

Henry Anderson Parent Advisory Committee (PAC) - Budget Sub-Meeting Minutes
Tuesday, November 7, 2023 - 6:45pm-9:40pm



Attendees: Mary Hsi (Vice Chair); Vivian Ko (Treasurer), Suellen Zhou (Secretary), Erin Sagarbarria (Co-Secretary), Cecilia Leung (CC), Gail Lam, Theola Lu
Via Zoom: Selina Chen (Co-Treasurer), Claire, Cam Ping (Sally's Mom), Emi

Regrets: Aisha Elgahmodi (Chair); Baren

Purpose of Meeting

Discuss 2023/2024 budget items and Teacher's Wishlist prior to voting on the budget at the next PAC meeting.

Documents posted on Anderson PAC website for discussions (attached):

- 2023 2024 HAES Budget - Draft.pdf
- 2023 2024 Teachers Wish List PAC - In preference order_0.pdf
- 2022-23 Anderson Elementary PAC Financials - SOO Budget vs Actual.pdf
- **POST MEETING ADDITION: 2023-2024 PAC Wish List - final voting Nov21 (Wish List items shortlisted by PAC members to simplify voting at the next Nov meeting)**

1. Budget Discussion with reference to 2023 2024 HAES Budget - Draft.pdf

- Propose to budget \$120 in the Operating Budget for PAC meeting refreshments (\$20 at each of 6 remaining PAC meetings for the school year)
- *Grade 7 Luncheon*: \$15/child. Exact number of Grade 7 students unknown (estimated 66 at this meeting)
- *Child Minders for PAC meetings*
 - PAC funds allocated for child minders, but they have not been used thus far this year.
 - Mary advised that in the past, pizza/hot lunch had been provided for the student volunteers and suggested gift cards can be given to students who volunteer "x" number of times.
 - Suellen suggested gifting discounted movie tickets that she may be able to acquire to the student volunteers.
 - Decision is to tentatively leave PAC funding at \$140.
- Recommendation to hold another budget discussion meeting in Spring 2024 with updated numbers from expenditures/fundraisers for further allocation of funds for the 2023/2024 school year.

ACTION:

- CC to confirm number of Grade 7 students this year and advise Vivian who will update the *Grade 7 Luncheon* budget accordingly.
- Suellen to obtain quote for movie tickets and present it at the Nov PAC meeting.

2. Teachers' Wishlist with reference to 2023 2024 Teachers Wish List PAC - In preference order_0.pdf

- Item #2 Field Trip Subsidy
 - Estimated enrollment is 614 students, which amounts to \$12,280 from the Gaming Grant (\$20/child). Best to base it on 610 students and leave a buffer.
 - Mary advised \$10,918 was spent on field trip in the 2022/2023 school year.
 - Discussion on limiting the number of field trips PAC will fund for each class for perception of fairness (e.g., a student may feel disappointed to learn other classes go on multiple trips)

when they only go on one). However, other considerations include parents funding additional trips, teacher preference in remaining on school grounds for in-house experiences, and insufficient volunteers for out-trips.

- Currently, teachers can use the \$20/child subsidy for any number of fieldtrips but cannot transfer funds between classes.
- Discussion on reducing field trip subsidy. Considerations:
 - Field trip subsidy is high on the Teachers' Wishlist priority. Possible to fund other items as the year goes on with proceeds from future hot lunch and other fundraisers.
 - PAC priorities matter as well - canopies and sandbox would offer daily/frequent use/benefits and additional proceeds from fundraisers as the year goes on can be used for field trips.
 - Teachers need to know early on how much they have for field trips for booking.
 - Difficult to project incoming funds from future hot lunch days and fundraisers.
 - Reallocation of funds must meet Gaming Grant conditions. PAC should use Gaming Grant funds prior to others due to restrictions in its usage.
 - PAC can partially fund items and the school can cover the remaining amount.
 - Low percentage of children have requested financial help from the school.
 - Mary advised only \$346 was used for outdoor equipment in the 2022/2023 school year.
- Item #8 Additional Fine Arts Booking
 - Decision not to consider this item for PAC funds as it requires a clearer definition.
- Item #10/#15 ADST (fabrics, felt, cutting mats and vinyl etc) and bins for ADST
 - Decision to remove from Wishlist consideration as they're low on the list and Suellen has offered to look into building inventory via donations over the next few years - Thanks, Suellen.
- Item #14 Safety glasses for PE (hockey etc) \$600
 - Suellen has already donated 10 pairs of safety glasses to Anderson - thanks to Suellen.
 - School requested 60 pairs which Suellen will endeavor to meet over the next few years.
 - Decision to remove PAC fund allocation of \$600 to safety glasses.

