

PHIL AND JENNIE GAGLARDI ACADEMY PAC

MEETING MINUTES - APPROVED

May 10, 2022

Meeting called to order at 6:37 pm

Land acknowledgement: We acknowledge that the land we are gathering on is the traditional and unceded territory of the K'omoks First Nation.

OPENED IN PRAYER by Kelly Hiller

Attended by:

Sandi Robinson

Madelein Smit

Nicole Grenier

Sarah Dyjur

Tricia Dol

Kelly Hiller

Chelsea Morrison

Kathleen Wall

Maylene Ginetz

Jen Tomlinson

Tara Moose

Jane Wood

PAC AGENDA AND MINUTES

MOTION: *'To adopt the agenda for current meeting'*. Moved by Madelein Smit, seconded by Jen Tomlinson. All in favor: yes. Motion carried.

MOTION: *'To adopt the meeting minutes from April 2022.'* Moved by Chelsea Morrison, seconded by Tricia Dol. All in favor: yes. Motion carried.

REPORTS

1. Hot Lunch

- Kathleen inquired on PAC policy when a parent does not pay the balance on their fees owed.
- There should be a query if financial hardship is a factor. If this is the case, PAC does have a line item in the budget for "family in need" that may be used.
- If financial hardship is not a factor, a parent may be required to pay their balance owing before they may submit any further hot lunch orders.
- In September, Kathleen will likely add sushi to the list of vendors due to multiple requests from students.

2. Used uniforms

- There have been a large amount of clothing donations recently. Kelly will send out a call for donations this week (WAAG and FB page).
- Any new families to the school can email Sandi to the used uniforms email address for special requests to purchase used uniforms outside of scheduled sales events.
- Next scheduled sale will be either May 25th or June 10th.
- Donations of more clothing are ideal at least a week before the to allow time for cataloging.

3. Hospitality

- Staff appreciation lunch will be on June 29th. Jen would love to plan this buffet style with some donated food items but has to look into Covid restrictions. She will check with Lonnie.
- Jen will be stepping down from the position of hospitality facilitator at the end of this school year.
- Chelsea Morrison has agreed take over the position next year.
- Jen has a binder with lots of information on the planning of the events the PAC has held in the past.
- Big thank you to Jen for her hard work in that position for the last couple of years!!

4. Fundraising

- Kelly will be approaching the volunteers that helped with the fundraisers this year to see who would be willing to help out again next year.
- Feedback is welcomed on the future of fundraisers for next year. Which ones should we repeat? Any new ideas? (Sipology? Blueberry plants?)

TREASURER'S REPORT

2021-2022 AMENDED PAC Budget

Amendments adopted February 15, 2022

Revenue

	Budget	Actual
Non-Gaming Revenue:		
Carry forward		13,537.54
Hot Lunch	19,000.00	20,881.00
Used Uniform Sales	1,500.00	1,575.46
Mabel's Label	150.00	-
Poinsetta Fundraiser	700.00	547.99
Gunter's Meats (father's day)	600.00	
Snack Sales	200.00	
Donations		100.00
Purdy Chocolates	300.00	1,201.99
Papa Murphys	1,000.00	838.98
Thrifty's Smile Cards	300.00	1,287.00
Card Project	300.00	470.20
Non-Gaming Subtotal	24,050.00	40,440.16
Gaming Revenue:		
Carry forward from prior year		1,491.25
PAC Grant	4,100.00	4,100.00
Raffle Proceeds	3,500.00	3,736.69
Gaming Subtotal	7,600.00	9,327.94
TOTAL REVENUE	31,650.00	49,768.10

Expenses

	Budget	Actual
Non-Gaming Expenses:		
Hospitality		
Pastors Lunch	-	.00
Christmas Concert (2) decorations	150.00	0.00
Teachers Luncheon (2)	1,200.00	567.35
Spring break BBQ	350.00	284.20
Try-us-on-for-a-day	-	
Grad Reception	150.00	
End of Year Neighbourhood	75.00	
Welcome back signs	-	
Sports Day	350.00	
Hospitality - Subtotal	2,275.00	851.55
Hot Lunch expenses	15,000.00	11,373.60
Child-in-need program	500.00	
Classroom Purchases	700.00	
Playground Funds	2,500.00	2,500.00
Missions Contributions	500.00	500.00
PAC Expenses*	250.00	40.00
Non-Gaming Expenses Subtotal	21,725.00	15,265.15
Gaming Expenses:		
Annual PAC - Grad Bursary	500.00	
Awards night	2,500.00	
Extracurricular activities - sports/clubs		
Raffle license/prizes/Draw expenses	255.00	173.31
Field Trip Transportation		
Sports Team socks	250.00	250.00
Playground Funds	5,000.00	5,000.00
Gaming Expenses Subtotal	8,505.00	5,423.31
TOTAL EXPENSES	30,230.00	20,688.46
Proceeds to carry forward to 2022-2023	BUDGET	Actual*
Non-gaming funds	2,325.00	25,175.01
Gaming funds	-	3,904.63

*includes money carried forward

Update from PAC exec on the designation of excess funds and recommendations for distribution:

- We have a total cumulative surplus right now of roughly \$18 000 that is a result of a surplus in fundraising yearly since 2018.
- In 2020, fundraising occurred in the early part of the year and the Covid shutdown resulted in decreased expenses and this was a significant contributor to the current total surplus.
- The executive propose to spend a further \$6000 above what was in the original budget for this school year.

