



## Agenda – DSS PAC Meeting September 2016

- 7:00 **Welcome & Introductions**
- 7:10 **Approval of Previous Meeting Minutes**
- 7:15 **Principal's Report – Q & A**
- 7:45 **PAC Reports – as required**
  - Chair **Vacant** (Wayne Manary)
  - Vice Chair Conrad Loewen
  - Treasurer Linda Qi
  - Secretary **Vacant**
  - DPAC Kerri Deane
  - Dry Grad **Vacant**
  - Communications Adrienne Gardiner
  - Emergency Preparedness Crystal Milley
- 8:00 **Election of Vacant Positions**
  - Chair
  - Secretary
  - Dry Grad
- 8:10 **Review 2015 – 2016 Expenditure**
- 8:20 **Review 2016 – 2017 Expenditure**
- 8:30 **New Business**
- 8:40 **Adjournment**
  
- 8:45 **Tour of School Renovations**

**Next Meeting:** October 19th, 2016

Delta Secondary School  
PAC General Meeting  
Minutes 21 September 2016

**Attendees:**

Wayne Manary (Chair)	Jeanette Beaulieu (Principal)
Linda Qi (Treasurer)	Crystal Milley (Emergency Preparedness)
Conrad Loewen (Vice Chair)	Adrienne Gardiner (Communications + Acting Secretary)
Kerri Deane (DPAC)	Pindi Mann
Kim Leitner	Carolyn Scott
Kirsten Schaufele	Mike Brigham
Arnare Hizole	

**1. Meeting Called to order at 7:05 pm.**

Adoption of Minutes of 18 May 2016.

Correction: Attach budget and reports to General Meeting Minutes.

*Motion: Moved by Crystal Milley to accept the Minutes, seconded by Conrad Loewen and carried.*

**2. Principal's Report**

- Staffing
  - New staff members:
    - Nicole Bencze            Math, Science + Planning
    - Davinder Brar            Social Studies + English
    - Kayla Hamalainen       PE + Softball Academy
    - Julianna Kato            Opera Academy
    - Shaina Thompson       Lifeskills
    - Openings: currently have two – Business Ed/Planning and Grade Quest
- New Programs and Courses
  - Softball and Opera Academies – both operate out of DSS
  - Maker Space – currently at Delta Manor
  - Farm Roots Mini School – Grades 10 to 12, with 25 students and some out of district.
- Current Enrollment
  - Grade 9 is the lowest with 207 students
  - Grade 12 is the highest with 265
  - Other grades are inbetween
- Hell Night
  - This is unconnected to the school. Property damage of @ \$30,000 was done around Ladner's business area.
- Seismic Upgrade
  - A lot was done over the summer. Now have new change rooms for the gyms and should finish the inside by Christmas. Outside upgrades should be complete by March.
- Upcoming Events
  - 22 September        Meet the teacher evening
  - 23 September        Pro-D
  - 28 September        Farm Roots Open House
  - 29 September        Grad Boat Cruise
  - 6 October            Post Secondary Night
  - 10 October            Thanksgiving Day
  - A follow-up will done with all grades by the end of October regarding dangers of drugs.

### **3. PAC Reports (as required)**

- Chair's Report - Wayne Manary
  - No report.
- Emergency Preparedness - Crystal Milley
  - An inventory will be done and expiries checked and replaced.
- Treasurer – Linda Qi
  - Gaming account - \$21,600 - \$8,800 current balance
  - General account - \$3,600.
- Communications – Adrienne Gardiner
  - Wayne requested that the new Pacer Pride letter be uploaded.
- DPAC – Kerri Deane
  - No report.
- Dry Grad
  - Wayne noted that all fund raising paperwork is the responsibility of the Dry Grad Committee and all expenses/invoices must go through the PAC account. PAC puts in the application for the gaming licence and is usually done in October.

### **4. Election of Vacant Positions**

- Chair - as there were no other contenders, Wayne submitted his name for Chair.
- Secretary – still vacant.
- Dry Grad – still vacant.

*Motion: Moved by that the nomination of Wayne Manary be accepted for position of Chair on the DSS PAC, seconded by and carried.*

### **5. 2015 – 2016 Budget**

- Budgeted \$25,600, spent \$22,000
- Jeanette advised that Joan is the new accounting contact with DSS, assisted by Heather.

### **6. 2016 – 2017 Budget**

- Budgeted approved was \$27,900.
- There followed discussion regarding amending the budget to cover remaining furniture purchase.

