



# LORD BYNG ELEMENTARY PAC MEETING AGENDA

## DATE/TIME

Wednesday, April 12, 2023 - 6:30 p.m. – 8:00 p.m.

## LOCATION

Online - Zoom

## SPECIFIC DISCUSSION TOPICS:

- Playground update
- Movie license
- Pub Night
- Parent Ed night
- Notice of AGM

## SCHEDULE

## LEAD

|   |                            |
|---|----------------------------|
| 1. Call to order and welcome to parents and staff | Jennie Middleton           |
| 2. Adoption of the agenda                         | All                        |
| 3. Approval of minutes from last meeting          | All                        |
| 4. Chair's report                                 | Jennie Middleton           |
| 5. Principal and Vice Principal's report          | Lesla Schulz & Eleanor Lee |
| 6. Treasurer's report                             | Maureen Gardner            |
| 7. Committee updates                              | Committee Chairs           |
| 8. New Business                                   | All                        |

## ROLES/RESPONSIBILITIES

- |                         |                               |                               |
|-------------------------|-------------------------------|-------------------------------|
| • Chair: Jennie M.      | • Steveston T-shirts: Lara B. | • Parent Ed: Vacant           |
| • Vice-Chair: Kerry C.  | • Grants: Vacant              | • Pizza Wednesdays: Shelby N. |
| • Treasurer: Maureen G. | • Communications: Lisa O.     | • RDPA: Vacant                |
| • Secretary: Karen L.   | • Fruits & Veggies: Nicole C. | • Social: Vacant              |
| • Fundraising: Vacant   | • Green Team: Vacant          | • Hot Lunch: Brenda U.        |



DATE/TIME

Wednesday, March 8, 2023 via Zoom

The meeting was called to order at 6:36 pm

ATTENDANCE: Nine parents and two administrators present.

1. Call to order and welcome to parents and staff – Jennie Middleton

2. Adoption of the agenda - All

Moved by: Erin K

Seconded by: Maureen G

All in favour. Carried.

3. Approval of the minutes from the last meeting - All

Moved by: Maureen G

Seconded by: Erin K

All in favour. Carried.

4. Chair's Report - Jennie Middleton

a. Playground Committee

- i. We have met twice as a committee
- ii. Jennie has spoken with other PACs who received the provincial grant for funding and have installed programs
- iii. The committee is looking at our funds and our goals
- iv. Tanya connected with Kris Wilkins from SD 38 Facilities and he will be sending a playground package our way to work through. We will need at least 2 quotes from different companies to submit with our application to the district.
- v. Jennie applied for a grant through an insurance company that awards grants through schools and organizations. We received \$5000 towards our playground!

5. Principal/Vice Principal Report – Lesa Schultz/Eleanor Lee

- a. Eleanor has been researching various Artists in Residences for the next school year. The last week of November/first week of December has been penciled in for Byng for Bollywood Dancing by Shiamak. The school booked this same company a few years ago. The staff feedback was very positive. Would the PAC be interested in supporting financially? The cost would be \$10 per student plus GST – approximately \$4000.
  - i. This can come out of gaming grant
- b. Two new garden beds will be built; one will be a lower box and one will be a higher box.
- c. Report cards are being published tomorrow
- d. Track and Field details are being worked out in terms of dates and grades
- e. Byng's Got Talent will be tomorrow and Friday afternoon. We have 40 talent acts; 20 per day!

6. Treasurer's Report – Maureen Gardner

Gaming Account

- The current gaming account bank balance is \$11,600
- Expenditures from the gaming account for January and February include
  - o Field trip funds \$1110 (5 divisions used funds to go curling)
  - o Family Skate Night Arena Rental \$691
- In April Maureen will apply for next year's gaming grant

General Account

- Our bank balance is \$47,009 with the following notes to make...
  - o Restricted Funds include \$15K for playground
  - o Fundraising YTD is \$4625 (hot lunch, pizza days, bank interest)
  - o Presales of hot lunch and pizza March to June \$12,628 (this amount is not included in fundraising YTD because the related expenditure is still to be recorded)
  - o PAC surplus funds is \$24,927
  - o Budget still to spend \$7,082
- Expenditures from the general account for January and February include
  - o Hot lunch \$1,831
  - o Pizza \$5,661
- Maureen completed and filed the charity tax return by the end of February deadline

Adoption of the Treasurer's Report from September 2022

Moved by: Nicole C  
Seconded by: Joanne  
All in favour. Carried

## 7. Committee Updates:

Fundraising – Vacant

Steveston Merchandise

Grants - Vacant

Communication – Lisa

Byng website – PAC. Lisa uploads notices and PAC meeting minutes to the website so that parents can access at anytime.

