

LPAC Meeting Minutes – 28th September 2020, 7:15pm

Attendees:

Sheila Hui	Bob Gill	Tracy Hunter	Tia Tang
Hilary Moran	Juanne Stewart	Tania St John	Maria
Carrie Smith	Becky Jacobson	Lindsay Brown	Victor T
Chester See	Maggie & Eric	Andrea Hunter	Shawn Callihoo

Agenda Item	Discussion
Call to order	7:15 pm, Monday, September 28, 2020
Approval of minutes	Minutes from June 15, 2020 approved
President's Welcome	
Principal's Report	Andrea Hunter - There are now 468 students, across 21 divisions at Leigh. Staff and students are doing great with the new routines. English language learners (ELL) testing is complete. FSA testing for Grade 4 has been postponed.
Treasurer's Report	Juanne Steward – Gaming grant application was done at the end of the last school year. Fundraising from last year was under plan. Budget will be worked on offline and presented at the next meeting. Annual financials are available for review.
Hot Lunch	There is a credit in the hot lunch program. Credits will be held for now. Our hope is the credits will be used later this school year. We will discuss what to do with hot lunch credits again later this school year. If we get to the end of the school year, without being able to use the credits, we will organize refunds for parents. Carrie to draft communication for parents on hot lunch
Classroom Liaison	Michelle Zorzenone - We may plan a training session for classroom liaison volunteers. With everything being different this year, we are not sure how this will work.
Fruit & Veggie Program	Hilary Moran – We will not be doing a fruit & veggie program this year. We hope to continue the program in the next school year.
Fundraising Committee Coffee	Hilary Moran – A vendor in Maple Ridge can supply us coffee for \$10/bag to be sold online for a suggested retail price of \$15 through their website.
Fundraising Committee Plant Sales	Tia Tang – We are planning to do two plant sales this year. One in December and one in May. The vendor is ready to go.
Fundraising Committee Meridian Meats	Tania St John – Meridian Meats can participate in a promotion with us. We can sell gift cards where PAC will get 30% of the revenue. Logistics are still being figured out. We hope to have these available for sale in December.
Fundraising Committee Virtual Paint Night	Maria – The vendor for virtual paint night is no longer doing this type of event.
Grad Hoodies	Maria – We will not be handling sizing of hoodies this year. Parents will be responsible for selecting the right size and making orders through a website. Instructions will be provided later this year.
Presenter Bookings	Sheila Hui – Try booking David Sands. Salima Noon will not be presenting this year. In-person events are not possible currently. We can revisit booking presenters in-person later.

<p>Online Communication</p>	<p>Bob Gill – PAC currently uses many online tools for different purposes. Is there a way to make communication easier for PAC?</p> <ul style="list-style-type: none"> • Can we use the SchoolCashOnline system? – No, we cannot use that tool • Should we keep the LeighPACSocial Facebook group? – Yes, we will keep the group for posting information. PAC is not responsible for moderating any content. https://www.facebook.com/leighPACsocialpage/ • Can we only use one email account? – Yes, leighpacinfo@gmail.com will be our only email address going forward. We can decommission other ones. • Can PAC post minutes and promotions to the sd43.bc.ca website provided by the district? – Yes, documents can be sent to Andrea to be posted on the website. • Should we keep our existing website? Yes, we will likely need to update it to support fundraising online. https://leighpac.jimdofree.com/
<p>Action Items</p>	<p>Carrie Smith – Draft communication for parents on hot lunch Tracy Hunter – Renew BCCPAC membership and request zoom license for PAC Sheila Hui – Update bank account signing authority. Add Juanne, Carrie & Tania. Bob Gill – Investigate tools to make online communication easier All – Organize training for class liaison volunteers All – Select dates for fundraising events to be added to a calendar at our next meeting</p>
<p>Adjourned</p>	<p>8:30pm, Monday, September 28, 2020 Next meeting is scheduled for 7:15pm, Monday, October 19 over zoom</p>

Leigh Elementary School Parent Advisory Council
Fiscal Year ending Aug 31, 2020
Presented Sept 28, 2020

Income:	Budgeted	YTD actuals	
Gaming Grant	\$8,800	\$7,940	estimate \$20/ student; expecting 440 students.
Fundraising (Schedule A)	\$13,100	\$7,864	
Interest	\$35	\$28	
Total Income	\$21,935	\$15,832	

