



École Marlborough School
PAC Annual General Meeting Agenda
May 19, 2016 at 6:30pm – 8:30pm
West Staff Room

PAC Email: Marlborough.PAC@sd41.bc.ca

School Website: <http://marlborough.sd41.bc.ca>

Enter through south doors (band room entrance east of West Gym) - - via Nelson St. Parking lot

<u>Agenda Items</u>	<u>Time</u>
1. Introduction (Evangeline Jonasson)	6:30pm – 6:35pm
2. Marlborough Garden Project (Amelia Dare)	6:35pm – 6:45pm
3. Burnaby Parks and Recreation (Rohan Matts)	6:45pm – 6:55pm
4. PAC Chair Report (Evangeline Jonasson)	6:55pm – 7:05pm
5. Principal Report (Shelley Park)	7:05pm- 7:15pm
6. Treasurer's Report (Victor Sihombing)	7:15pm- 7:30pm
7. PAC Constitution & Bylaw Amendments (Evangeline Jonasson)	7:30pm- 8:00pm
8. PAC Exec Nominations (Evangeline Jonasson)	8:00pm – 8:20pm
9. Q&A	8:20pm – 8:30pm

Presenters - Due to time constraints please be mindful of the time allotted for your presentation.

École Marlborough School
Marlborough Annual General Meeting Minutes
May 19, 2016 6:30pm-8:30pm
West Building Staffroom



Attendance:

Parents—Diana Lam, Victoria Brown, Mariah Battisson

PAC Exec - Evangeline Jonnasson (Chair), Gadis Setiaputri (Vice- Chair), Victor Sihombing (Treasurer), Manami Calvo (Co-Secretary), Jimmy Lowe (Co-Secretary), Denise Brown (DPAC), (former SPC member)

Marlborough Staff - Shelley Parks (Principal), Jeff Hutton (Head Teacher), Amelia Dare (Grade 1 teacher)

Guest speakers –Rohan Motts, Burnaby Parks and Recreation

Agenda Items

1) Introduction (Evangeline Jonasson)

- i. Welcome comments
- ii. Introductions

2) Marlborough Garden Project (Amelia Dare)

1. Madame Dare would like to thank the PAC Exec and parents for their contribution to the garden
2. Garden resource package were bought "the classroom.com" - enough resources for ten teachers, including Pro-D day training and monthly training sessions. Foundation of the program provided in kit. Program is made by "Room to Play".
3. First year – 8 troughs (broccoli, kale, cauliflower)- ties into food literacy. Funding helped teachers learn the planting cycle and the types of produce to grow.
4. Looking for parents who are interested in being summer volunteers
5. Ties into new school curriculum, i.e. critical thinking, inquiry. Also ties into "Wild skills" initiative – three year long program, using outdoors at classroom

3) Burnaby Parks and Recreation (Rohan Motts)



1. Burnaby Parks and Recreation (BPR) currently planning activities for following year – would like the input of Marlborough parents. Please fill out online survey (Afterschool Survey: Southwest). It is available online on their website: <https://www.burnaby.ca/Things-To-Do/Be-Active-Programs/Programs-for-Everyone/After-School-Programs/Afterschool-Survey--Southwest.html>
2. Diana Lam – most parents are requesting more sports. She will ask the parents she knows to fill out the survey.
3. Gadis S – asked about “Schedule at a Glance” – flyer list of activities at Marlborough only.
4. Victoria Brown – suggested “Meals Around the World”, a program BPR once offered.
5. Evangeline – Suggested more seasonal programs (i.e. Halloween)

4) PAC Chair Report (Evangeline Jonasson)

1. September 2015 –

School Sport Equipment \$269.45.

Looking for a parent volunteer to head this, count inventory, etc

Gadis commented that sports equipment is well maintained this year.

Coastal Jazz - \$500.00

Trio of musician – performance (this group performed at the Shadbolt Centre the same evening).

2. October 2015

Gardening Club \$4,500.00

Diana Lam and Victor Brown approves of the expense, citing it is good use of funds.

General membership – motion to approve expenditure passed.