Fruits and Veggies - Nicole C.

We had snap peas a few weeks ago for the first time! Any feedback on the distribution of these? All was good!

Pears yesterday – they were softer than pears in the past but were distributed April 18<sup>th</sup> – cheese strings are part of the program for the first time ever! We are waiting to hear if there will be a dairy alternative.

Parent Education - Vacant

Jennie was approached by Anita, PAC Chair at McKinney, and they have booked Deb MacNamara – Wednesday, May 31<sup>st</sup> 6:30 to 8:00 pm; Making Sense of Anxiety. Byng and Diefenbaker are invited to this Zoom session. The cost for us would be approximately \$227.50.

We currently do not have Parent Ed in our budget. We would need to vote on this spending.

(Parent discussion)

Motion made by Kerry to spend \$227.50 to participate in the Deb McNamara Zoom session on May 31<sup>st</sup>.

Seconded by Erin

All in favour: Motion passed with 8/9 parents voting

Pizza Toonie WEDNESDAYS – Shelby N.

Pizza is going well. We have consistent orders each week.

Hot Lunch Days - Brenda U.

Munch a Lunch has been set up so that you can order pizza lunch for every Wednesday as well as one hot lunch per month until the end of the year. Each hot lunch/pizza lunch has its own deadline so please refer to the notices on the website. There are 2 more Hot Lunch days.

Brenda is looking into Dairy Queen for Sports Day food option.

This is Brenda's last year at Byng so we need a new Hot Lunch Coordinator! We will begin to advertise through the PAC and in the WAAG.

RDPA Updates – Vacant

We are still searching for an interested parent to attend these virtual meetings.

Social Events

Is there interest in doing a Movie Night before the end of the school year? We need to purchase our own PAC movie license; the ACF public performance license is \$400 for 12 months. In the past we have not charged for admission but have a concession to purchase pizza and snacks. Jennie will connect with Manoah Steves for what they have done this year.

Possible interest in a Pub Night at The Buck.

Final Questions/Discussion Items:

None

Adjournment at 7:25 pm

Moved by: Kerry

Seconded by: Erin

All in favour. Carried.

Thank you to all in attendance.

Our next PAC Meeting will be on Wednesday, April 12, 2023

**LORD BYNG PARENT ADVISORY COUNCIL**  
**Treasurer's Report Gaming Account - Restricted**  
**February 28, 2023**

**Summary of Gaming Account Balance**

|                                   |           |
|-----------------------------------|-----------|
| Carryforward Balance from 2021/22 | \$ 10,048 |
| Gaming Grant Received 2022/23     | \$ 6,680  |

**Expenditures from Gaming Account**

|                                   |          |
|-----------------------------------|----------|
| Field Trip Funds \$10 per Student | \$ 1,350 |
| Kbam Drumming Workshop            | \$ 3,675 |
| Bank Charges - Cheque Order       | \$ 103   |
| Family Skate Night - December     | \$ 691   |

|                            |                         |
|----------------------------|-------------------------|
| <b>Gaming Bank Balance</b> | <b><u>\$ 11,600</u></b> |
|----------------------------|-------------------------|

**GRANT DRAFT BUDGET 2022/23**

|   |                        |
|---|------------------------|
| <i>Garden Boxes (North Side)</i>          | \$ 1,000               |
| <i>Japanese Garden Refurbishment</i>      | \$ 1,000               |
| <i>Field Trip Funds \$10 per Student</i>  | \$ 3,600               |
| <i>School wide drum workshop Kbam</i>     | \$ 3,675               |
| <b><i>Total Budget Gaming Account</i></b> | <b><i>\$ 9,275</i></b> |

**LORD BYNG PARENT ADVISORY COUNCIL**  
**Treasurer's Report Operating Account**  
**February 28, 2023**

|                          |   |   |           |
|--------------------------|---|---|-----------|
| Bank Balance<br>\$47,009 | } | Playground Improvement Fund                             | \$ 15,000 |
|                          |   | <small>(\$5000 allocated for years 2016/17/19)</small>  |           |
|                          |   | 2022/23 Budget Unspent                                  | \$ 7,082  |
|                          |   | <small>(Refer to Budget &amp; Actual spent YTD)</small> |           |
|                          |   | PAC Surplus Funds                                       | \$ 24,927 |
|                          |   | <small>(Refer to Summary of Fundraising YTD)</small>    |           |

