer**: Mary Neef by acclamation
- **Members at Large**: Tia Litz voted in
  - 2 other candidates tied for 2<sup>nd</sup> position.
- Discussion held regarding amending existing by-law to allow for a 3<sup>rd</sup> MAL.
- Wording of constitution was evaluated regarding process to be followed for constitution amendments.
- Move to amend the existing by-laws to allow for a 3<sup>rd</sup> MAL in favor of electing a DPAC representative position. (Moved by Alan. 2<sup>nd</sup> by Tracey) All PAC members in attendance in support (Keziah McCrystal Rothlin: Abstaining from vote)
- Election stands as all acclaimed.
- Welcome to the new executive committee for 2015/16.
  - **Chairperson**: Alan Evans
  - **Vice Chairperson**: Tracey Lundell
  - **Recording Secretary**: Keziah McCrystal Rothlin
  - **Treasurer**: Mary Neef
  - **DPAC representative**: position held. To be shared amongst committee
  - **Members at Large**: Rosemary Mara  
Tia Litz  
Chris Wilson

## 7. CONFIRM UPCOMING MEETING DATE

Date set for next PAC Meeting: Tuesday, June 15<sup>th</sup>, 2015.

PAC Meeting adjourned at 8:42pm (moved by Rosemary, 2<sup>nd</sup> by Kari)

# Port Guichon PAC

## Pending Action Items

Revised May, 2015

#	Action Item	Comments/Notes	Date Originated	Assigned To	Completion Target Date
2.	Fundraising 2015/16	Proposed meeting for June 2015 to discuss calendar events	Feb. PAC	Alan	June Meeting
3.	Budget 2015/16	Proposed meeting for June 2015	Feb. PAC	Exec committee	June Meeting
a.		Mark will discuss curricular and technological enhancement ideas with teachers and bring to next meeting for consideration	May PAC	Mark	June meeting
b.		Produce wish list of suggestions for funds to be spent from the viewpoint of the PAC	Exec meeting		June meeting
4.	Parking Lot situation	Mark will discuss with staff at their next meeting and bring proposal to table at next PAC meeting (with visual aids)	Mar PAC	Bob/Mark	June meeting
7.	Munch-a-Lunch	Survey to be produced and sent out for June 5 <sup>th</sup>	Mar PAC	Mark	June 5 <sup>th</sup>
8.	Emerg Prep committee	Replacement tents required. Need itemized list of any other requirements.	Exec meeting	Deb/Sharon/Tracey	Next meeting

## **Principals Report May 26, 2015**

### **Information and upcoming events**

- Hip Hop instruction currently happening for all grades
- Parent Appreciation Assembly and Reception on June 3.
  - Assembly at 1pm.
  - Reception in the library at 1:45.
  - Child minding available in the gym at 1:45
- Grade 7 celebrations
  - June 5 Splashdown
  - June 15 playland
  - June 19 Luncheon
- Sports Day June 17 (backup day June 18)

### **Pending Actions**

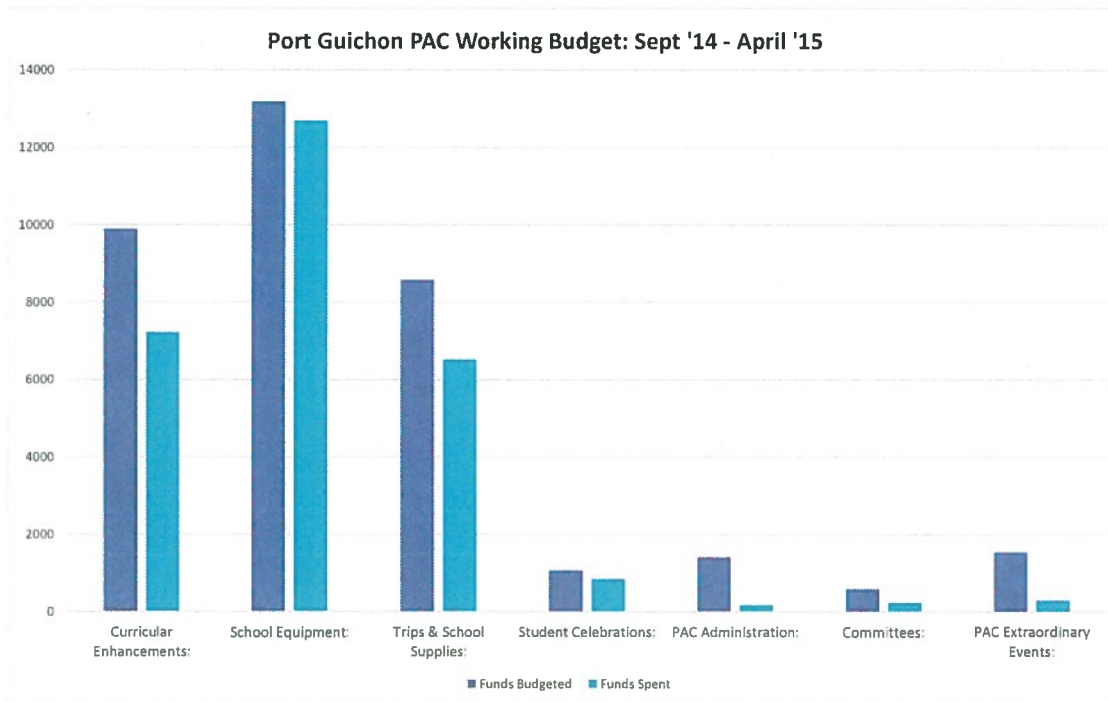
- Parking Lot/Round About
  - Mark, Alan and Tracey met with John Vantol and discussed a variety of improvements that would be done primarily through strategic pavement painting. Mark would like to discuss ideas with staff at next staff meeting and report back to PAC at the June meeting. Mark hopes that we can arrange to have improvements made over the summer.
- Parent Calendar
  - Parent calendar is live and Mark has mentioned it a few times through weekly updates. Either Mark or Linda can input dates/events on behalf of the PAC.
- Munchalunch Survey
  - Mark will gladly put this out to parents whenever the PAC feels they are ready.

