



Boundary Community School Association (BCSA)

Parent Advisory Committee (PAC)

Agenda

Annual General Meeting

June 20, 2017

Attendees

Gillian Paton (Chair)

Claire Arnold (Vice Chair)

Jacqueline Russell (Treasurer)

Claire Ferrier (Secretary)

Tim Macleod (Principal)

Johneen Harris (Vice-Principal)

Karen Tinto

Janet Humphrey

Sam Ellis

Angie Howden-Duke

Terry Paton (arrived 7:18pm)

Bobbi Lynn Nestor (arrived 7:26pm)

Kari Ohanian

The Meeting was called to order at 7:12pm.

There was no quorum at this point but despite this the meeting proceeded on an informal basis as more members were expected to arrive.

Leigh Koenigsfest presented the Executive with gifts and cards on behalf of the teachers to show their appreciation of all the hard work this year.

Principal's Report (Tim MacLeod)

This year there has been a lot of effort behind the scenes, and it is truly incredible what can be achieved with such hard work. It is not just the fundraising, which is obviously appreciated, but also holding these events, the movie nights, the Carnival, that the kids will remember for a long time.

The Carnival was great and we really lucked out with the weather, which makes all the difference!

Thanks to PAC funding, we have a new school banner, which was proudly displayed at the Carnival and at Swanguard.

Last week was the Teacher Appreciation Breakfast, which was a great idea instead of lunch, as it provided a nice upbeat start to the day, and staff and teachers were able to refuel throughout the day.

We had PAC representation at the LFI orientation in May and at the Kindie orientation this month, which is great for incoming parents to see what is involved in PAC.

Track and field this season went well, largely due to the efforts of Nancy Dale, who has grown the team tremendously, and also due to the class teachers who worked on field events with their students in gym time. We had over 80 students on our track and field team overall, and 45 Boundary students qualified for Swanguard, which is a great achievement and they should all be very proud.

Ultimate was a big success for the Grade 6/7s, and thanks to Leticia Lipp for running this team.

The Food Access Program continues, with demand tapering off at about 300 pieces of food a week. We are spending approximately \$75 per week, which is paid for by the District. It really helps those kids who might not have enough in their lunch, or who need an extra boost after running around, and so on, and we are not really having any issues with kids taking too much or wasting food.

The Grade 7 Farewell Assembly is next Tuesday (27th).

We have our year-end Recognition Assembly on Thursday 29th June at 10:50am. All parents are welcome. We always show a slideshow of the year's events after the assembly, which really brings home how busy the year has been and how much has been achieved.

Because of the collective bargaining agreement in place, teaching hours are reducing next year and as a result, there will be three minutes per day less of instructional time. At Boundary, this will be taken out of lunchtime, so the afternoon session will be shorter and students will play/eat for longer.

The new (old) rules on class size and composition are affecting Boundary quite heavily. For next year, we are going up two divisions, however the good thing is we are able to handle this without losing crucial parts of school, eg library, unlike some other schools. There will be renovations coming over the summer, to put in an extra room for learning support, and better shelving throughout the school. Of course, the class sizes are going to be smaller next year, and because of this and the rules on composition there will be more combined classes. Tim will be hiring an intermediate teacher, a primary teacher, and a new LFI teacher to cover Laura Hall who will be on maternity leave. We are also going up in EA support. Sadly, Johneen will not be with us next year as she is heading to Braemar. Tim does not know who the new Vice Principal will be. We will all be sad to see Johneen go.

There will be some building updates over the summer: they are going to finish the roof on the East side of the school, and have already installed better access doors at the front of the building so that both doors actually open when the button is pressed. Because there are more children moving around the outside of the building to get to their classroom doors, they will also be painting walkways/lines in car park for safety.

School Planning Council Update (Johneen Harris)

Johneen provided an update on the School Planning Council. This is a project that has been ongoing for 15 months. Currently it is in a good place: a plan has been developed and can be found on the school website. The objectives run for a period of three years, so everything will not be accomplished at once. The social responsibility piece is the place we decided to start, as this had the most traction with staff and families, and so staff and EAs will receive training around playground behaviours and resolution of social problems. The math component will be started once this is underway, at a slower pace so staff can decide the best approach.

Declaration of Quorum

A quorum was declared at 7:29pm and the meeting formally proceeded.

Approval of May Minutes and Agenda

Motion to accept the May 20, 2017 minutes – Gillian Paton

First – Claire Arnold

Second – Angie Howden-Duke

Passed

Motion to approve the Agenda – Gillian Paton
First – Claire Arnold
Second – Gillian Paton
Passed

Chair's Report (Gillian Paton)

As Tim reported, we held the teacher appreciation event as a breakfast, on short notice. Historically this has been a lunch and has fallen on the Kindie parents to organize. We have found this has been challenging for parents new to the school to organize. We will rethink the format for next year.

The Carnival was very successful. We raised a little over \$6,000, which includes a contingency for approximately \$2,000 which we have held back following some issues with our ride supplier, PartyWorks.

Approval of Board of Directors

Because it is the Annual General Meeting, we are required to vote in the Executive for the next year. These people form our Board of Directors. Gillian, on behalf of the Executive, wrote a letter home to all parents encouraging more people to get involved. We want everyone to be able to contribute if they wish, and we need more help as it has been a lot of hard work and time commitment for a small group of people this year, although very successful.

