



## Draft Agenda – DSS PAC Meeting September 2013

- 7:00     **Welcome & Introductions**
- 7:10     **Approval of the Agenda**  
          **Approval of Previous Meeting Minutes**
- 7:15     **Burning Issues**
- 2012/13 Budget over-runs (Sign & iPads)
  - Donation Letter
  - Other
- 7:20     **PAC Reports as required**
- Chair
  - Treasurer
  - DPAC
  - Communications
  - Emergency Preparedness
  - School Planning Committee (elections in October)
  - Dry Grad
- 7:30     **Principal's Report – Q & A**
- 7:50     **PAC Website**
- Pacer Pride
  - PAC Vision
  - Action Plan
  - School Planning Committee (SPC) members
- 8:00     **Nutrition Break**
- 8:10     **Budget Discussion**
- Teacher / Student Funding Requests
  - 2014 Major Project
  - Draft Budget
- 8:30     **New Business**
- 8:40     **Activity / Presentation**
- 9:00     **Adjournment**

**Next Month's Meeting:** October 16th, 2013

**Topic:** Budget Approval

DRAFT  
Delta Secondary School  
PAC General Meeting  
Minutes – September 18, 2013

**Attendees**

Wayne Manary (Chair)	Terry Ainge (Principal)
Hilary Cole (Past Chair)	Crystal Milley (Emergency CoOrdinator)
Mike Brigham (Vice Chair)	Nicki Bavis (Treasurer)
Karen Russell (SPC Rep)	Shelley Franklin (SPC Rep)
Adrienne Gardiner (Secretary)	Karen McDonell (Communication Rep/SPC)
Aimee McKinney (DPAC Rep)	Cyndi Smith (out-going DPAC Rep)
Sun Joo Eun	Sun Yeol Lee
Leanne Pryce	Linda Barrett
Parkash Athwal	

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

There were introductions made by the new PAC.

**1. Adoption of the Agenda**

*Motion: To adopt agenda for the meeting.*

Moved, seconded and carried.

**2. Adoption of Minutes of 19 June 2013**

*Motion: To accept the Minutes made by Shelley Franklin, seconded by Cyndi Smith and carried.*

**3. Burning Issues**

- 2012/13 Budget over-runs (Sign & iPads)
  - Recommended by Terry to remove the Sign Wiring from the budget for this year.
- Donation Letter
  - Deferred for discussion at next PAC meeting
- Other
  - Parent meeting for returning Grade 12's was held in August. The purpose was to discuss upcoming grad events and to form the Dry Grad Committee. Other grad events that are not sanctioned by the school were also discussed. During the PAC meeting we discussed the specific non-sanctioned event known as Hell Night.

**4. PAC Reports as required:**

- Treasurer Report
  - Motion: To accept the report made by Karen Russell, seconded Mike Brigham and carried.*
- DPAC Report will be presented next month.
- Dry Grad – Chair will meet with the committee to coordinate gaming licences and other PACER representation.

## 5. **Principal's Report**

- Staff changes were outlined
- Enrollment is down again this year and expected to show a similar trend through 2016 when in 2017 a reverse upward trend is expected.
- School growth plan – two approaches have been developed to engage students and reduce anxiety. The first will be a workshop titled “Breaking Down the Walls” that is open for Grade 9, 10, 11 & 12 students. This will take place at the school during classroom time on 30 Sep to 4 October. Some staff and possibly parents, will be able to participate to engage students in connectiveness with the school and community. This four day workshop will take place in the school gym and have between 150-170 students each day. Teachers will identify leaders and participants for the workshop. However, students also have the opportunity of completing a questionnaire form and have the option of either nominating themselves or others.
- School Fees are due 17 October and these will be posted on the website. Students will also come home with their list from their teacher.
- A non-profit school Vision Care organization approached DSS to provide free optometrical examinations for all students and will be at the school in October. They are licensed optometrists and eyewear would be provided free of cost.

