

**RC Garnett Demonstration Elementary School
Parent's Advisory Council General Meeting
Monday, May 16, 2022 6:30 – 7:30 p.m.**

Present: Christos Gittersos, Duncan Stephen, Elizabeth Castillo, Carolyn Brunac, Christie Salter, Chad Ludbrook, Reeta Shandil, Paula Harling, Desiree Cabalfin, Jasmine Marcelo, Sarah and Travis McLean, Nikki Fehr, Zoltan Bako

1. Welcome – Christos Gittersos

- Christos acknowledged the territories of the Kwantlen, Katzie, Semiahmoo and Matsqui First Nations, and welcomed attendees. He noted that a number of executive positions need to be

2. Review and Passing of Agenda

- Motion to approve the agenda - moved Christos Gittersos / seconded Duncan Stephen / carried

3. Review and Passing of Minutes of Meeting held May 17, 2021

- Motion to approve the minutes - moved Christos Gittersos / seconded Carolyn Brunac / carried

4. Principal's Report – Mr. Bako

- Have seen loosening of COVID restrictions and additional events coming on line. Have done a few new assemblies.
- Four staff taking leave next week, staff can still post out. Have posted positions for Kindergarten, 3/4 and 4/5. Our school has a number of high needs students.
- Now have a district requirement for collaboration time (research shows a link to student achievement). As a result, will need to have two noon supervisor positions filled. 12:00 to 12:30 would be outdoor play, and 12:30 to 1:00 would be rotation by grade to allow collaboration time. Likely needs criminal record check and first aid.
- Welcome to Kindergarten event is next week. Christos will provide PAC letter for that event, and we need a representative to attend. Chad and Desiree will be there. There are 80 rsvps for kindergarten, and enrolment is currently frozen.
- District may need to purchase new portables for some schools given Willoughby enrolment pressures.
- Grade 5 students will be visiting the Peter Ewert Middle School. Anticipate that there will be parents meeting on June 15, 2022.
- Speechfest went really well.
- Had good Pro D this last Friday. Demonstration model to be discussed as it needs to be reinvigorated post-COVID.
- School supply orders have gone live.

5. Treasurer's Report

- See attached General Profit Loss Statement. For the year, there was a combination of \$46,275 in retained earnings and revenues. With expenses of \$34,950, there is a balance of \$11,325 going into the new school year. It was noted that Chad is doing an incredible job with fundraising.
- **Motion** to approve the General Profit Loss Statement - moved Elizabeth Castillo / seconded Reeta Shandil / carried
- See attached Gaming Profit and Loss. There was \$391.80 for field trips, and \$1.95 in and out for bank statements. It was noted that we can no longer do scholarships. Hoping that cultural events will come back. Bumped up field trips given rising costs. Gaming grant has to be submitted by June 30, 2022.
- **Motion** to approve the General Profit Loss Statement - moved Elizabeth Castillo / seconded Christos Gittersos / carried
- Reviewed draft budget for 2022-23 (attached). Budgeted for PAC initiatives. Support services includes \$5,000 to support sensory room. Grade five hoodies are lumped in with Spirit Wear.
- **Motion** to approve the budget for 2022-23 - moved Elizabeth Castillo / seconded Desiree Cabalfin / carried
- **Motion** to approve \$336 for Munch a Lunch to take care of ordering fees for the year - moved Elizabeth Castillo / seconded Desiree Cabalfin / carried
- **Motion** to approve \$50 for Munch a Lunch/Lunch Without - moved Elizabeth Castillo / seconded Duncan Stephen / carried
- **Motion** to approve up to \$160 from General Bank Charges Line and move \$100 from Office Line to cover balance - moved Elizabeth Castillo / seconded Reeta Shandil / carried
- **Motion** to pass \$200 from classroom supports (general) to pay for grade 2 pizza lunch - moved Elizabeth Castillo / seconded Carolyn Brunac / carried
- **Motion** to pass \$750 (\$200 from year end celebration line and \$550 from classroom support line) for goody bags for the Grade 5 students to acknowledge them as they complete their time at RC Garnett - moved Elizabeth Castillo / seconded Reeta Shandil / carried

6. DPAC – no report**7. Fundraising**

- Neufeld pick up is tomorrow, as is Munch a Lunch. Flower pick up was last week. It was noted that fundraising has been quite successful and Chad was acknowledged for his work on this.