**Summary of Fundraising YTD**

|                                 |             |
|---------------------------------|-------------|
| Presale Pizza & Hot Lunch       | \$12,628.44 |
| Pizza Hot Lunch                 | \$ 4,071.54 |
| Hot Lunch Program               | \$ 452.24   |
| Interest Earned on Bank Account | \$ 101.88   |

|                                   |                     |
|-----------------------------------|---------------------|
| Total Fundraising YTD             | <u>\$ 17,254.10</u> |
| Carryforward Surplus from 2021/22 | <u>\$ 7,673.00</u>  |

|                          |                            |
|--------------------------|----------------------------|
| <b>PAC Surplus Funds</b> | <b><u>\$ 24,927.10</u></b> |
|--------------------------|----------------------------|

**LORD BYNG PARENT ADVISORY COUNCIL (PAC) GENERAL BUDGET**  
**February 28, 2023**

**BUDGET AND SPENDING REPORT**

|                                     | <b>Approved<br/>Budget</b> | <b>Actual Spend<br/>Year-To-date</b> | <b>Remaining<br/>Budget</b> | <b>Notes</b>                      |
|-------------------------------------|----------------------------|--------------------------------------|-----------------------------|-----------------------------------|
| <b>Core PAC Programs</b>            |                            |                                      |                             |                                   |
| Classroom Consumables               | 4,250                      | -                                    | 4,250                       | \$200/division,\$100 band,\$50/EA |
| Outdoor Ed (Camp in 2022/23)        | 1,000                      | -                                    | 1,000                       | \$500 per year                    |
| Grade 7 Farewell                    | 400                        | -                                    | 400                         |                                   |
| <b>Subtotal</b>                     | <b>\$5,650</b>             | <b>\$0</b>                           | <b>\$5,650</b>              |                                   |
| <b>PAC Programs Administration:</b> |                            |                                      |                             |                                   |
| Munchalunch Annual Fee              | 336                        | 336                                  | -                           |                                   |
|                                     |                            | -                                    | -                           |                                   |
| Fruits & Veggies                    | 200                        | 22                                   | 178                         |                                   |
| <b>Subtotal</b>                     | <b>\$536</b>               | <b>\$358</b>                         | <b>\$178</b>                |                                   |
| <b>PAC Social Events:</b>           |                            |                                      |                             |                                   |
| Miscellaneous Social                | 150                        | 31                                   | 119                         | Welcome Back Tea                  |
| <b>Subtotal</b>                     | <b>\$150</b>               | <b>\$31</b>                          | <b>\$119</b>                |                                   |
| <b>PAC Executive Costs:</b>         |                            |                                      |                             |                                   |
| Child Minding                       |                            | -                                    | -                           |                                   |
| Teachers Retirement/Year End Gifts  | 300                        | -                                    | 300                         |                                   |
| Miscellaneous PAC Expenses          | 400                        | 65                                   | 335                         | Hot Lunch Bin/Library book        |
| <b>Subtotal</b>                     | <b>\$700</b>               | <b>\$65</b>                          | <b>\$635</b>                |                                   |
| <b>Total Core PAC Programs</b>      | <b>\$7,036</b>             | <b>\$454</b>                         | <b>\$6,582</b>              |                                   |
| <b>Motions</b>                      |                            |                                      |                             |                                   |
| McMath Scholarship                  | 500                        | -                                    | 500                         |                                   |
|                                     |                            | -                                    | -                           |                                   |
| <b>Motions Subtotal</b>             | <b>\$500</b>               | <b>\$0</b>                           | <b>\$500</b>                |                                   |
| <b>TOTAL BUDGET</b>                 | <b>\$7,536</b>             | <b>\$454</b>                         | <b>\$7,082</b>              | Remaining Budget to Spend         |
| <b>TOTAL BUDGET CASH OUTFLOWS</b>   |                            | <b>\$454</b>                         |                             |                                   |

**1) Budget and Spending**

- This report shows the budgeted amounts for the year and how much we've actually spent to date for each item for the month and for the year to-date.