## 6. **PAC Website**

- The Chair identified there were areas on the PAC site that required updating.
- Pacer Pride section and PAC Vision will be discussed at the next meeting.
- Action Plan will be updated.
- School Planning Committee

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## 7. **Election**

- *Motion: To nominate Aimee McKinney as DPAC representative.* Moved by Nicki Bavis, seconded by Crystal Milley and carried.
- Aimee McKinney elected to DPAC position.

## 8. **Budget**

After discussion, this was deferred to next month's meeting.

## 9. **New Business**

There was no new business.

## 10. **Next Meeting 16 October, 2013**

DSS Library - 7:00pm

Meeting adjourned at 8:45pm

## Treasurer Report for September 18<sup>th</sup>, 2013

We currently have three bank accounts: the gaming account, the general account and the Pacer Partner account. Attached you will find a breakdown for each account.

### Gaming Account

I have estimated the gaming funds to be allocated to DSS at \$22,700. This is based on \$20 for the 1,135 students at DSS. We have not received this money yet so this is just an estimate. This money is to be deposited by September 30<sup>th</sup>, 2013. The expenses that have been allocated in the attachments I obtained from the May 15<sup>th</sup> PAC meeting minutes. I have received one bill that is still outstanding from last year and it was for grade 8 transition expenses. The remaining funds available after the preliminary budget are \$3,464.53. Our enrollment has dropped significantly which has reduced the gaming funding.

### Pacer Partner Account

This account consists of donations made to DSS and can be utilized at the discretion of the PAC unless stipulated otherwise at the time of the donation. We currently have \$700 that have been stipulated and needs to be spent as follows: \$200 for the athletic program and \$500 for the science programs.

### General Account

There is currently one outstanding expense for this account which is for the cost of the gifts for the outgoing PAC executives from last year. This account was utilized very little last year.

**Gaming Budget 2013/14**

Opening Gaming Bank Balance	\$8,468.55	
2012/13 Outstanding Transactions	<u>(\$204.02)</u>	
Current Gaming Bank Balance	<u>\$8,264.53</u>	
Current Gaming Bank Balance	\$8,264.53	
Estimated Gaming Funding (1135 x \$20)	<u>\$22,700.00</u>	
Total Fund Available		\$30,964.53
Expenses (as per May 15th, 2013 minutes):		
Refurbish Library	<u>(\$5,000.00)</u>	
Electronic Sign	<u>(\$5,000.00)</u>	
Student Awards/Recognition	<u>(\$5,000.00)</u>	
Grade 8 Transition	<u>(\$3,000.00)</u>	
Hardship	<u>(\$500.00)</u>	
Teensafe	<u>(\$3,000.00)</u>	
Scholarships	<u>(\$1,000.00)</u>	
Athletics	<u>(\$5,000.00)</u>	
Total Expenses		<u>(\$27,500.00)</u>
<b>Remaining Funds Available:</b>		<b><u>\$3,464.53</u></b>

Notes:

1. 2012/13 Outstanding Transaction is for last year Grad 8 Transission

**General Budget 2013/14**

Opening General Bank Balance	\$6,013.47	
Total Fund Available		\$6,013.47
Expenses:		
Gifts	<u>(\$70.00)</u>	
Total Expenses		<u>(\$70.00)</u>
<b>Remaining Funds Available:</b>		<b><u>\$5,943.47</u></b>

Notes:

1. Gifts for outgiong PAC Executive from June 2013

**Pacer Partner - Donations Budget 2013/14**

Opening Gaming Bank Balance	\$3,057.51	
Total Fund Available		\$3,057.51
Expenses (as per May 15th, 2013 minutes):		
Athlet ic Program	<u>(\$200.00)</u>	
Science Program	<u>(\$500.00)</u>	
Total Expenses		<u>(\$700.00)</u>
<b>Remaining Funds Available:</b>		<b><u>\$2,357.51</u></b>

Notes:

1. Expenses listed are stipulated at time of donation.
2. Opening balance is based on prior financials - will confirm.



# DSS PAC

c/o 4615 - 51st St., Delta, BC, V4K 2V8

## *PAC Fundraising Request 2013/14*

*As parents, we all care about the same thing, that our children have a positive educational experience and develop the habit of lifelong learning. Our hope is that whatever tools and supports our children need will be available. It is the DSS PAC's objective to follow goal oriented steps laid out in our vision/budget <http://deltasecondaryschool.wordpress.com/about/> and channel our fundraising efforts to ensure that ALL our children benefit from the work the PAC does.*

