

CAULFEILD PARENT ADVISORY COUNCIL

MEETING MINUTES for

Tuesday, September 27, 2022 at 7:00 pm

7:00 pm	Call to Order	PAC Chair <i>Aneela Mallick</i>
7:02 pm	Welcome and Adoption of Agenda	PAC Chair <i>Aneela Mallick</i>
7:05 pm	Welcome and introduction of this year's Exec Committee PAC Chair - Aneela Mallick Vice Chair - Anya Yashkina Treasurer - Marisa Yang Secretary - Tori McDonald Members at Large - Ana Paula Sa Monte, Alison Wallace, Zahra Ladha, Nina Cheema,	PAC Chair <i>Aneela Mallick</i>
7:10 pm	Principal Report Thank you to CPAC <ul style="list-style-type: none">• Welcome Back BBQ• Field Trips (First one today!) Grade 6 Travel to Bowen Island• Classroom Support• Volunteer Support• Hot Lunch	Principal <i>Nathan Blackburn</i>

Total Enrollment: 376 (382 is full, with some wiggle room)

Staffing (Teachers and EAs) Welcome Anna Bradford, Joy Yu, Lisa Sutcliffe and Anna Marazita. On the EA Team, welcome Nicole, Nicole and Farah.

FESL (Framework for Enhancing Student Learning): Our 3 year goal is about connection to our community and making a welcoming and safe community for students to learn. This will be embedded in everything we do moving forward. We will keep updating you on this goal and focus in our eBulletin as the year progresses. *How can one's sense of belonging and connection to our inclusive community be strengthened through fostering resilience and social emotional well-being in order to equip individuals to face challenges and thrive throughout their lives?*

HVAC (heating and AC) Update (As of Sept 26th) - Since the BBQ we are now at the finishing touches stage. Hopefully complete by the end of next week as per the foreman's promise. Will have our gym back for our first after school activity in October guaranteed (They have already started emptying it today!) Once finished it will be the most advanced HVAC system in the district.

The eBulletin

School Events

- Terry Fox on Wednesday, 12:50 - 1:45
- Orange Shirt Day on Thursday
- Cross Country Meets and Practices
- Band registration is still open! Reach out.
- Volleyball (Gr. 7) is our next School Sport
- Parent Teacher Conferences (Virtual) on Wednesdays Oct 5th and 12th *Early Dismissal at 1:20 (K-3) / 1:30 (4-7)*
- Diwali (Oct)
- Pumpkin Patch (Oct)

7:30 pm

Presentation and Approval of Budget

- Go through last year's Balance sheet 2021-2022 to approve and finalize/close out.
- Approval for 2021-2022 finalized Profit and Loss, Balance Sheet.
- All documents attached at the end of the minutes
- Our financial year is September 1 - August 31

Treasurer
Marisa Yang

Highlights from Balance Sheet

- Our funds are stored in 3 accounts.
 - Operating Account
 - Gaming Account
 - SD 45 Trust Account
- We have a total of \$37,491.66 in reserve.
- Typically use Trust account for capital goods as there is a GST refund
- Healthy reserve funds

Highlights from Profit and Loss report

- We have \$6,517.82 profit.
 - There are two non-recurrent income entries.
 - \$ 3,021.44 PST Refund -School District reported a PST Refund for 2019-2021
 - \$1,083.55 Uncategorized Income – it is the extra cash in our bank after reconciliation.
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- Annual community fundraiser in the fall generated \$23,590.
 - Hot Lunch generated approximately \$30,000.
 - With the fund we generated, we support the followings:
 - o 3 sets Sound Field system
 - o 20 iPads for K-3
 - o Field Trips
 - o Teacher discretionary expenses in the classroom
 - Hot Lunch refund – we paid 2 cheques for Hot Lunch refund during 2019-2020. We kept the uncleared cheques amount into profit in 2020-2021.

Motion to close out last years financials - Carried and Approved

Approval for 2022-2023 Budget

Our budget continues to rely on two sources of income: Annual community fundraiser and hot lunch. Together with the Gaming grant, we could support most of our budget expenses. Some of the expenses are increased to reflect inflation in costs.

Motion to approve this years Budget - Carried and Approved (12 votes - majority approval vote)

7:55 pm

Open the floor to any questions

- *Question posed about the technology budget* - Have you explored any technology partnerships with big box carriers for a bulk discount on new or refurbished ipads.
 - o *Answer:*
 - o The school is in charge of the ipad purchases as they are a part of the capital purchases via the Trust Account.
 - The school gets quotations directly from Apple and typically receives an education discount.
 - o *Mrs. Hume's Response:*
 - Through the school district they have a purchasing and technology program that can help with bundling and making thing more affordable.
 - Do not do refurbished iPads right now but could be something they ask to look into.

