

PHIL AND JENNIE GAGLARDI ACADEMY PAC

MEETING MINUTES - APPROVED

June 14, 2022

Meeting called to order at 6:37 pm

**OPENED IN PRAYER** by Kelly Hiller

**Attended by:**

Kelly Hiller  
Tricia Dol  
Teagan Hidber  
Nicole Grenier  
Maylene Ginetz  
Jen Tomlinson  
Tara Moose  
Bernadette Pitcher  
Sarah Dyjur

**PAC AGENDA AND MINUTES**

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

**MOTION:** *'To adopt the meeting minutes from May 2022.'* Moved by Nicole Grenier, seconded by Jen Tomlinson. All in favor: yes Motion carried.

**REPORTS**

1. Report from PAC Director (Nicole Grenier) regarding recent meeting with school administration.

- Meeting was attended by Kelly Hiller, Patricia Dol, Nicole Grenier, Caron Mulgrew, Bernadette Pitcher and Lonnie Penner.
- There was an idea presented by one parent at the last PAC meeting around parents being more active in gift-giving and this somehow being matched up in lieu of volunteer hours. This idea was brought up to admin at the meeting and it was decided that will be explored further in the fall.
- There was much discussion around the PAC budget changes that were approved at the May PAC meeting including two line-item changes for classroom purchases (increased) and classroom software (new line item). Classroom purchase line item has always been there, but a one-time bump up was passed at the May PAC meeting and discussed with admin.
- A lot of discussion around software purchases/technology needs and the challenge around devices and laptops, etc being outdated and the difficulty around sourcing tech support.
- In correspondence between PAC exec members and school administration following the initial PAC exec/school admin meeting it became clear that some further clarification was required to clear up some miscommunications. This second meeting was attended by Kelly Hiller, Nicole Grenier, Bernadette Pitcher and Lonnie Penner.
- Requests from the school for funding include: 10 new laptops, a Bright Links for grade 4 classroom, re-building sports program paraphernalia: pinnies, etc. (re-branding the logo, etc.) and a 9-square court.
- One conclusion from the meetings was that, in the future, PAC should check in with admin before we offer additional funds to the teachers in the PAC budget. Some teachers do not fully use the funds already available to them through the school's budget.
- Another takeaway from the meeting was how valuable it is for school admin to attend PAC meetings and be present for discussions around the designation of PAC funds.
- The line item for classroom purchases and software is being explored further by Lonnie right now who is quite interested in the Lego kits suggestion which could come from the classroom purchases or software budget lines as this crosses over into both fields.
- We're going to continue the discussion around what to do with the additional \$3000 for classroom purchases in the fall. The increases in the budget don't need to be rushed to be spent.
- Lonnie has worked with the teachers already regarding their wishes for software purchases.

- Bernadette reports that she feels that the school can do a better job of communicating to parents about what online programs their children already have access to and what passwords and logins will access those accounts.
- One barrier regarding technology is a cleanup that is required of current hardware.
- Kelly has asked Stephan Smit to work with Caron to go through the current laptop collection and generate a report of the “current fleet” and how we can best use the money to bring it up to where it needs to be.
- There is no opportunity for discount prices with bulk purchases for laptops.

## 2. **Director report (Bernadette Pitcher)**

- There will be a bio on the two new teachers to the school in the next WAAG.
- The school has purchased the two new buses. One has arrived already and one will arrive in July. They are a 54 passenger (2009) and 72 passenger (2015).
- School has arranged two bus drivers.
- Bus routes are still preliminary based on those parents who initially identified they wanted the service. Parents have to commit to bus service at their tuition meetings. Once final numbers are determined, final routes will be worked out.
- The school is supporting the bus service at about \$20 000-25 000 for the next two years approximately.
- Total cost to purchase the buses was about \$65 000.
- Both are diesel.
- After the first two years, costs for using the school bus service is planned to be self-sustainable. (both fixed and variable costs).
- Both buses are in good condition.
- Over the summer the names on the buses will be changed to say Phil and Jennie Gaglardi Academy.
- Question submitted from a parent regarding how the expense of the bus service is being funded (ie. Where in the school’s budget is the money coming from?). The purchase of the buses came from “capitol expenses”. The costs of running the service ongoing comes from generating operating expenses.
- Tuition paid by parents goes into one “pot” that many expenses are paid from. So, high school textbooks, teacher salary and tuition assistance and (in part for now) the bus service are all funded by the one pot.
- The lack of a bus service has been a concern of the board for some time.
- Is there an option for only morning pick up or only afternoon drop off and a variable rate schedule? Due to the repeated requests for this at tuition

meetings, Caron has created a variable rate schedule to accommodate the needs of families.

