

# MINUTES

## Maple Ridge Elementary PAC Budget Meeting

*Date | time* 9/29/2020 6:00 PM | *Location* Zoom Online Meeting

Nicole Keough, Tanya Harrison, Samantha Laird, Tanya Houle, Amanda Griffin, Christine Willman, Randi Nicolai, and Heidi Stooshnoff

### Item Description

#### 1. Sign-in and Call to order 6:02pm

#### 2. Treasurers Report (Samantha Laird)

- In the budget meeting we are discussing items that we typically do every year or introduced last year with the intention of keeping it going forward. Anything that is brand new will be discussed in the PAC meeting and will be voted on at that time. The budget is mainly things that we anticipate being expenses this year so we can discuss it, vote on it, and have it on record so that as it comes up throughout the year it can be purchased at the appropriate time and where possible we can find items on sale.
- This year is going to be different due to Covid, which will likely impact our fundraisers. Two years ago, to last year there was a pretty big decline in our revenue from many of our fundraisers. We expect that we may see more of a decline this year due to Covid and the financial impact it may have had on our families.
- If there is something, we suspect we want to do this year, we should be including it in our budget. That way when we make decisions throughout the year, we already have taken into account the things we deem important. We can also decide to fundraise for something specific that was not already included in the budget.

#### 3. General Account:

##### Terry Fox

- Budgeted for in amended June minutes. This will be discussed again in the spring for next year's budget.

##### Classroom Startup

- \$100 per 20 division, \$50 per 5 support teachers, \$50 per 3 prep teachers (Gym, Library, Music), totaling \$2350

**Motion:** Tanya Harrison motions to budget \$2350 to classroom startup, which is \$100 per division and \$50 per support/prep. Second: Tanya Houle, all in favor, approved.

##### Field Trips

- No budget this year as we are unsure if field trips will be possible due to health and safety guidelines

##### Munch a lunch

- We have an invoice for the online system for \$336.

**Motion:** Sam motions to budget \$336 for the munchalunch annual fee. Second: Nicole, all in favor, approved.

##### Pancake Breakfast

- No budget this year as it was cancelled due to health and safety guidelines

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### **Starfish Backpacks**

- Last year we did a one-time donation of \$1000. To be discussed at a PAC meeting for discussion.

### **Carnival/Year End Event**

- In previous years we have come in under the \$5000 budget with the sales of hot lunch and Carnival treats, therefore no need to increase the budget this year.

**Motion:** Nicole motions to budget \$5000 towards a year end event or carnival.

Second: Christine, all in favor, approved.

### **Christmas Hampers**

- Last year we were able to help 5 families. This year we should try to get donations from larger businesses. Get donation letters out by Oct/Nov, will discuss in Oct/Nov PAC meeting.

### **Lug-a-mug**

- No budget as we need to wait and see if this is possible this year due to health and safety guidelines.

### **Piano Tuning**

- No budget as we no longer have a piano player on staff.

### **Pizza Lunches**

- No budget, we will wait and see what admins needs are this year.

### **Book Fair**

- Each year we donate funds from the book fair proceeds to our library staff to buy new books for the school library.

**Motion:** Christine motions to budget \$350 to go to the library for new books. Second: Tanya Houle, all in favor, approved.

### **BCCPAC Membership**

- DPAC used to cover this cost and are no longer paying for this.

**Motion:** Sam motions to budget \$75 to pay our BCCPAC membership. Second: Nicole, all in favor, approved.

### **Ryan Laird**

- Is an anti-bullying Speaker that we have had in past years. No budget this year as we are uncertain if speakers will be allowed due to health and safety guidelines.

### **MRE Bursary**

- Every year a former student of MRE is chosen for this \$500 Bursary. A student who is graduating from a Maple Ridge high school is chosen for their outstanding leadership skills within their school and community.

**Motion:** Sam motions to budget \$500 toward the bursary. Second: by Tanya Harrison, all in favor, approved.

### **Grade 7's**

- In past years we have put \$10 per Grade 7 student towards either their graduation ceremony or their yearbook. We are allowed to use gaming funds towards ceremonies.

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**Motion:** Sam motions to budget \$10 per grade 7 student towards their ceremony or yearbook.  
Second: Nicole, all in favor, approved.

### Sexual Health Education

- We were scheduled for this presentation in May of 2020 but due to Covid we were not able to have her speak.
- We will enquire about a Covid friendly presentation whether it is Kathleen Hatley or another educator.
- We will also ensure that the presentation is mindful of gender inclusivity.

**Motion:** Tanya Houle motions to budget \$500 for a sexual health presentation. Second: Sam, all in favor, approved.

### Health and Safety

- Our emergency supplies are held in the pod outside near the primary playground as well as each teacher has a backpack with 72 hours' worth of supplies for their class. This year we need to take inventory of these supplies, determine what has expired, and replenish the supplies.
- Last year we had budgeted \$5000 towards this and were unable to complete, therefore we did not spend any of the funds.
- We will need to find out if the district removed anything from our pod in the spring. If they did, how are we reimbursed? To be discussed in our PAC meeting to follow.

**Motion:** Sam motions to budget \$5000 to replenish the emergency supplies for the school.  
Second: Tanya Harrison, all in favor, approved.

## 4. Savings Account:

### Playground

- We were given a grant of \$125,000 for our playground.
- Previously we had voted to spend \$30,000 towards the playground from our savings account, which was previously fundraised and earmarked for the playground within the last 12 years.
- Decisions regarding the specifics on the playground will be in the hands of the school principal and the district.
- Tanya Harrison has previously done research on various different playgrounds and has submitted it to our principal for consideration. We expect to hear more in the coming months.

### Remaining Balance

- We have \$10,000 in our savings account. To be discussed during our PAC meetings on what to put this money towards.

### Amendment

Classroom startup cheques were given to 22 divisions for \$100 each with 2 division splits of \$80/\$20, prep and support staff were given \$50 each. This is a total of 24 teachers, 3 prep staff, and 4 support staff.

Total of \$2,550

**Meeting adjourned** at 6:52pm, PAC meeting to follow.