The following individuals were nominated to serve and were voted on a show of hands to the following positions:

Chair	Gillian Paton
Vice Chair	Claire Ferrier
Treasurer	Jacqueline Russell
Member at Large	Karen Tinto
Member at Large	Claire Arnold
Hot Lunch Co-ordinator	Deb Gill
Class Rep and Volunteer Co-ordinator	Bobbi Lynn Nestor

The position of Secretary is currently vacant and there were no nominations. We need this position filled, so the Executive would step up efforts to find someone before the start of school.

It was noted that Jacqueline was due to step down at the end of this upcoming year and so we would like to put in place a treasurer's assistant to shadow her. Similarly for Hot Lunch Co-ordinator and Deb Gill.

Treasurer's Report

Jacqueline Russell presented the Treasurer's Report for the year, which is attached. The teachers' wish-list (also attached) was reviewed.

Motion to approve the funding in the amount of \$27,250 for the teacher wish-list – Gillian Paton
First - Claire Arnold
Second - Kari Ohanian
Passed

We needed an additional motion to approve the budget line for t-shirts for next year, in the amount of \$1,280, as this was higher than anticipated – Jacqueline Russell
First – Gillian Paton
Second - Claire Ferrier
Passed

Jacqueline Russell then presented the 2017-18 Budget (attached) for review, and the budget was discussed. It was noted that we have a line item for Argyle which is new – the School District is paying for the school building but not covering anything inside the school. Argyle has active PACs for music and athletics but not generally. So, they are asking feeder elementary schools to contribute if they are able, and the Executive believes this is a good idea.

Motion to accept the proposed 2017-18 budget as presented to the meeting – Jacqueline Russell.
First – Gillian Paton
Second - Claire Arnold
Passed

Hot lunch (Claire Ferrier on behalf of Deb Gill)

Profit Summary for 2016/17

- Fall 2016: \$4770, plus \$1245 in parent donations
- Winter 2017: \$5140, plus \$960 in parent donations
Total: \$12,115

In terms of returns, pizza gives the greatest return, followed by Subway. Foodie Kids has the lowest return, but do offer a wider selection and variety of food choices.

There are some unaccounted for supplies still to be deducted from the final total, so the profit is likely to come in at around \$12,000.

We are always looking for weekly lunch co-ordinators so please get in touch with Deb if you are interested. Deb is also looking for someone to take over from her on a full time basis for the 2018-19 school year. If you would like to do this, it would be highly advantageous to shadow Deb for this school year.

If there is any feedback from parents on menus or vendors, please contact Deb by July. In the absence of feedback, the plan is to stick with what we have.

The direction from the Executive this year was to maintain price to parents although there were some food cost increases. If vendors raise prices again this year, there may need to be corresponding uplift to parents, to cover costs.

Update on Landscaping from of School (Claire Ferrier)

Follow up on the main discussion at last month's meeting re the landscaping of the areas at the front of the school: we had put a call out for any parents who might have been in the landscaping business – we didn't get any responses from parents at the school in this line of work but we did receive a couple of recommendations. One of the recommendations was for the Great Canadian Landscaping Company, who had been involved in Highlands' outdoor playground which was just finalized last year. We would follow up with that lead and review the Highlands' space over the summer.

There was no further business and the Meeting was adjourned at 7:57pm.

TREASURER'S REPORT

I am pleased to provide the Treasurer's Report for the 2016/2017 school year. Our fiscal year officially ends July 31, 2017 and those final financial statements will be presented and voted on at our first 2017/2018 PAC meeting. Attached are the financial statements as at June 16, 2017 for the purposes of reviewing the financial status as of the AGM and to vote on spending for the school. These financial statements include estimates of remaining spending to the fiscal year-end, based on the information known at the time. As PAC initiatives and events can change year to year, our financial review is based on actual results versus budget, and not to amounts of the prior year.

Fundraising profits were \$4,972 higher than budget. Movie nights and the Winter Skate were very well attended, speaking to the increase in actual profits compared to budget. The 2 larger fundraisers, the Carnival and the Parent Social/Silent Auction, generated \$3,409 more than budget, as a result of the hard work of the Committees and the school and community support. We have reported on all of the individual fundraising events in more depth over the course of the year, so please refer back to previous minutes for more information.

Our Gaming Grant was lower than budget by \$480. The budget amount was based on 2016/2017 enrollment x \$20/student, but is actually calculated on enrollment of the previous year. We have adjusted the 2017/2018 budget accordingly.

We were not eligible for the NVPAC grant this year and have removed it from the budget going forward.

Thank you to the generosity of families in our school for an outstanding \$2,280 in cash donations.

Expenses were \$2,522 lower than planned. A net profit of \$335 in emergency preparedness was due to only minimal spending required this year as well as unplanned revenues from a short Life472 fundraiser and the deposit of comfort kits toonies, offsetting last year's costs. All other differences in actual spending versus budget have been put towards wishlist spending.

As cash flow permits, special request items are voted on and purchased. During the year, the PAC shared the cost with the school in purchasing a new TV for the library, which has been useful for class and meeting presentations. These financial statements also include \$27,250 in teacher wishlist spending, which are subject to vote approval. The details of the \$27,250 are included with this report. We have also been working with the NV School District to catch up on PST filing rebates; the positive tax adjustments for these netted to \$552 so far.

Once all tax filings have been executed and payables are paid out, we expect to have approximately \$6,600 remaining in the General bank account going into the 2017/2018 school year.

Finally, the above operating results do not reflect the value of the hundreds of hours that many PAC members provide. A huge thanks to all that have contributed toward fundraising, school community-building events, and making our school a great one.

Jacqueline Russell
Treasurer