### **New Business**

- SPC
- Back Bushes
- Administrative Model

**PORT GUICHON ELEMENTARY PAC SEPT 2014-JUNE 2015 WORKING BUDGET**

	Funds Budgeted	Funds Spent	Funds Remaining
Curricular Enhancements:	\$ 9,900.00	\$ 7,228.79	\$ 2,671.21
School Equipment:	\$ 13,200.00	\$ 12,700.00	\$ 500.00
Trips & School Supplies:	\$ 8,586.00	\$ 6,526.30	\$ 2,059.70
Student Celebrations:	\$ 1,074.00	\$ 853.62	\$ 220.38
PAC Administration:	\$ 1,425.00	\$ 186.60	\$ 1,238.40
Committees:	\$ 600.00	\$ 252.62	\$ 347.38
PAC Extraordinary Events:	\$ 1,550.00	\$ 303.75	\$ 1,246.25
<b>GRAND TOTALS:</b>	<b>\$ 36,335.00</b>	<b>\$ 28,051.68</b>	<b>\$ 8,283.32</b>



**Port Guichon PAC 2015 Annual Financial Report**

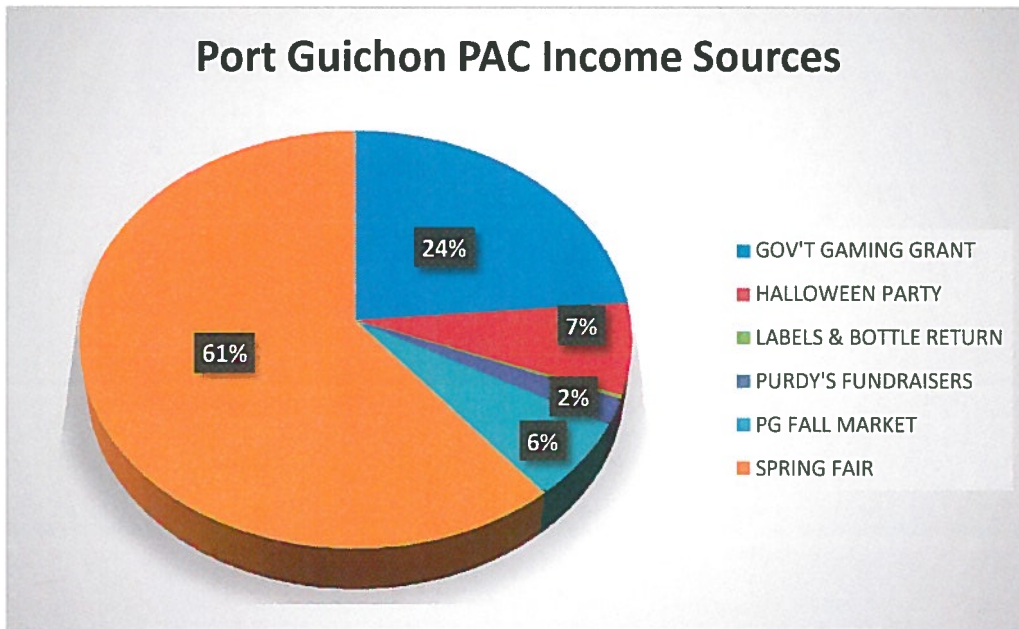
	01-May-14	30-Apr-15
<b>PAC Operating Account</b>		
Opening Balance - as of May 1, 2014	\$52,035.49	
Closing Balance - as of April 30, 2015		\$35,493.93
<b>PAC Gaming Account</b>		
Opening Balance - as of May 1, 2014	\$ 2,122.44	
Closing Balance - as of April 30, 2015		\$ 0.53
<b>PAC Savings - Playground Fund (opened 5Jan2015)</b>		
Opening Balance - as of May 1, 2014	\$ -	\$ -
Closing Balance - as of April 30, 2015		\$12,744.45
Envision Equity Shares - as of May 1, 2014	\$ 60.13	
Envision Equity Shares - as of April 30, 2015		\$ 61.92
<b>TOTAL PAC FUNDS</b>	<b>\$54,218.06</b>	<b>\$48,300.83</b>