*Motion: Moved by Wayne Manary that the surplus from last year's budget be used to pay in full the cost of furniture, seconded by Kerri Deane and carried.*

- New gaming funds come in October. The budget can be revised then.

### **6. New Business**

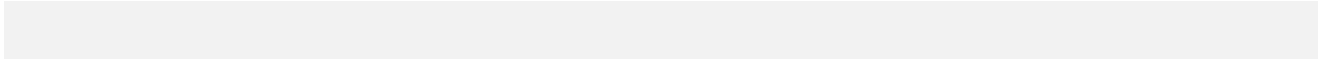
- There was none.

### **Next Meeting will be 19 October, 2016.**

DSS Library at 7 pm.

Meeting adjourned at 7:50 pm.

<u>Date</u>	<u>Transactions</u>	<u>Fund Out</u>	<u>Fund In</u>	<u>Balance</u>
09/10/2015	PROVINCE OF B.C PRO		22,800.00	39,658.76
30/10/2015	INTEREST CREDIT		4.25	39,663.01
03/11/2015	CHQ#00293-2300275161	7,554.89		32,108.12
05/11/2015	CHQ#00292-2300055663	500.00		31,608.12
22/12/2015	CHQ#00294-2300068763	690.88		30,917.24
02/02/2016	CHQ#00295-2300354031	3,439.75		27,477.49
08/02/2016	DEPOSIT		115.00	27,592.49
01/03/2016	CHQ#00296-2300475338	1,270.72		26,321.77
29/03/2016	PROVINCE OF B.C PRO		2,347.00	28,668.77
26/04/2016	CHQ#00297-2300244678	2,775.27		25,893.50
29/04/2016	INTEREST CREDIT		6.44	25,899.94
31/05/2016	CHQ#00298-2300351371	1,319.63		24,580.31
28/06/2016	CHQ#00299-2300493892	1,683.88		22,896.43
28/06/2016	CHQ#00302-2300493893	1,244.19		21,652.24



*D.S.S Parent Advisory Council*

**Bank Balance**

**Gaming Account**

As of September 15, 2016

**Bank Balance as of Sept 15, 2016** **\$ 21,652.24**

Deduct uncleared transactions:

Cheque #0303 to Brianne Bruneau	(500.00)
Cheque #0300 to Ivy Everett	(500.00)
Cheque #0301 to Kaylin Kaila	(500.00)
Cheque #0304 to DSS	(6,677.81)
Cheque #0305 to DSS	(4,607.90)

**Balance per GL:** **8,866.53**

**Funds Available:** **8,866.53**

*D.S.S Parent Advisory Council*  
**Gaming Account Journal Ledger**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Reference</u>	<u>Balance</u>
6/18/15	DSS	Grad 8 transitions, Focus grp, etc	Ck#0289	\$ (1,211.29)
6/20/15	DSS	Grad 8 transitions, Focus grp, etc	Ck#0290	\$ (1,552.11)
7/6/15	Sch ship	Brianne Bruneau	Ck#0291	\$ (500.00)
7/6/15	Sch ship	Hannah Gain	Ck#0292	\$ (500.00)
10/9/15	Fund	Deposit from gov't		\$ 22,800.00
10/21/15	DSS	2014-2015 Grad 8 transitions, Focu	Ck#0293	\$ (7,554.89)
10/31/15	Interest	Bank interest credit		\$ 4.25
12/9/15	DSS	Geography field trip-Thirdwave bus	Ck#0294	\$ (690.88)
1/25/16	DSS	Gr 8 breakfast. Improv/photo etc.	Ck#0295	\$ (3,439.75)
2/8/16	Dry Grad	Dry Grad 2016 Raffle Tickets	Deposit	\$ 115.00
3/1/16	DSS	Grad 8 transitions, Focus grp, etc	Ck#0296	\$ (1,270.72)
3/29/16	Grant	Additional gaming grand		\$ 2,347.00
4/26/16	DSS	Athletics and Heatpress	Ck#0297	\$ (2,775.27)
4/29/16	Interest	Bank interest credit		\$ 6.44
5/2/16	DSS	Academics - Math and Clubs	Ck#0298	\$ (1,319.63)
6/18/16	DSS	Athletics and Hardship	Ck#0299	\$ (1,683.88)
6/24/16	Sch ship	Ivy Everett	Ck#0300	\$ (500.00)
6/24/16	Sch ship	Kaylin Kaila	Ck#0301	\$ (500.00)
6/22/16	DSS	Awards and Hardship	Ck#0302	\$ (1,244.19)
6/30/16	DSS	Awards and Grad 8 transitions	Ck#0304	\$ (6,677.81)
9/15/16	DSS	Furniture-Conference Room	Ck#0305	\$ (4,607.90)
<b>Bank Balance Available:</b>				<b>\$ 8,866.53</b>