ACTION:

- CC to confirm number of Grade 7 students this year and advise Vivian who will update the *Grade 7 Luncheon* budget accordingly.
- Present 3 scenarios at Nov PAC meeting illustrating allocation of funds should PAC vote to decrease the field trip subsidy. **POST MEETING UPDATE: Refer to document 2023-2024 PAC Wish List - final voting Nov21:**
 - Option A: Remain at \$20/child and PAC can still replenish outdoor equipment (Item #6; \$1500) and purchase 2 canopies (Item #7; \$600).
 - Option B: Decrease to \$15/child and PAC can replenish outdoor equipment (Item #6; \$1500), purchase 4 canopies (Item #7; \$1200), and contribute half the cost for a portable sound system (Item #8) OR a Gaga ball court (Item #9) with \$3000.
 - Option C: Decrease to \$10/child and PAC can replenish outdoor equipment (Item #6; \$1500), purchase 4 canopies (Item #7; \$1200), and purchase in full a portable sound system (Item #8) OR a Gaga ball court (Item #9) with \$6000.
- PAC Exec to request additional data on field trip subsidy use from the school to assist with future budgeting decisions.

3. **Operating Budget** with reference to *2023 2024 HAES Budget - Draft.pdf*

- Teachers' Wishlist has grown.
- Vivian advised PAC is already at its maximum in Operating expenses on the Draft Budget.
- Gail suggested to leave a \$3000-\$5000 buffer rather than \$7000 and reallocate the difference elsewhere.

4. **Other-PAC Communication and Participation**

- Increased and direct participation of the PAC Chair in in-person meetings and other communications (e.g., email responses and PAC chats) was requested by several PAC members for leadership reasons as well as for her to further fulfill Chair duties as outlined in the PAC Constitution.
- Suggestion to have Chair to create a PAC Executives chat that is separate from the PAC General chat.
- Selina Chen and Gail Lam requested Mary to add them back into the PAC General chat.
- AndersonPACgeneral@gmail.com - Mary to grant access to Secretaries Suellen and Erin for them to carry out Secretary duties as outlined in the PAC Constitution.
- CC recommended developing a Meetings Guideline and Etiquette document to improve meeting efficiency.
- Aim to post meeting agenda online a week before scheduled meetings to allow PAC members time for preparation and therefore, increased participation and productivity. Meeting minutes should be posted ahead of the agenda.
- PAC Welcome Table or other event to showcase PAC's successes and function, encourage participation, increase PAC visibility and accessibility.
- PAC Communications Person to run a platform that makes accessibility easier for members and is more effective.

ACTION:

- Concerned PAC Executives to write a formal email expressing their concerns and request a direct response from Chair in the form of an email or in-person meeting.
- Mary to add Selina and Gail back into the PAC General chat.
- Mary to provide Suellen and Erin with access to AndersonPACgeneral@gmail.com.

5. **Other-Fundraising**

- Purdy's: Canny to take over Purdy's fundraising and work with CC.
- Increase the number of hot lunch days, but the waste it generates proves an obstacle.

ACTION:

- Mary to communicate with Canny to work with CC and clarify which Purdy's fundraisers are for PAC and which are for Grade 7.
- PAC to develop a plan to reduce waste resulting from hot lunch days such as having student bring all packaging home. To be discussed with Sean when a plan is developed.