**Port Guichon PAC 2014-2015 Income Sources:**

<b>INCOME SOURCE</b>	<b>Net Profit:</b>
<b>GOV'T GAMING GRANT</b>	<b>\$ 3,620.00</b>
<b>HALLOWEEN PARTY</b>	<b>\$ 1,077.75</b>
<b>LABELS &amp; BOTTLE RETURN</b>	<b>\$ 42.34</b>
<b>PURDY'S FUNDRAISERS</b>	<b>\$ 304.87</b>
<b>PG FALL MARKET</b>	<b>\$ 932.41</b>
<b>SPRING FAIR</b>	<b>\$ 9,333.14</b>
<i>Ticket Sales</i>	<i>\$ 2,504.08</i>
<i>Concession</i>	<i>\$ 1,087.61</i>
<i>Silent Auction</i>	<i>\$ 1,856.45</i>
<i>\$5 Table</i>	<i>\$ 380.00</i>
<i>Raffle</i>	<i>\$ 3,505.00</i>
<b>TOTAL INCOMING FUNDS:</b>	<b>\$ 15,310.51</b>

*\* more to come*

*\* net of gaming license*

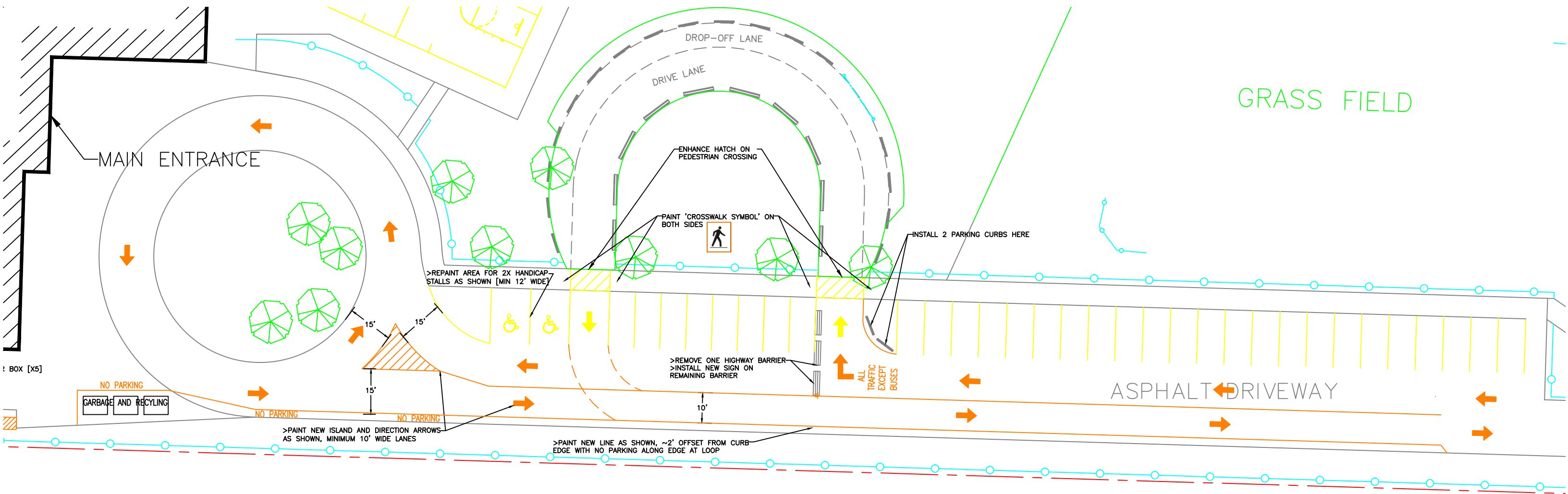


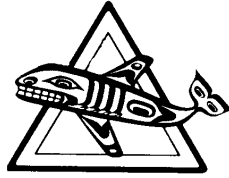


**PORT GUICHON ELEMENTARY PAC SEPT 2014-JUNE 2015 WORKING BUDGET**

School Expenses:		2014/2015 Budget	Funds Spent	Funds Remaining
<b>Curricular Enhancements:</b>	Fine Arts Performances	\$ 2,400.00	\$ 2,214.50	\$ 185.50
	Classroom Educational Activities	\$ 1,500.00	\$ 16.80	\$ 1,483.20
	Physical Education Activities	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
	Library Funds	\$ 4,000.00	\$ 3,997.49	\$ 2.51
	<b>SUBTOTAL:</b>	<b>\$ 9,900.00</b>	<b>\$ 7,228.79</b>	<b>\$ 2,671.21</b>
<b>School Equipment:</b>	Teaching Aids (Teacher's Wish List)	\$ -		\$ -
	Playground Enhancement Fund	\$ 12,700.00	\$ 12,700.00	-
	Technology Enhancements	\$ 500.00	\$ -	\$ 500.00
	<b>SUBTOTAL:</b>	<b>\$ 13,200.00</b>	<b>\$ 12,700.00</b>	<b>\$ 500.00</b>
<b>Trips &amp; School Supplies:</b>	Travel Bursaries	\$ 1,000.00	\$ -	\$ 1,000.00
(raised to \$26/student/year)	Field Trips	\$ 4,836.00	\$ 4,172.99	\$ 663.01
(raised to \$250/classroom/year)	Classroom Supplies	\$ 2,750.00	\$ 2,353.31	\$ 396.69
	<b>SUBTOTAL:</b>	<b>\$ 8,586.00</b>	<b>\$ 6,526.30</b>	<b>\$ 2,059.70</b>
<b>Student Celebrations:</b>	DSS Dry Grad Donation	\$ 100.00	\$ -	\$ 100.00
(\$10/student/year)	Grade 7 Grad	\$ 170.00	\$ -	\$ 170.00
	Christmas Breakfast for Students	\$ 300.00	\$ 349.62	\$ (49.62)