8. Year End Event

- See previous minutes
- May need to adapt and use gym space and atrium if weather is bad
- PAC member should be here at 3:00 to help set up. Event starts at 5:00.
- Volunteer positions have been filled.
- Discussed year-end gifts for grade 5 students.

9. Elections

- Elections for the 2022-23 school year were held with the following results:
 - President – Reeta Shandil
 - Vice President – Christie Salter
 - Treasurer – Jasmine Marcelo
 - Secretary – Duncan Stephen
 - Members at Large – Chad Ludbrook, Sarah McLean, Nikki Fehr, Paula Harling, and Desiree Cabalfin
 - Hot Lunch/Fundraising – Chad Ludbrook
 - Social Media – Nikki Fehr
- Outgoing members were thanked for their contributions to RC Garnett.

10. Next Meeting:

- September 19, 2022 at 6:30 p.m. will be the first PAC meeting of the new school year.

R.C. Garnett Demonstration Elementary School PAC
General
September 1, 2021 to August 31, 2022

Date	Transaction Item	Description	Cheque #	Income(\$)	Expense(\$)	Balance (\$)
1-Sep	Beginning Balance					32,240.60
30-Sep	Uncashed Munch Refund Cheque	Jihye Oh #1198		123		32,363.60
30-Sep	Monthly Service Charge				4.95	32,358.65
30-Sep	Rebate			4.95		32,363.60
	Total			4.95	4.95	32,363.60
1-Oct	Beginning Balance					32,363.60
19-Oct	Elizabeth Castillo	Lunch Without Reimbursement- goldfish , granola bars etc	1234		48.29	32,315.31
19-Oct	Le Luong	Munch Refund	1235		83	32,232.31
29-Oct	Subway	Munch Vendor Invoice #2052	1236		1361.61	30,870.70
29-Oct	Deposit	ASAP Donation		452.15		31,322.85
31-Oct	Monthly Service Charge				4.95	31,317.90
31-Oct	Rebate			4.95		31,322.85
	Total			457.1	1497.85	31,322.85
1-Nov	Beginning Balance					31322.85
16-Nov	Chad Ludbrook	Costco MunchaLunch Supplies Reimbursement	1237		518.24	30804.61
16-Nov	Langley White Spot Restaurant	MunchaLunch Vendor	1238		2,488.00	28316.61
16-Nov	RC Garnett	In-class Funds Top Up & New Teacher Funds	1239		5,202.13	23114.48
22-Nov	Growing Smiles Fundraising	Fundraising Vendor Invoice# 4139736	1240		2,311.73	20802.75
30-Nov	Monthly Service Charge				4.95	20797.80
30-Nov	Rebate			4.95		20802.75
	Total			4.95	10525.05	20,802.75
1-Dec	Beginning Balance					20,802.75
1-Dec	Stripe MSP	Income from Neufeld Farms Payment Service		5,716.78		26,519.53
7-Dec	Neufeld Farms	Invoice #319	1241		8,202.00	18,317.53
13-Dec	Speed Foods (A&W)	MunchaLunch Vendor	1242		1,410.15	16,907.38
31-Dec	Monthly Service Charge				4.95	16,902.43
31-Dec	Rebate			4.95		16,907.38
	Total			5,721.73	9617.1	16,907.38
1-Jan	Beginning Balance					16,907.38
4-Jan	Stripe MSP	Income from Neufeld Farms Payment Service		3,991.89		20,899.27
10-Jan	Chad Ludbrook	Costco MunchaLunch Supplies Reimbursement	1243		544.91	20,354.36
31-Jan	Boston Pizza Walnut Grove	Munch Vendor Invoice #2012022	1244		2,089.06	18,265.30
31-Jan	Monthly Service Charge				4.95	18,260.35
31-Jan	Rebate			4.95		18,265.30
	Total			3,996.84	\$2,638.92	18,265.30
1-Feb	Beginning Balance					18,265.30
11-Feb	Cash	Money given to MunchaLunch		60		18,325.30
11-Feb	Deposit	Cheque for MunchaLunch Order From Leah Southcott		12.85		18,338.15
11-Feb	Deposit	RC Garnett School for Munch Without		51.8		18,389.95
15-Feb	RJMB Restaurants Ltd. (McDonalds)	Munch Vendor Invoice #11104	1245		2,002.30	16,387.65
28-Feb	Monthly Service Charge				\$4.95	16,382.70
28-Feb	Rebate			4.95		16,387.65
	Total			129.6	\$2,007.25	16,387.65
1-Mar	Beginning Balance					16,387.65
31-Mar	Monthly Service Charge				4.95	16,382.70
31-Mar	Rebate			4.95		16,387.65
	Total			4.95	4.95	16,387.65
1-Apr	Beginning Balance					16,387.65
1-Apr	RC Garnett School	ELL Supplies for Mrs.Coulter	1246		76.05	16,311.60
1-Apr	Carmen Aspinall	Munch Refund for Ennio & Diego Losacco	1247		57.48	16,254.12
12-Apr	Chad Ludbrook	Reimbursement for Red Robin Munch Vendor Payment	1248		2,811.38	13,442.74
12-Apr	Elizabeth Castillo	Costco MunchaLunch Supplies	1249		1,150.16	12,292.58
13-Apr	Munch Deposit	Transfer in of Munch Profits		33,741.33		46,033.91
14-Apr	Subway	Munch Vendor Invoice #2176	1250		1,586.48	44,447.43
28-Apr	Growing Smiles Fundraising	Flower Fundraiser Invoice#7120702	1251		3,402.92	41,044.51
28-Apr	Growing Smiles Fundraising	Void Cheque #1251 -Accidentally Issued Cheque When Didn't Need To		3,402.92		44,447.43
30-Apr	Monthly Service Charge				4.95	44,442.48
30-Apr	Rebate			4.95		44,447.43