PAC Chaise
Aneela Mallick

8:00 pm

Adjournment

PAC Chaise
Aneela Mallick

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Balance Sheet

As of August 31, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
BMO Gaming Account	4,826.66
BMO Operating Account	16,930.67
Total Cash and Cash Equivalent	\$21,757.33
Cash	0.00
Total Current Assets	\$21,757.33
Non-current Assets	
SD 45 Trust Account	15,734.33
Total Non Current Assets	\$15,734.33
Total Assets	\$37,491.66
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	0.00
Total Accounts Payable (A/P)	\$0.00
Current Liabilities	0.00
GST/HST Payable	0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	0.00
Retained Earnings	30,973.84
Profit for the year	6,517.82
Total Equity	\$37,491.66
Total Liabilities and Equity	\$37,491.66

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Profit and Loss

September 2021 - August 2022

	TOTAL
INCOME	
BCLC Grant	7,380.00
Bingo Night Income	867.79
Book Fair Income	6,892.80
Caulfeild Gear	782.50
Donations to SD 45	23,590.00
Hot Lunch	163,772.59
Miscellaneous Fundraisers	680.12
PST Refund	3,021.44
Purdy's Chocolates	2,415.82
SD45 Start Up contribution	178.00
Uncategorized Income	1,083.55
Total Income	\$210,664.61
COST OF GOODS SOLD	
Bingo Night Costs	762.40
Book Fair Costs	5,647.47
Book Fair Donation to Library (Costs)	1,245.00
Caulfield Balls Cost	5,811.75
Hot Lunch Costs	133,817.14
Hot Lunch Refund	1,664.85
Total Cost of Goods Sold	\$148,948.61
GROSS PROFIT	\$61,716.00
EXPENSES	
Charitable Outgoings	252.20
Rockridge Scholarship	500.00
Total Charitable Outgoings	752.20
Curriculum Enhancement	
Caulfield learning spaces	6,746.74
Family Education	1,575.00
Field Trips	12,800.00
Principal discretionary funds	1,000.00
Sport Month (Gaming funds)	5,925.00
Sports day	312.64
STEAM and Site licenses	4,457.46
Teacher discretionary funds	8,000.00
Technology Enhancement	8,557.68
Total Curriculum Enhancement	49,374.52
Operating Expenses	1,328.01
Social	
Cultural Community Building	804.67
Grade 7 farewell	1,410.97
Pumpkin patch	605.00

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Profit and Loss

September 2021 - August 2022

	TOTAL
Staff Appreciations (support + teachers)	1,032.17
Total Social	3,852.81
Total Expenses	\$55,307.54
OTHER INCOME	
Interest	109.36
Total Other Income	\$109.36
PROFIT	\$6,517.82

Caulfeild PAC

Budget Overview: Caulfeild PAC Budget 2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL
Income	
BCLC Grant	7,400.00
Caulfeild branded balls	3,000.00
Caulfeild Gear	750.00
Donations to SD 45	20,000.00
Hot Lunch	165,000.00
Miscellaneous Fundraisers	1,000.00
Purdy's Chocolates	1,500.00
SD45 Start Up contribution	170.00
Total Income	\$198,820.00
Cost of Goods Sold	
Hot Lunch Costs	135,300.00
Total Cost of Goods Sold	\$135,300.00
GROSS PROFIT	\$63,520.00
Expenses	
Charitable Outgoings	
Rockridge Scholarship	500.00
Total Charitable Outgoings	500.00
Curriculum Enhancement	
Caulfield learning spaces	6,000.00
Family Education	2,000.00
Field Trips	12,800.00
Music supplies	800.00
PE Equipment	800.00
Principal discretionary funds	1,000.00
Sport Month (Gaming funds)	7,300.00
STEAM and Site licenses	5,000.00
Teacher discretionary funds	8,000.00
Technology Enhancement	13,000.00
Total Curriculum Enhancement	56,700.00
Operating Expenses	1,000.00
Social	
Cultural Community Building	2,000.00
Grade 7 farewell	1,200.00
Pumpkin patch	800.00
Room Parent Meet & Greet	160.00
Staff Appreciations (support + teachers)	1,200.00
Total Social	5,360.00
Total Expenses	\$63,560.00
NET OPERATING INCOME	\$ -40.00
Other Income	
Interest	40.00
Total Other Income	\$40.00
NET OTHER INCOME	\$40.00
NET INCOME	\$0.00

Caulfeild PAC

Budget Overview: Caulfeild PAC Budget 2022-23 - FY23 P&L
September 2022 - August 2023