*We would like to stress that all donations are entirely voluntary, and donations over \$25 will be eligible for tax receipts.*

*In the past, Pacer Partner funds have been targeted towards new technology, software, projectors and SmartBoards.*

*Donated funds are in the control of the PAC in consultation with our school principal. After receiving requests from parents and staff, a draft budget is drawn up, discussed and voted on at the PAC meetings. **All parents have an equal vote at the PAC meetings, so this is where you have the ability to influence the priorities as much as any other parent.***

*In order to plan and implement PAC initiatives for the coming school year, we would appreciate receiving donations by **October 8th**. **Cheques should be made payable to the "Delta Secondary School"**, not to the PAC. Please drop off the donation form and cheque at the school office. In order to receive a tax receipt you must complete the attached form so that the school board can ensure that your donation is processed and a tax receipt is returned to you by the end of this calendar year. To protect your privacy the PAC does not receive a breakdown of what any individual or family has donated.*

*Thanks to everyone who gives of themselves for our children and our school,*

*The Delta Secondary School Parent Advisory Council*

*I would like to become a PACER PARTNER and donate to the Delta Secondary School PAC*

*Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_*

*Street: \_\_\_\_\_*

*City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_*

*Home phone number: \_\_\_\_\_*

*Please accept my donation of: \$ \_\_\_\_\_ Date: \_\_\_\_\_*

*Please send this form with a cheque made payable to "Delta Secondary School".*

*Choose:*

*I would like my donation to be used where it is most needed*

*I would like my donation to be directed to \_\_\_\_\_  
(name of program)*

*Through the generosity of the above Pacer Partner, the education that our children receive continues to be enhanced because of their direct support and donations.*

*Please indicate if you require a tax receipt: YES NO (tax receipts will only be issued for donations of \$25 or more)*

*Our children's learning remains at exceptional standards as a direct result of your caring and your contributions. Thank you for making the education of our students a priority in your family life.*

***DSS PAC***

# The Delta Secondary School Parent Advisory Council

## Vision for Our School and

### Budgetary and Communication Guidelines

#### **Vision:**

The Parent Advisory at DSS believes that parents have a role in the education system, and wishes to participate in ways that benefit our children's school.

We believe the basic needs of all of our students must be met. We also believe that our school must be a welcoming place for all who learn and work here. The population at DSS is large, dynamic and diverse, and we wish to support each and every student find success in his or her unique way. We also wish to collaborate with and support all those who work and learn in the school system: educational staff, school administration, student council and support staff.

#### **Budget:**

We intend to allocate our funds in a manner that supports our vision.

We currently have access to two streams of funds, gaming dollars and general revenue dollars. Gaming dollars have restrictions placed upon them which make certain purchases ineligible. Purchases which are ineligible for Gaming funding must be purchased through general (fundraised) revenue. Types of expenditures that would fall within each fund are:

#### **Gaming**

Athletics  
Clubs  
The library  
Scholarships  
Field trips  
Grade 8 orientation/welcome  
Student council

#### **General**

Curricular classroom items such as  
work books, classroom computers  
I block

#### **Communications:**

We want to ensure that all parents of students at DSS are well informed about their school. We will provide timely, accurate and pertinent information about issues that affect parents and students at DSS. We will be responsive to the needs of the parent community.