- Classroom configurations: Parents appreciate that classroom assignments are announced so early which is contrary to the experience of most families in the public school system.
- The school tried to not have classrooms “full” to allow for new families coming to the school.
- Bernadette emphasizes that much prayer is put into classroom configuration.
- Occasionally, parents will hear reports from each other or from students on a “story” existing in a classroom and Bernadette reports that sometimes this becomes blown out of proportion when students are reporting to their parents.
- This year, they received many concerned responses from parents in the grade 4 and 5 group (for 2022/2023) and this has resulted in the school taking a step back to re-consider the configuration of those classes. Lonnie will be communicating directly to the parents in this group to confirm classroom assignments once final decisions are made.
- Bernadette emphasizes her (and the school’s) appreciation of the work PAC has done.

### **3. Hot Lunch**

- No report from Kathleen. One report from a parent that her child didn’t receive her hot lunch last Friday. Request that perhaps a reminder go to the hot lunch volunteers to be extra careful when sorting out the lunches.
- Teagan reports that there are almost always extra hot lunches available due to students being absent. So, if a child is not served a hot lunch despite expecting it, they could inquire at the office if any extra lunches are available.

### **4. Used uniforms**

- One more used uniform sale planned this month (Wednesday, June 15)
- No further report.

### **5. Hospitality**

- Jen had zero replies to the request for meal donations for the teacher’s appreciation lunch on June 29<sup>th</sup>.
- Madelein will provide a chicken soup.
- Tara will provide a GF option (soup or stew) and help with set up.
- Jen still needs 2-3 more items.

- Sports day traditionally served hotdogs but perhaps this year PAC will just offer only freezies and other snack treats. Budget for sports day is \$350.
- We should communicate with the school about not providing the hot dogs this year. We need to make sure the message is clear to the school. Jen will communicate with Mary and Lonnie about this.
- The grads have requested that the funds designated for their event be used to help cover the costs of the dinner that is planned that evening to celebrate rather than decorations or light refreshments that we have funded in the past.
- There are only 5 graduates this year and reportedly the cost to each family is \$200 per family in addition to the money fundraised.

**Motion:** *“To gift the graduating class the amount of \$350 as a contribution towards their grad celebration.”* Moved by: Kelly Hiller. Seconded by Teagan Hidber. All in favour: yes. Motion passed.

## TREASURER’S REPORT

- *See updated June budget that was presented at meeting in appendix of these minutes.*

Regular bank account balance is:	\$27,204.43
Less Grad:	\$ 1,433.46
BALANCE:	<hr/> \$25,770.97

Gaming bank account balance is: \$ 7,374.55

## FUNDRAISING

Guther's Meats – \$499.47

Profits should have been \$640.00 but Paypal costs cut into that by \$140.53.

The hot lunch program charges a service fee for Paypal but after comparing the hot lunch site charges and Paypal's transactions the fee is not enough to cover what Paypal is actually charging.

I don't have any experience with the hot lunch program so I don't know if that is something that can be adjusted ourselves. That is something that will need to be looked at next year as this effects our hot lunch profits as well and not just the fundraising.

## FILING

The BC Society Annual Report has been filed.

The next important filing will be the BC Gaming Report that gets completed at our year end which is June 30<sup>th</sup>.

## EXCESS FUNDS

After the remaining expenses we will have approximately \$16,655.19 in our bank account.

It's recommended to keep \$5,000 to \$8,000 in our account as a cushion.