HENRY ANDERSON ELEMENTARY SCHOOL					
DRAFT BUDGET					
For the SY 2023-2024					
	Operating	Gaming	Special Funds	Comments / Assumptions	PY Actual
Budgeted Revenues					
Gaming Grant		12,160.00			12,000.00
Estimated Hot Lunch Revenue	36,400.65			Based on PY actual and assumption of vendors	41,778.75
Fundraisng - Arts Created by Kids	2,000.00			Art Created by Kids (annual)	2,092.79
Fundraising - Purdy's	300.00				
Fundraising - other?					
Playground Fundraiser					
Interest Income					
Total Budgeted Revenues	38,700.65	12,160.00	-		55,871.54
Budgeted Expenses					
Estimated Hot Lunch Costs	24,702.65				30,023.84
Halloween - pumpkins		1,500.00		\$2.50 / pumpkin x 600	1,300.00
PAC Office Supplies	200.00			Annual. Same as prior years	47.27
Grade 7 Luncheon		855.00		Annual commitment. Same as prior years. \$15/ student - consider adjusting	855.00
Volunteer Appreciation	500.00			Annual commitment. Same as prior year.	256.16
Admin Appreciation	150.00			Annual commitment. Same as prior year. Lunch for 5 ppl, flowers for 3 office staff.	150.00
Staff Appreciation	500.00			Annual commitment. Same as prior year.	500.00
Child Minders for PAC meetings	140.00			Annual commitment. Same as prior year.	
Food Safety Course	100.00				93.44
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00			Annual commitment. Not permitted from gaming going forward	250.00
<u>TEACHER WISHLIST ITEMS (in priority order)</u>					
Classroom supplies for Divisions (science, art, seeds)	6,500.00			Total of 26 divisions. \$250 allocation for each division. (same in PY)	5,673.94
Field Trip subsidy		12,220.00		Total of 611 students @ \$20/student. (PY \$20/student)	10,918.30
Classroom Library Funds				Total 26 divisions. \$200 allocation for each division in PY. \$250 requested for CY. Denied	\$4,266.32
School Supplies for Resource Staff	2,000.00			\$200 for each resource staff. (11 in PY, 10 in CY)	1,601.60
Arts Programming - Hip Hop Dance	3,750.00			Funding 1/2, same in PY Bollywood. Consider PAC Cover \$x/student in future.	3,810.00
Additional Sand Play Areas - K zone (log and rock border) & Additional near current pit	4,000.00				
Replenish Outdoor Equipment					346.61
Additional Fine Arts Booking					
4 good quality portable canopies (rain/sun shelters)					
ADST (fabrics, felt, cutting mats, vinyl, etc.)				\$2,000 budgeted in PY	727.09
Portable sound system				\$5000 in PY allocated to ipads	5,000.00
Gaga ball court					
New logo painted in gym				\$1,500 budgeted in PY	
Safety glasses for PE (hockey, etc)					
Storage bins for ADST materials					
<u>Funded in prior year, not requested in current year</u>					
Music equipment (ukeleles)					1,433.32
Small deep freezer for first aid room					476.22
Total Budgeted Expenses	\$ 43,042.65	\$ 14,575.00	\$ -		\$ 67,729.11
Budgeted Operating Results	(\$4,342.00)	(\$2,415.00)	-		(11,857.57)
Total Cash Balance as of June 30, 2023 (book	\$11,344.92	\$3,252.02	\$25,961.81		\$52,471.60
Budgeted Cash Balance at June 30, 2024	\$7,002.92	\$837.02	\$25,961.81		40,614.03
	To be determined				
	Completed				

PAC Wish List

In preference Order:

<u>Item or Program</u>	<u>Approximate Cost</u>
1. Classroom money for miscellaneous Supplies (science, arts, seeds)	\$250 per classroom(\$6500) <i>approved for 2024</i>
2. Field Trip Subsidy	*\$20 per student (\$12000)
3. Classroom Library funds	*\$250 per division \$6500
4. Resource Teacher funds (resources etc)	\$200 per teacher (\$2000) <i>approved for 2024</i>
5. Hip Hop Dance program	*\$7500.00 <i>approved \$3,750 for 2024</i>
6. Additional Sand Play Areas Defined Sand pit – K Zone Log and rock border And Additional Sand Pit near current pit	*\$4000
7. Replenish Outdoor equipment	*\$1500
8. Additional Fine Arts Booking	*\$1800
9. 4 good quality portable shelter canopies (for protection from rain and sun)	*\$1200
10. ADST (fabrics, felt, cutting mats and vinyl etc))	\$1000
11. Portable Sound System	\$6000
12. Gaga ball court	*\$6000
13. New logo painted in Gym	*\$1500
14. Safety glasses for PE (hockey etc)	\$600
15. Storage Bins/compartments for ADST materials	\$800

*items that could be funded by gaming grant

For the SY 2022-2023

Fundraising account: \$738.35

PAC Wish List

In preference Order:

Item or Program	Approximate Cost
1. Classroom money for miscellaneous Supplies (science, arts, seeds)	\$250 per classroom(\$6,500) <i>approved for 2024</i>
2. Field Trip Subsidy	*\$20 per student (\$12,000)
3. Resource Teacher funds (resources etc)	\$200 per teacher (\$2,000) <i>approved for 2024</i>
4. Hip Hop Dance program	*\$7,500.00 <i>approved \$3,750 for 2024</i>
5. Additional Sand Play Areas Defined Sand pit – K Zone Log and rock border & Additional Sand Pit near current pit	*\$4,000 <i>approved for 2024</i>
6. Replenish Outdoor equipment	*\$1,500 (note 1)
7. 4 good quality portable shelter canopies (for protection from rain and sun)	*\$1,200
8. Portable Sound System	\$6,000
9. Gaga ball court	*\$6,000

*items that could be funded by gaming grant

(note 1: if outdoor equipment is used for curriculum purposes, like outdoor education class, it is not eligible for the gaming grant)

Wish List Item	Option A	Option B	Option C
#2 - Field trip	\$12,220* (\$20/person)	\$9,165* (\$15/person)	\$6,110* (\$10/person)
#6 - Outdoor equipment	\$1,500	\$1,500	\$1,500*
#7 - Portable canopies	\$600 (2 canopies)	\$1,200	\$1,200*
#8 - Portable sound system OR #9 - Gaga ball court		\$3,000 (half of requested)	\$6,000
Notes:		Hip hop funded by gaming	Hip hop, outdoor equip, canopies funded by gaming