*D.S.S Parent Advisory Council*

**Bank Balance**

General Account

As of September 15, 2016

**Bank Balance as of Sept 15, 2016** **\$ 3,644.08**

Deduct uncleared transactions:

**Funds Available:** 3,644.08

*D.S.S Parent Advisory Council*  
**General Account Journal Ledger**  
*As of September 15, 2016*

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Reference</u>	<u>Balance</u>
10/31/2014		Balance per bank statement		\$ 3,995.70
12/6/2014	BCCPAC	2014-2015 Membership fee	Ck#0086	\$ (75.00)
3/3/2015		Deposit		\$ 75.00
4/30/2015		Bank interest credit		\$ 0.97
6/20/2015		Fruit & water for PAC meetings	Ck#0087	\$ (141.75)
10/30/2015		Bank interest credit		\$ 0.97
12/3/2015	BCCPAC	2015-2016 Membership fee	Ck#0089	\$ (75.00)
1/28/2016		Deposit (Website Ad.)		\$ 25.00
4/29/2016		Bank interest credit		\$ 0.94
6/14/2016		Fruit & water for PAC meetings	Ck#0090	\$ (162.75)
<b>Bank Balance Available:</b>				<b>\$ 3,644.08</b>



2015 - 2016 Budget Tracking as of 31 Aug 2016

19/09/2016

Account	2015 - 2016 Budget			2015 - 2016 Budget (by Accounts)			2015 - 2016 Actual to Date			Actual Variance
	Request	Item	Approved	Gaming	General	Pacer Partner	Gaming	General	Pacer Partner	
Opening Balance (Estimated)				\$ 2,645.32	\$ 3,345.70	\$ 326.21	\$ 8,303.87	\$ 3,854.92	\$ 316.23	\$ 6,157.79
				\$ 6,317.23			\$ 12,475.02			\$ 6,157.79
Funding (Estimated)				\$ 24,000.00	\$ 100.00	\$ 2,800.00	\$ 25,147.00	\$ 25.00	\$ 1,430.00	\$ (298.00)
Interest							\$ 10.69	\$ 1.91		\$ 12.60
Dry Grad - Deposits							\$ 115.00			\$ 115.00
Dry Grad - Withdraws										\$ 115.00
<b>PAC Traditional</b>	<b>\$ (6,250.00)</b>	<b>Sub-total</b>	<b>\$ (6,250.00)</b>							<b>\$ (66.63)</b>
Operating Expenses	\$ (250.00)		\$ (250.00)		\$ (250.00)			\$ (237.75)		\$ 12.25
Scholarships	\$ (1,000.00)	Two (2)	\$ (1,000.00)	\$ (1,000.00)			\$ (1,000.00)			\$ 0.00
Student Awards/Recognition	\$ (5,000.00)		\$ (5,000.00)	\$ (5,000.00)			\$ (5,078.88)			\$ (78.88)
Grade 8 Transition	\$ (4,950.00)		\$ (3,000.00)	\$ (3,000.00)			\$ (4,051.08)			\$ (1,051.08)
Focus Group	\$ (1,020.00)		\$ (1,000.00)	\$ (1,000.00)			\$ (208.92)			\$ 791.08
Hardship	\$ (2,000.00)		\$ (2,000.00)	\$ (2,000.00)			\$ (689.46)			\$ 1,310.54
At Risk Lunch Group	\$ (800.00)		\$ (800.00)	\$ (800.00)			\$ (140.26)			\$ 659.74
Other										\$ 0.00
<b>Academics</b>	<b>\$ (1,500.00)</b>	<b>Sub-total</b>	<b>\$ (1,500.00)</b>							<b>\$ (18.37)</b>
- Science										
- Math	\$ (500.00)	Contest	\$ (500.00)	\$ (500.00)			\$ (518.37)			\$ (18.37)
- Arts	\$ (1,000.00)	Heat Press	\$ (1,000.00)	\$ (1,000.00)			\$ (1,000.00)			\$ 0.00