### Discussion:

- Gunter's Bros meat fundraiser raised \$499 for PAC but that was after about \$150 was charged by Paypal. This fee being as big as it was came at a bit of a surprise. This is something to weigh in when considering how to arrange purchasing for some fundraisers.
- Right now we're sitting at \$25000 (non-gaming) in the account. We increased classroom software and classroom purchases and there are still some expenses to come out of the account and after these come out we will have about \$16000. We would like a cushion of \$6000-8000 so we could spend an additional 8000-10 000 towards the wishlist of the school. This will be a discussion to continue in the next school year.
- To be clear, the money currently designated in line-items will remain in those line-items.
- Perhaps PAC could send a teacher for training on software and technology.
- Discussion around the 4 items on the wishlist from the school: 9-square, 8 new laptops, Brightlinks for grade 4 and sports program funding for pinnies, regalia, etc.

**MOTION:** *"PAC will contribute \$6000 towards the construction of a 9-square court for the school playground. Money to come from general funds."* Moved by Kelly Hiller. Seconded by Jen Tomlinson. All in favor: yes. Motion passed.

**MOTION:** *"PAC will contribute \$1500 towards the purchase of the Brightlinks board for the grade 4 classroom. Money to come from general funds."* Moved by Kelly Hiller. Seconded by Maylene Ginetz. All in favour: yes. Motion passed.

- Question from one parent around percentage of families enrolled in the school that receive tuition assistance and if this has had an impact tuition parents for families fully funding their own tuition.

### **GRAD Bursary application**

- Madelein and Kelly reviewed the applications using the scoring criteria that were created last year. There were 2 applicants this year. Kelly provided the score sheet to Joy Tansky for her to provide to the applicants.
- Kelly and Madelein are waiting for further information from both of the applicants. Deadline is this Wednesday.

### **Classroom parent program review**

- Do parents feel this has been a valuable program?
- Some redundancy of information in communication to parents.
- Helpful in planning teacher gifts.
- Some feedback that parents would like to have direct communication with the teachers rather than through the classroom parent
- Might be helpful for classroom parents to be present on the first day at the welcome table from hospitality to meet with new parents.

**CLOSING PRAYER: Kelly Hiller**

**NEXT PAC MEETING:** Sept 13, 2022 at 6:30 – 8:00 at the school.

**MEETING ADJOURNED: 8:02**

Appendix:

**2021-2022 AMENDED PAC Budget**

Amendments adopted February 15, 2022

<b>Revenue</b>		<b>Budget</b>	<b>Actual</b>
<b>Non-Gaming Revenue:</b>			
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		499.47
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
<b>Non-Gaming Subtotal</b>	<b>24,050.00</b>		<b>40,939.63</b>
<b>Gaming Revenue:</b>			
Carry forward from prior year			1,491.25
PAC Grant	4,100.00		4,100.00
Raffle Proceeds	3,500.00		3,736.69
<b>Gaming Subtotal</b>	<b>7,600.00</b>		<b>9,327.94</b>
<b>TOTAL REVENUE</b>	<b>31,650.00</b>		<b>50,267.57</b>

<b>Expenses</b>		<b>Budget</b>	<b>Actual</b>
<b>Non-Gaming Expenses:</b>			
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		
<b>Hospitality - Subtotal</b>	<b>2,275.00</b>		<b>851.55</b>
Hot Lunch expenses	15,000.00		13,717.67
Child-in-need program	500.00		
classroom software	1,500.00		
Classroom Purchases	3,200.00		
Playground Funds	3,500.00		2,500.00
Missions Contributions	500.00		500.00
PAC Expenses*	250.00		40.00
<b>Non-Gaming Expenses Subtotal</b>	<b>26,725.00</b>		<b>17,609.22</b>
<b>Gaming Expenses:</b>			
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
<b>Gaming Expenses Subtotal</b>	<b>8,505.00</b>		<b>5,423.31</b>
<b>TOTAL EXPENSES</b>	<b>35,230.00</b>		<b>23,032.53</b>

Proceeds to carry forward to 2022-2023		<b>BUDGET</b>	<b>Actual*</b>
Non-gaming funds	-	2,675.00	23,330.41
Gaming funds	-	905.00	3,904.63

\*includes money carried forward

\* PAC Expenses:  
Sign, annual society filing fees, and various purchases to assist non-gaming fundraising start-up costs.