	Spirit Wear - grade 7 hoodies	\$ 504.00	\$ 504.00	\$ -
	<b>SUBTOTAL:</b>	<b>\$ 1,074.00</b>	<b>\$ 853.62</b>	<b>\$ 220.38</b>
<b>TOTALS:</b>		<b>\$ 32,760.00</b>	<b>\$ 27,308.71</b>	<b>\$ 5,451.29</b>
<b>PAC Expenses:</b>		<b>2014/2015 Proposed Budget</b>	<b>Funds Spent</b>	<b>Funds Remaining</b>
<b>PAC Administration:</b>	BCCPAC Dues	\$ 150.00		\$ 150.00
	Childminding	\$ 200.00	\$ 40.00	\$ 160.00
	Awards/Gifts/Bereavement	\$ 250.00		\$ 250.00
	Stationery, Postage, Photocopying...	\$ 150.00	\$ 67.05	\$ 82.95
	Bank Service Charges	\$ 100.00	\$ 2.05	\$ 97.95
	NSF Chargebacks	\$ 300.00	\$ 77.50	\$ 222.50
	Security Guard (Hallowe'en)	\$ 160.00		\$ 160.00
	Cheque Order for Operating Account	\$ -		\$ -
	Cheque Order for Gaming Account	\$ 115.00		\$ 115.00
	<b>SUBTOTAL:</b>	<b>\$ 1,425.00</b>	<b>\$ 186.60</b>	<b>\$ 1,238.40</b>
<b>Committees:</b>	Emergency Prep	\$ 400.00	\$ 75.70	\$ 324.30
	Teacher's Celebration Luncheon	\$ 200.00	\$ 176.92	\$ 23.08
	<b>SUBTOTAL:</b>	<b>\$ 600.00</b>	<b>\$ 252.62</b>	<b>\$ 347.38</b>
<b>PAC Extraordinary Events:</b>	Propane Tank (donated - refills)	\$ -		\$ -
	Unexpected Opportunities	\$ 1,500.00	\$ 303.75	\$ 1,196.25
	Zip Drives for PAC Committees	\$ 50.00		\$ 50.00
	<b>SUBTOTAL:</b>	<b>\$ 1,550.00</b>	<b>\$ 303.75</b>	<b>\$ 1,246.25</b>
<b>TOTALS:</b>		<b>\$ 3,575.00</b>	<b>\$ 742.97</b>	<b>\$ 2,832.03</b>
<b>GRAND TOTALS:</b>		<b>\$ 36,335.00</b>	<b>\$ 28,051.68</b>	<b>\$ 8,283.32</b>

Government Gaming Grant can only be applied to items highlighted in grey.





## Port Guichon PAC - Proposal for PAC Event

Proposed PAC Event: \_\_\_\_\_

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Timing: \_\_\_\_\_

Location: \_\_\_\_\_

Target Audience: \_\_\_\_\_

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Who is Coordinating the Event: \_\_\_\_\_

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How much funding is required: \_\_\_\_\_

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