- Automotive										
- Other										
<b>Athletics</b>	<b>\$ (23,100.00)</b>	<b>Sub-total</b>	<b>\$ (5,000.00)</b>	\$ (3,000.00)		\$ (2,000.00)				<b>\$ 375.00</b>
- Uniform Renewal	\$ (8,400.00)						\$ (2,316.55)			
- Tournament Fees	\$ (1,500.00)								\$ (425.00)	
- Referees	\$ (2,000.00)						\$ (520.00)			
- Equipment	\$ (10,000.00)	Score Table								
- First Aid Supplies										
- Warm-up Tops										
- Balls, Birds, Pucks, etc.	\$ (1,200.00)						\$ (163.45)		\$ (1,200.00)	
- Other										
<b>Clubs</b>	<b>\$ (11,870.00)</b>	<b>Sub-total</b>	<b>\$ (2,900.00)</b>							<b>\$ (4.18)</b>
- Improv/Photo	\$ (2,350.00)	Photo Printer	\$ (1,000.00)	\$ (1,000.00)			\$ (1,000.00)			\$ 0.00
- Library Book										
- Guitar Building										
- Student/Grad Council										
- Performance										
- Internation Friendship Assoc.	\$ (500.00)		\$ (500.00)	\$ (500.00)			\$ (500.93)			\$ (0.93)
- Theatre										
- Spanish	\$ (700.00)		\$ (700.00)	\$ (700.00)			\$ (662.25)			\$ 37.75
- Drama	\$ (5,120.00)	Sewing Machine	\$ -							
- Stagecraft	\$ (700.00)		\$ (700.00)	\$ (700.00)			\$ (741.00)			\$ (41.00)
- Maker Space	\$ (2,500.00)	3D Printer	\$ -							
- Chess										
- Lego Builder's										
- Other										
<b>Field Trips</b>	<b>\$ (4,800.00)</b>	<b>Sub-total</b>	<b>\$ (2,200.00)</b>							<b>\$ 689.12</b>
- Textiles										
- Geography 12	\$ (2,000.00)		\$ (1,000.00)	\$ (1,000.00)			\$ (690.88)			\$ 309.12
- Senior Resource Room										
- Alternate Program Art	\$ (1,400.00)		\$ (700.00)	\$ (700.00)			\$ (320.00)			\$ 380.00
- Modified Academics	\$ (1,400.00)	Transit	\$ (500.00)	\$ (500.00)			\$ (500.00)			\$ 0.00
- Academic Leadership										
- Other										
<b>Furniture</b>	<b>\$ (5,500.00)</b>	<b>Sub-total</b>	<b>\$ -</b>							<b>\$ 0.00</b>
- Library	\$ (5,500.00)		\$ -							
- Resource Room										
- Supportive Learning										
- Conference Room										
- Other										
<b>Electronics</b>	<b>\$ -</b>	<b>Sub-total</b>	<b>\$ (1,000.00)</b>							<b>\$ 1,000.00</b>
- Library		iPad mini	\$ (1,000.00)			\$ (1,000.00)				\$ 1,000.00
- Conference Room										
- Other										
<b>Special Requests</b>										
<b>Total Expenses</b>	<b>\$ (61,790.00)</b>	<b>\$ (25,650.00)</b>	<b>\$ (22,400.00)</b>	<b>\$ (250.00)</b>	<b>\$ (3,000.00)</b>	<b>\$ (20,102.03)</b>	<b>\$ (237.75)</b>	<b>\$ (1,625.00)</b>	<b>\$ 3,685.22</b>	
				\$ (25,650.00)			\$ (21,964.78)			
<b>Estimated Year End Balance</b>				\$ 4,245.32	\$ 3,195.70	\$ 126.21	\$ 13,474.53	\$ 3,644.08	\$ 121.23	
				\$ 7,567.23			\$ 17,239.84			