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R.C. Garnett Demonstration Elementary School PAC
Gaming - Community Plan
September 1, 2021 to August 31, 2022

Date	Transaction Item	Description	Cheque #	Income (\$)	xpenses (\$)	Balance (\$)	Void cks
1-Sep	Beginning Balance					9,781.90	
9-Sep	Scholarship	Yu Na Song	296		500.00	9281.90	
30-Sep	Monthly Service Charge				1.95	9279.95	
30-Sep	Service Charge Rebate			1.95		9281.90	
	Total			1.95	1.95	9281.90	
1-Oct	Beginning Balance					9281.90	
15-Oct	Gaming Grant			11,080.00		20361.90	
31-Oct	Monthly Service Charge				1.95	20359.95	
31-Oct	Service Charge Rebate			1.95		20361.90	
	Total			11081.95	1.95	20361.90	
1-Nov	Beginning Balance					20,361.90	
16-Nov	School District #35	Invoice #0101 Field Trips for Divisions 22,24,21,25 Apple Barn & Mann Farms			370.00	19,991.90	
30-Nov	Monthly Service Charge				1.95	19,989.95	
30-Nov	Service Charge Rebate			1.95		19,991.90	
	Total			1.95	371.95	19,991.90	
1-Dec	Beginning Balance					19,991.90	
31-Dec	Monthly Service Charge				1.95	19,989.95	
31-Dec	Service Charge Rebate			1.95		19,991.90	
	Total			1.95	1.95	19,991.90	
1-Jan	Beginning Balance					19,991.90	
20-Jan	RC Garnett Elementary	Invoice #0102 Ukuleles for Music Department	298		1,455.51	18,536.39	
31-Jan	Monthly Service Charge				1.95	18,534.44	
31-Jan	Service Charge Rebate			1.95		18,536.39	
	Total			1.95	1.95	18,536.39	
1-Feb	Beginning Balance					18,536.39	
28-Feb	Monthly Service Charge				1.95	18,534.44	
28-Feb	Service Charge Rebate			1.95		18,536.39	
	Total			1.95	1.95	18,536.39	
1-Mar	Beginning Balance					18,536.39	
31-Mar	Monthly Service Charge				1.95	18,534.44	
31-Mar	Service Charge Rebate			1.95		18,536.39	
	Total			1.95	1.95	18,536.39	
1-Apr	Beginning Balance					18,536.39	
1-Apr	RC Garnett School	Field Trips for Divisions 7,8 & 16	299		391.8	18,144.59	
30-Apr	Monthly Service Charge				1.95	18,142.64	
30-Apr	Service Charge Rebate			1.95		18,144.59	
	Total			1.95	1.95	18,144.59	
1-May	Beginning Balance					0.00	
20-May	Langley School District #35					0.00	
31-May	Monthly Service Charge					0.00	
31-May	Service Charge Rebate					0.00	
	Total			0	0	0.00	
1-Jun	Beginning Balance					0.00	
10-Jun	RC Garnett School					0.00	
18-Jun	RC Garnett School					0.00	
18-Jun	Langley School District					0.00	
18-Jun	Langley School District					0.00	
29-Jun	RC Garnett School					0.00	
30-Jun	Monthly Service Charge					0.00	
30-Jun	Service Charge Rebate					0.00	
	Total			0	0.00	0.00	
1-Jul	Beginning Balance					0.00	
12-Jul	Cheque Order Charges					0.00	
31-Jul	Monthly Service Charge					0.00	
31-Jul	Service Charge Rebate					0.00	
	Total			0	0	0.00	
1-Aug	Beginning Balance					0.00	
31-Aug	Monthly Service Charge					0.00	
31-Aug	Service Charge Rebate					0.00	
	Total			0	0	0.00	