April, 2010



## Delta Secondary School Parent Advisory Council

### Action Plan 2013/2014

Date	Description of Task/Project	Person Responsible	Comments
May/June	Parent Calendar/ Handbook	Comm Coord/ volunteers	writers and proof readers - maybe ??
May/June	Donation letter to parents	Comm Coord/Chair	compose letter spring, delivered August/September
August	Request e-mails from parents in newsletter	Comm Coord/Chair	ask to be included in school newsletter
August	Update website with new Pacers Pride letter	Comm Coord/Chair	
September	PAC Business Meeting	Chair	Create agenda & Chair meeting
September	Awards Night: 2 @ \$500 scholarships from PAC	Chair	Make presentation at Awards Night
September	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
September	Minutes of Meeting	Secretary	Take minutes & post to website
October	PAC Business Meeting	Chair	Create agenda & Chair meeting
October	PAC Business Meeting	Chair	Secret Ballot Election of SPC Reps
October	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
October	Minutes of Meetings	Secretary	Take minutes & post to website
October	Update website	Comm Coord	Update website with the results of the election
November	PAC Business Meeting	Chair	Create agenda & Chair meeting
November	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
November	Minutes of Meetings	Secretary	Take minutes & post to website
January	PAC Business Meeting	Chair	Create agenda & Chair meeting
January	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
January	Minutes of Meetings	Secretary	Take minutes & post to website
February	PAC Business Meeting	Chair	Create agenda & Chair meeting
February	PAC Business Meeting	Chair	Budget introduced for discussion
February	BCCPAC Resolutions for Discussion	DPAC Rep	Time in meeting for review/feed-back
February	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
February	Minutes of Meetings	Secretary	Take minutes & post to website

<b>Delta Secondary School Parent Advisory Council</b>			
<b>Action Plan 2013/2014</b>			
<b>Date</b>	<b>Description of Task/Project</b>	<b>Person Responsible</b>	<b>Comments</b>
March	PAC Business Meeting	Chair	Create agenda & Chair meeting
March	PAC Business Meeting	Chair	Further budget discussions
March	PAC Business Meeting	Chair	Form Election Committee
March	PAC Business Meeting	Chair	Call for Nominations for Executive Positions
March	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
March	Minutes of Meetings	Secretary	Take minutes & post to website
April	PAC Business Meeting	Chair	Create agenda & Chair meeting
April	PAC Business Meeting	Chair	Further budget discussion
April	PAC Business Meeting	Chair	Call for Nominations to Executive
April	PAC Business Meeting	Chair/ Executive	Call for Year End Reports from Executive incl. Dry Grad
April	PAC Business Meeting	Treasurer	Proposed budget for discussion
April	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
April	Minutes of Meetings	Secretary	Take minutes & post to website
May	Annual General Meeting	Chair	Create agenda & Chair meeting
May	Annual General Meeting	Chair	Election of PAC Executive at AGM
	Annual General Meeting	Chair	Present proposed budget for Fall vote
	Annual General Meeting	Chair	Announce June Social date & decide if it will be regular meeting
May	BC Gaming Funds Application	Treasurer	Create proposed budget
May	BCCPAC Membership Application	DPAC Rep/ Treasurer	Cheque required
May	Letter to Grade 7 Parents (incoming Grade 8s)	DPAC Rep	Send invitation to the Ladner Elementary schools
May	Add Agenda to Website	Secretary	Call for reports & agenda 10 days before PAC meeting
May	Minutes of Meetings	Secretary	Take minutes & post to website
May	Update Website	Comm Coord	Update website with the results of the election
June	Create new/revise parent handbook	Secretary	Not sure this is still necessary
June	Update Website for Coming Year	Comm Coord	Add new meeting dates, delete information, etc.
ongoing	Emergency Preparedness	Member at Large	Provide regular feedback at each meeting
ongoing	Dry Grad	Member at Large	Provide regular feedback at each meeting
ongoing	Update DSS Web site	Comm Coord & Secretary	Update website as necessary

<b>DSS Gaming Budget Discussion - 2013-2014</b>						
<b>Long Term Items</b>			<b>Annual Support</b>		<b>Teacher Requests</b>	
Reburish Library	\$5,000		Student Awards/Recognition	\$5,000	Athletics	\$5,000
Electronic Sign (final)	\$5,000		Grade 8 Transition	\$3,000		
			Hardship	\$500		
			Teensafe	\$3,000		
			Scholarships	\$1,000		
	<b>\$10,000</b>			<b>\$12,500</b>		<b>\$5,000</b>
<b>Grand Total</b>	<b>\$27,500</b>					