- There is also a surplus of about \$4300 in the gaming account. We plan to spend about \$2000 from this account for sports jerseys.
- We had previously approved a new map for \$650 but then one was found in the school and this purchase is no longer required so we propose to spend the \$650 on new folding tables instead.
- There was a request from school administration to PAC to fund a new office printer but some PAC members feel that this is a general operating cost for the school and is not an appropriate purchase for PAC.
- We would like to bump up the amount in the budget line item for classroom purchases to help meet teacher's requests once the expense budget has been used up through the school comptroller.
- We would also like to add an additional line item for software/apps.
- The software line item could be used for app purchases such as the Minecraft educational package.
- Lego also has an educational package that can be used on iPads with STEM focused projects. There is already a curriculum developed around this to assist teachers.
- Another parent recommends Prodigy Math.
- Suggested \$1500 for new software budget item.
- Classroom purchases would go from \$700 with additional \$2500 to be \$3200 total.
- The intention with the "classroom purchases" money is not that there is necessarily a set amount of money per teacher.
- If a teacher has a purchase request, it would be vetted by the school comptroller/school admin and PAC exec member before bringing the request to the bigger PAC group.
- One parent recommends an aquaponics system be imbedded in the gardening program.
- One parent suggested that parent purchases could be put towards the school in lieu of their volunteer hours? For example, if you purchased a shovel for the school garden, that could count for 4 volunteer hours. Could the school create a sort of registry? This could be an idea to present to school administration but volunteer hours and their policy are not run by PAC.
- Does the library have financial needs? Perhaps a computer for ebooks?
- Some schools have access to an online library (that is not the public library).
- In general, we want to open the invitation a little bit more to teachers for requests for classroom purchases.
- The PAC tent also needs to be replaced. Can be purchased from Costco for about \$150. That maybe could be put under PAC expenses.
- We could add \$9000 in expenses to our budget and still have a cushion in the bank account of \$10 000.

MOTION: Kelly Hiller moves to increase the classroom purchases line item in the 2021/2022 PAC budget from \$750 - \$3200. Seconded by Sandi Robinson. All in favor: yes. Motion passed.

MOTION: Kelly Hiller moves to create a new line item in the 2021/2022 PAC budget in the amount of \$1500 for classroom software. Seconded by Chelsea Morrison. All in favor: yes. Motion passed.

MOTION: Kelly Hiller moves to increase the amount designated for the playground by an additional \$1000. Seconded by Kathleen Wall. All in favor: yes. Motion passed.

- In the past there has been interest in building a 9-square court for the high school students. The playground version is about \$7164 CAN and would be a permanent structure.
- Portable kit is also available at a lesser cost.

OLD BUSINESS

1. School board approved the purchase of two buses and the changes to the high school educational delivery format at the recent board meeting.
2. Jen Tomlinson and Madelein Smit are now signatories on the PAC bank account.

NEW BUSINESS/AGM

Elections:

1. Special thanks 2021/2022 leadership team
2. Review of non-elected positions for 2022/2023
3. **MOTION:** Kelly Hiller moves to create a new non-elected position of "Presidential Elect" for the 2022/2023 school year. Seconded by Sandi Robinson. All in favor: yes. Motion passed.
4. Review of Nominations and Ratifications for PAC executive positions and director for the 2022/2023 school year:

- i. Ratification of Kelly Hiller as PAC president: Is there anyone here who would like to put their name forward for position of PAC president? No names brought forward.

MOTION: To ratify Kelly Hiller as PAC president for the 2022-2023 school year. Moved by Madelein Smit. Seconded by Kathleen Wall. All in favour: yes. Motion passed. Kelly Hiller is officially ratified as president for the 2022-2023 school year.

- ii. Election of PAC vice-president: Floor is open to accepting nominations for the position of PAC vice-president for the 2022/2023 school year. Maylene Ginetz nominates Sandi Robinson. Madeleine Smit seconds the nomination. Are there any other nominations is asked three times. No further nominations.

Motion: To accept Sandi Robinson for the position of vice-president for the 2022/2023 school year. All in favour: Yes. None opposed. Sandi Robinson is now vice president for the 2022/2023 school year.

- iii. Ratification of Tara Moose as PAC secretary: Is there anyone here who would like to put their name forward for the position of PAC secretary? No names brought forward.

MOTION: To ratify Tara Moose as PAC secretary for the 2022-2023 school year. Moved by Madeleine Smit. Seconded by Sandi Robinson. All in favour: yes. Motion passed. Tara Moose is officially ratified as secretary for the 2022/2023 school year.

- iv. Ratification of Patricia Dol as PAC Treasurer: Is there anyone here who would like to put their name forward for the position of PAC treasurer? No names brought forward.

MOTION: To ratify Patricia Dol as PAC secretary for the 2022-2023 school year. Move by Madelein Smit. Seconded by Chelsea Morrison. All in favour: yes. Motion passed. Patricia Dol is officially ratified as PAC treasurer for the 2022/2023 school year.

- v. Ratification of the 5th Director: Is there anyone here who would like to put their name forward for the position of PAC 5th Director? No names brought forward.

MOTION: To ratify Nicole Grenier as the 5th Director for the 2022-2023 school year. Moved by Madelein Smit. Seconded by Jen Tomlinson. All in favour: yes. Motion passed. Nicole Grenier is now ratified as the 5th Director for the 2022-2023 school year.

5. PAC meeting schedule for next school year: likely will remain as the 2nd Tuesday of the month.
6. PAC bursary: Joy Tansky is guiding the current graduating students towards completing applications. Once those are gathered, Kelly and Madelein will meet to go through the applications and they will apply the objective criteria created last year by Tara and Kelly.

CLOSING PRAYER: Kelly Hiller

NEXT PAC MEETING: June 14, 2022 at 6:30 at the school.

MEETING ADJOURNED: 8:02