Expenses:

			Notes
Special Purpose Fund	\$3,450	\$1,794	"Funds to support, encourage, and improve the quality of education and the well being of students" - LPAC Bylaws Policy (\$150/ division based on 20 divisions, plus music, learning commons, resource class, Total 23)
In school field trips	\$1,320	\$0	School wide workshops offered by external providers. (examples include drama workshops, dance programs, gymnastics workshops, tennis workshops, etc) \$3/ student (estimate 440 students)
Transportation Assistance	\$5,600	\$2,233	Funding for 1 bus per 2 divisions (10 buses), plus 1 bus for District Track and Field, plus 3 buses for Grade 5 grad. Est. 14 bus in total at \$400 each
Grade 5 Grad	\$2,500	\$3,035	Grade 5 leaving activities, supplies, gifts, handprints,
Performing Groups	\$2,000	\$825	Special performances as recommended and initiated by Leigh Elementary for the benefit of Leigh Students
Classroom Technology Refresh program	\$2,000	\$4,000	Funds to support the goal of maintaining technology within the classrooms, (all divisions and the computer lab) by consistently upgrading a few classrooms each year.
Sexual Health Workshop	\$1,800	\$1,473	Workshops by Saleema Noon for parents and for children.
Social Resp. Education	\$0	\$0	Social responsibility fund is to support the students, teachers and parents in providing strategies for friendship building, self regulation, and anti-bullying awareness throughout the entire school year.
Traffic and Safety	\$200	\$0	Traffic cones, visibilty vests etc
Emergency Preparedness	\$500	\$0	To replace expired supplies in the Emergency Preparedness kits
Miscellaneous	\$500	\$503	Support Jaenicke family (house fire)
Munch-a-Lunch membership	\$340	\$0	annual membership
Meeting Expenses	\$180	\$140	Childcare during PAC meeting and related expenses & new PAC board.
BCCPAC Membership	\$75	\$75	Membership provides the opportunity to participate in education opinion polls, network with other PAC and DPACs, access current and relevant resources, and develop the resolutions BCCPAC can use to lobby for change
Staff Appreciation	\$1,000	\$1,075	Lunch and prizes to recognize all the staff at Leigh
Holiday Concert Supplies	\$500	\$461	Music royalty fees, props, etc
Learning Commons	\$2,000	\$591	Furniture, games, supplies (Pub night 50/50 proceeds = \$505)
Bank Charges	\$50	\$0	
Total Expenses	\$24,015	\$16,205	
variance	(\$2,080)	(\$373)	

Schedule A

Fundraising Events 2019/20

	Projected	Actual
Carnival	\$3,000	\$0
Hot Lunch ***	\$4,000	\$4,813
Pub night	\$3,000	\$1,392
Fruit/Veggie boxes	\$500	\$0
Plant Sales	\$500	\$283
Bottle Depot/ Return it	\$0	\$107
Emergency Kits	\$500	\$220
Card Project	\$1,000	\$1,049
Lunch Lady	\$600	\$0
	\$13,100	\$7,864

Schedule B

Community Events 2019/20

Winter Wonderland (K-2) Friday Feb 7, 2020
 Winter Wonderland (3-5) Saturday Feb 8, 2020

*** Note : Hot lunch credit carried forward to 2020-21 (\$4425)

Leigh Elementary School Parent Advisory Council

Balance Sheet Reported September 28, 2020

Assets:

Notes

General Account balance	\$ 19,626.21	
Accounts Receivable	1,063.40	Card Project - cheque not showing in account **Follow up Marcella
Gaming Grant Account balance	3,584.34	deposits for current school year - dedicated to currently approved budget
Vancity Shares	7.60	
Total Assets	\$ 24,281.55	

Liabilities:

Notes

Minimum carry forward balance	\$ 5,000.00	LPAC bylaws indicate a minimum carry forward balance from year to year
Accounts Payable	20.00	Trey Smith babysitting
Hot Lunch credits	4,425.00	Estimate of credits carried over to next year
Total Liabilities	\$ 9,445.00	

Balance: 14,836.55

Available funds: 11,252.21 *accounts for gaming grant funds already allocated in currently approved budget*