2016 - 2017 Budget Tracking as of 16 Sep 2016

Account	2016 - 2017 Budget			2016 - 2017 Budget (by Accounts)			2015 - 2016 Actual to Date			Actual Variance
	Request	Item	Approved	Gaming	General	Pacer Partner	Gaming	General	Pacer Partner	
Opening Balance (Estimated)				\$ 11,061.56	\$ 3,631.83	\$ 121.23	\$ 13,474.43	\$ 3,644.08	\$ 121.23	\$ 2,425.12
				\$ 14,814.62			\$ 17,239.74			
Funding (Estimated)				\$ 23,000.00	\$ 50.00	\$ 1,500.00				\$ (24,550.00)
Interest										\$ 0.00
Dry Grad - Deposits										\$ 115.00
Dry Grad - Withdraws			\$ (115.00)							
<b>PAC Traditional</b>	\$ (6,250.00)	<b>Sub-total</b>	\$ (6,250.00)							\$ 6,250.00
Operating Expenses	\$ (250.00)		\$ (250.00)		\$ (250.00)					\$ 250.00
Scholarships	\$ (1,000.00)	Two (2)	\$ (1,000.00)	\$ (1,000.00)						\$ 1,000.00
Student Awards/Recognition	\$ (5,000.00)		\$ (5,000.00)	\$ (5,000.00)						\$ 5,000.00
Grade 8 Transition	\$ (3,000.00)		\$ (3,000.00)	\$ (3,000.00)						\$ 3,000.00
Focus Group	\$ (1,000.00)		\$ (500.00)	\$ (500.00)						\$ 500.00
Hardship			\$ (250.00)	\$ (250.00)						\$ 250.00
At Risk Lunch Group			\$ (250.00)	\$ (250.00)						\$ 250.00
Other										\$ 0.00
<b>Academics</b>	\$ (500.00)	<b>Sub-total</b>	\$ (500.00)							\$ 500.00
- Science										
- Math	\$ (500.00)	Contests	\$ (500.00)	\$ (500.00)						\$ 500.00
- Arts				\$ 0.00						\$ 0.00
- Automotive										
- Other										
<b>Athletics</b>	\$ (7,700.00)	<b>Sub-total</b>	\$ (5,000.00)	\$ (3,500.00)		\$ (1,500.00)				\$ 5,000.00
- Uniform Renewal	\$ (5,000.00)									
- Tournament Fees										
- Referees										
- Equipment										
- First Aid Supplies	\$ (700.00)									
- Warm-up Tops										
- Balls, Birds, Pucks, etc.	\$ (2,000.00)									
- Other										
<b>Clubs</b>	\$ (4,450.00)	<b>Sub-total</b>	\$ (3,150.00)							\$ 300.00
- Improv/Photo										\$ 0.00
- Library Book										
- Guitar Building										
- Student/Grad Council										
- Performance	\$ (1,000.00)	Jazz Band	\$ (500.00)	\$ (500.00)						\$ 0.00
- Internation Friendship Assoc.										\$ 0.00
- Theatre										
- Spanish	\$ (600.00)	Flamenco Dance	\$ (300.00)	\$ (300.00)						\$ 300.00
- Drama										
- Stagecraft										\$ 0.00
- Maker Space	\$ (1,000.00)	Set-up	\$ (500.00)	\$ (500.00)						
- Chess	\$ (150.00)		\$ (150.00)	\$ (150.00)						
- Lego Builder's	\$ (700.00)		\$ (700.00)	\$ (700.00)						
- Other	\$ (1,000.00)	Finger Board	\$ (1,000.00)	\$ (1,000.00)						
<b>Field Trips</b>	\$ (2,000.00)	<b>Sub-total</b>	\$ (500.00)							\$ 500.00
- Textiles										
- Geography 12	\$ (1,000.00)	Geo & Econ	\$ -	\$ 0.00						\$ 0.00
- Senior Resource Room										
- Alternate Program Art	\$ (1,000.00)	Studio Space	\$ (500.00)	\$ (500.00)						\$ 500.00
- Modified Academics										\$ 0.00
- Academic Leadership										
- Other										
<b>Furniture</b>	\$ (8,500.00)	<b>Sub-total</b>	\$ (8,500.00)							\$ 3,892.10
- Library	\$ (6,000.00)	Chairs & Stools	\$ (6,000.00)	\$ (6,000.00)						\$ 6,000.00
- Resource Room										
- Supportive Learning										
- Conference Room	\$ (2,500.00)	Tables & Chairs	\$ (2,500.00)	\$ (2,500.00)			\$ (4,607.90)			\$ (2,107.90)
- Other										
<b>Electronics</b>	\$ (3,500.00)	<b>Sub-total</b>	\$ -							\$ 0.00
- Library	\$ (1,000.00)	iPad mini	\$ -	\$ 0.00		\$ 0.00				\$ 0.00
- Conference Room	\$ (2,500.00)	Projector System	\$ -	\$ 0.00						\$ 0.00
- Other										
<b>Special Requests</b>										
<b>Total Expenses</b>	\$ (36,900.00)		\$ (28,015.00)	\$ (26,150.00)	\$ (250.00)	\$ (1,500.00)	\$ (4,607.90)	\$ 0.00	\$ 0.00	\$ 20,442.10
				\$ (27,900.00)			\$ (4,607.90)			
<b>Estimated Year End Balance</b>				\$ 7,911.56	\$ 3,431.83	\$ 121.23	\$ 8,866.53	\$ 3,644.08	\$ 121.23	
				\$ 11,464.62			\$ 12,631.84			