

MINUTES

AME PAC BUDGET MEETING

DATE: October 16, 2017 6:00PM – 7:00PM/ Meeting called to order by Saskia Battersby

ATTENDEES

Brady Ibbetson, Jasmeet Virk, Saskia Battersby, Leah Walton, Laura Hick, Kendal Shaw, Corey Anderson, Bobby Jo Brown, Adrienne Cescon, Dena Morin, Nadine Bannister, Andrea Locke, Renata Irvine, Stacey Menzies, Sheila Edmonds, Cheri Fennell-Saundry, Stacy Mutch

WELCOME

- Meeting called to order at 6:07pm.
- Welcome and introductions by Saskia Battersby
- Going through budget tonight and a few other items to discuss

APPROVAL OF MINUTES

- Approval of minutes from September 18, 2017
- Kendal Shaw motioned the minutes, Laura 2nd the motion, all were in favor

PRINCIPAL WORDS

THIS MONTH THE FOCUS IS ON GRATITUDE:

- Donating to the food bank: October 25 we will have a family grouping and gather all donations in the gym. Food bank will come that day to collect.
- Four nurses are helping with the gratitude project to thank all firefighters for their efforts this summer. Kids will write thank you notes on maple leaves and the nurses will take to the fire department and make a huge tree with all the leaves. If there are any parents on the fire department who want to be involved, please let Brady know.
- Most of the classes are doing gratitude journals, making sure they are thankful for the amazing school, etc.
- We will be having some virtual field trips. A botanical expert from Ontario will talk about plants and eco systems. Some are free and some have a cost attached. The teachers will get to view them first. One is from an astronaut at a space station.
- Gym is rented out most nights for volleyball and basketball.

BUDGET REVIEW

BUDGET REVIEW BY KENDAL SHAW:

Gaming grant came in at \$10, 840, we currently have 576 students. Funds available to us as of September 2017 are \$60,920.

STUDENT ENRICHMENT PROGRAMS (FROM GAMING GRANT)

FIELD TRIPS:

- \$14/student x 576 = \$8064 to be taken from gaming grant budget (this is for drama workshops)
- Grade 2-6 Enrichment Program \$10/student x 446 = \$4460 taken from gaming grant budget
- Grade K-1 Enrichment Program \$10/student x 130 = \$1300 for gymnastics
- Brady mentioned that the Grade 2 teachers may also want to do gymnastics with the K's and 1's. They can put allocated funds towards either.

FITNESS CLASSES:

- This would be separate from gymnastics for all students
- This will be up to Brady's discretion or up to the teachers to discuss
- \$3000 allocated for dancing, Zumba, etc.

SUMMER READING PROGRAM:

- \$1200 allocated towards the medals for the summer reading program

PLAYGROUND:

- \$25,000 was paid last June which brought us down to \$60,000
- We have 3 years left to pay this off
- We will put \$25,000 towards this year, which puts us at \$35,000 at end of the year

LEARNING RESOURCES BOOKSETS:

- \$2500 allocated: left at Brady's discretion

TEACHER REQUEST FUND:

- This has been moved to Arts & Culture: see notes

OSO AND AQUABUS:

- This will not be needed this year so it will be allocated towards books and learning resources

ATHLETICS**SPORTS TEAM & EQUIPMENT:**

- \$2000 allocated for new uniforms

PRIMARY PLAY DAY AND APPLE BOWL:

- \$500 allocated

TECHNOLOGY**STEM RESOURCES (PROGRAMS & ROBOTICS):**

- Allocated \$2000

LIBRARY GRANT:

- Library grant disbursed from proceeds from the book fair
- We raised \$2863.92 for the library
- \$818.26 in product bonus and \$2045.66 paid by CK from PAC

ARTS AND CULTURE**TEACHER REQUEST FUND:**

- New format replacing teacher craft and request funds
- Grade K – Grade 2 - \$250/student x 11 classes = \$2750
- Grade 3 – Grade 6 - \$150/student x 14 classes = \$2100
- Total allocated \$4850

SOCIAL, COMMUNITY SPIRIT, CELEBRATIONS**MEET AND GREET:**

- Allocated \$150 (still waiting for costs to come in from Leah and Laura)

FAMILY DANCE:

- \$1000 to pay for DJ and photo booth, etc.

GRADE 6 GRADUATION:

- Allocated \$1000

COBBS BURSARY:

- This is offered to past student from OKM - \$775

TEACHER RETIREMENT AND APPRECIATION:

- This was left at \$500

GUEST SPEAKERS FOR PAC:

- This was left at \$300

VOLUNTEER APPRECIATION EVENT:

- This was increased to \$750 this year
- Leader in Me taken out – funds were donated to a school in need last year

ADMINISTRATION AND OTHER COSTS:

- Administration to \$400 – need a new cash box and cheque stock

SUMMARY:

- \$59, 849 - \$1071.13 unallocated
- Stacy motioned to approve, Leah 2nd the motion, all were in favor of budget

PROGRAM COORDINATORS**HOT LUNCH:**

- Bobby Jo not in attendance
- Cheri said Hot Lunch second option opened today
- There are dividers on the page between the different events

COPAC (STACEY MENZIES):

- Stacey Menzies is stepping down from COPAC rep. She is an employee and this is a conflict of interest. If you are interested in becoming a COPAC rep, it's the first Monday of every month from 7:00pm-9:00pm. You attend the meetings then report back to the PAC.
- Fall conference for COPAC is Saturday December 9th. Open to everyone. Lots of workshops, more details to follow.
- COPAC Notes from School Board: School board is at 104% capacity – enrollment up 259 this year compared to last year.