RC Garnett Elementary Demonstration School PAC Financial Accounts - GENERAL
September 1, 2022 - August 31, 2023 Budget

Activity	Current	Proposed	Approved Budget	COMMENTS
Fundraising Activities				
Hot Lunch/Fundraisers	\$ 5,000.00	\$ 15,000.00		
PAC Initiative	\$ 5,000.00	\$ 5,000.00		
Spirit Wear	\$ 300.00	\$ 300.00		
Fundraising Activities Total	\$ 10,300.00	\$ 20,300.00	\$ -	
School Event/Activities				
Christmas Concert	\$ (1,000.00)	\$ (1,000.00)		
Halloween Dance	\$ -	\$ -		
Pancake Breakfast	\$ (500.00)	\$ (500.00)		
Year-End Event	\$ 3,500.00	\$ 3,500.00		
Book Swap	\$ (25.00)	\$ (25.00)		
Freebies	\$ 500.00	\$ 500.00		
Parents Night Out	\$ -	\$ -		
Meet the Teacher	\$ (1,500.00)	\$ (1,500.00)		
School Event/Activities Total	\$ 975.00	\$ 975.00	\$ -	
Other Programs/Initiatives				
Classroom Support (literacy support, new	\$ (10,000.00)	\$ (10,000.00)		
Library support	\$ (5,000.00)	\$ (5,000.00)		
In-class Projects & Activities Fund	\$ (5,700.00)	\$ (5,900.00)		\$10/student @ 590
Support Services (counsellors, sp. ed, resources	\$ (1,000.00)	\$ (6,000.00)		\$5,000 towards new sensory room
Playground		\$ (5,000.00)		
Speech Fest	\$ (150.00)	\$ (150.00)		
Other Programs/Activities Total	\$ (21,850.00)	\$ (32,050.00)	\$ -	
Other Income/(Expenses)				
Kitchen supplies	\$ (300.00)	\$ (150.00)		
Office supplies	\$ (400.00)	\$ (200.00)		
Bank Charges	\$ (100.00)	\$ (100.00)		
Staff Appreciation	\$ (1,000.00)	\$ (1,000.00)		
Health, Wellness & Safety	\$ (270.00)	\$ (250.00)		
President's Discretionary Fund	\$ (250.00)	\$ (250.00)		
Miscellaneous items	\$ (200.00)	\$ (200.00)		
Lunch Without	\$ (200.00)	\$ (200.00)		
G5 Hoodies	\$ -	\$ -		
Gr. 5 YE Celebration	\$ (200.00)	\$ (200.00)		
Decorations	\$ (150.00)	\$ (50.00)		
Munch Without	\$ -	\$ (300.00)		
Other Income/(Expenses) Total	\$ (3,070.00)	\$ (2,900.00)	\$ -	
NET	\$ (13,645.00)	\$ (13,675.00)	\$ -	
Summary				
Sept. 1, 2022 opening balance	\$ 25,000.00			
Fundraising Activities	\$ 20,300.00			
School Event/Activities	\$ 975.00			
Other Programs/Initiatives	\$ (32,050.00)			
Other Income/Expenses	\$ (2,900.00)			
Estimated balance at Aug. 31, 2023	\$ 11,325.00			