SCHOLASTIC BOOK FAIR:

- Kara Lee not in attendance
- Total sales were \$8543 - \$2780 used in library for new books, guest speakers

FAMILY DANCE (RENETA IRVINE):

- Thanks to everyone who has volunteered
- Renata asked if we could start decorating the gym early on Friday while kids are in school. Brady approved
- Renata has asked the following stores for donations: Superstore for pumpkins, Costco and Save On Foods. Asked for cookies, candies, juice and water. Dad from school works for Independent Grocer and might be able to donate chips or popcorn.

- Where should we set up the photo booth? They have been here before, but if they want a separate room they might go in music room.
- We have received a few donations: a couple of scarves, a bottle of wine, anything else would be great
- Renata asked about raffle tickets for 50/50: Laura can help with gaming license
- Ticket sales coming on to the site
- Cheri needs a copy of the invite to put on the hot lunch website
- Renata asked how many bags of popcorn to order from Kernels, Brady suggested 300. It was suggested that buying the big boxes of chips from Costco may be a better price option. To be confirmed.
- Brady will cover \$500 extra for Halloween Dance
- Mrs. Jerome class to help with decorations

SPIRIT WEAR (STACY MUTCH):

- The online store is now set up and can be accessed anytime. If you sign up, you will receive a coupon for 10% or 20% off your order. The link will go on the school concierge.
- Laura made a poster for this, it looks great
- 10% of Spirit Wear sales go to the PAC
- Waiting to get custom logo back on the site. Stacy had to pay for higher resolution for the logo. PAC to reimburse Stacey for \$47.25

OTHER BUSINESS (SASKIA BATTERSBY)

- Saskia received a thank you card from the student that received the Bursary. There was no name. Corey received the name of the student from Leah Walton, it is Clarisse Obedkoff.
- We are now covered for fundraising. However if you want to do a fundraiser Saskia has a folder of fundraising options.
- Cheri sent out a letter regarding conflict of interest. If anyone has any concerns please let us know. This letter has been attached to the minutes.
- Saskia will update the PAC page on the AME site. She will add the link to the FB page and concierge, etc.

NEXT MEETING

- Next meeting is November 20 at 6pm, babysitting available
- Meeting adjourned at 6:43pm

LETTER FROM CHERI FENNELL-SAUNDRY

October 11, 2017

Dear AME PAC Exec, Parents and Staff

The comment or question of Conflict of Interest has been raised directly to me or in conversations around my involvement in providing support for the AME Hot Lunch Program this fall. I would like to clarify that my offer of assistance came only with the best of intentions, & was two-fold; first to initially assist Bobby Jo in her work load as she jumped feet first into the Coordinating of the AME Hot Lunch Program & second, was to be sure that the accounting system was performing in real time as expected before I set out the training procedures for whomever was going to be taking on the role of Account Manager for her.

Please rest assured, I now, & always, have only had the very best interest of the AME PAC, school and students guiding my actions & I am open to & welcome any direct questions or requests for information at any time. Additionally, this software has been, & will continue to be offered as a free resource to AME & any schools who choose to benefit from the features & passive fundraising opportunities. I have not been compensated in any way, received any payment for use of the program & have not received any fees for Advertising to date. I only copied the cheques at the school & brought home the photocopy to work from when updating Parent Accounts & confirming the system was fully functional. I have done my best to ensure notification of all credits & reimbursements were forwarded to the Parent & multiple AME PAC members for full disclosure.

I am truly grateful for the opportunity to have been able to Beta test The School Concierge software this past January to June. I came to realize during that time that the program was opened with gaps, glitches & bugs that I did not expect & additionally, expected functionality was not provided. Regardless of extra hours & work done by myself & new programmers since early March, I am well aware that this caused a great challenge for some Parents & I continue to sincerely apologize for the inconveniences!

Since March, there have been great advances in discovering & providing fixes as well as continuing on the original planned path to incorporate intuitive & advanced comprehensive systems that are not offered in other software of this kind. When working with new releases or upgrades of computer software (like countless releases of Microsoft programs), there are times scenarios come to light that require a bug to be fixed to run optimally. We encountered one that caused pages to freeze & through diligent efforts, this fall it was traced back to a third party spelling error in March when our account was moved to a dedicated server. It was noted that Telus appeared to have issues with the misconfiguration & it has been fixed.

The next big step is my primary motivation for building The School Concierge.....it has & will continue to be for our children and their success in life. Through initiating one of the unique facets of this software, the advertising, we will generate funding to support Student Character Enrichment & Mental Health Programs. School Family, Local & National Businesses will be able to directly reach their market while significant portions of their advertising dollars will be forwarded on to Parent Associations in a variety of forms. Like PayPal, The School Concierge will operate & maintain detailed records to ensure transfer of funds back to School Bank Accounts will be fully within or exceed the parameters required by law.

Please continue to know that as we move forward working together, I will continue to operate with integrity, full disclosure & my door remains open to discuss how The School Concierge can best support the students, staff, AME PAC & dedicated parent volunteers.

With respect & gratitude,

Cheri Fennell-Saundry

ATTENDANCE:

Oct 16, 2017

AME PAC General Meeting

Date | time

| Meeting called to order by

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