3. November 2015

Artist in the Classroom “Dirt to Treasure” \$1900.00

Each child gets a tile and put their “mark” on the tile (i.e. leaves, etc). All currently getting glazed

Pictures of each tile will be taken and a collage made of the pictures

Each tile will be brought home by children

General membership – motion to approve expenditure passed

4. December 2015

Drumathon for Syrian Refugees \$407.49

5. January 2016

Maple Cookies for Carnaval \$139.49

6. May 2016

Teacher Appreciation Lunch Budget \$800.00

7. June 2016

Ice Cream Party \$400.00 (270 children receiving ice cream, e.g. track & field)

8. Teacher’s Wish Lists for 2015-16

2015-16 Submitted Wish List: Music Department by Ms. Lazaruk, Ms. Winters, Ms. Johnson and Ms. Speakman.

Approved: \$1818.00

Not-Submitted: Primary and Intermediate Teachers

*** Two deadline notices were given PAC Exec: November 17, 2015 & January 4, 2016.

*** Next submission for the Teachers Wish List will be for the following school year (October 31, 2016).

5) Principal's Report (Shelley Parks)

1. Thank you to the parents.



2. Staffing changes for 2016-17 school year - Mr. Jeff Hutton has been appointed Vice-Principal the 2016-17 school year, Ms. Diana Sakic will be the new Head Teacher for the 2016-17 school year, three teachers retiring, changes with learning support staff.

3. Student body will be about the same as this year, 905-907 students, 37 divisions

4. Planning for another computer lab – in West Building, for fall September 2016.

5. New office for Mr. Jeff Hutton in East Wing.

6. Heritage Fair – students won 7 awards and one student is going to the Provincial Competition. Track and Field – teams won 7 out of 8 plaques.

7. Kindergarten Orientation is May 31.

8. Year finishing up quickly. Final assembly for June 29, 2016.

9. We have had a wonderful year – thank you for all

10. Jeff Hutton – Yearbooks are on sale until Tuesday - \$20 each.

6) Treasurer's Report – Marlborough PAC Income Statement for September – April 2015 (Victor Sihombing)

1. In Sept 2015, we found School District Error in billing PAC for Computer Lab invoices prox. \$10, 400.00. As it was requested current PAC, School District returned that payment within 60 days.
2. Recently, we made a revision in reimbursement form, required supporting documents and providing the guidelines on how to fill the form.
3. Review of income Statement
Highlights
 - \$5/per child for fieldtrips
 - Bookfair profits are up
 - Hotlunch is our biggest income generator
 - Photo, Pancake Breakfast
4. Review of Bank Statements
Page 2/5 – We have \$30,000 in our term deposit. The interest goes into the PAC's income account.
5. Review of Bank Reconciliation
6. Gaming Account Analysts
 - Proof of payment is necessary
7. Still expecting \$4000 from Hot lunch (paypal)

7) PAC Constitution & Bylaw Amendments (Evangeline Jonasson)

1. Acknowledgement that PAC was 5 days late in sending out the C&B amendments
2. Slide 1 - Motion approved (Denise and Jimmy)
3. Slide 2 – page 4. Bylaw 1.3 – Membership. Motion approved(Gadis and Victor)
4. Slide 3 - Page 7 Executive Committee – Bylaw 6.2 – Motion approved (Zhanna and Jimmy)
Discussion of whether PAC would consider having more co-positions
5. Slide 4 Pg. 7 – Executive Committee 6.4 – Motion approved (Denise and Victor)
6. Slide5 – Pg. 9 – Treasurer Bylaw 7.4.c – Motion approved (Gadis and Zhanna)
7. Slide 7. Slide 6 – Pg. 9 Treasurer Bylaw 7.4.d – Motion approved (Denise and Victor)
8. Slide 7 – Pg 9 Treasurer Bylaw 7.4.e. – Motion approved (Zhanna and Denise)
9. Slide 8 – Pg.9. Standing Committees Bylaw 8.3 - already approved in 2011.
Question from Mariah Battisson regarding why Grade 7 Quebec Fundraising is a Standing Committee, rather than a parent-run committee.
Mrs. Shelley Parks requested that the Grade 7 Quebec Fundraising to be under the umbrella of the school, at the discretion of the Principal
10. Slide 9 – pg. 10 Election Procedures Bylaw 10.1 – Motion approved (Zhanna and Denise)
11. Slide 10 – pg. 10 Election Procedures Bylaw 10.1 – Motion approved (Gadis and Jimmy)
12. Slide 11 – pg 11 – Financial Matters Bylaw 11.4 - Motion approved (Zhanna and Mariah)
13. Slide 12 – pg 12 – Financial Matters Bylaw 11.5 – Motion approved (Denise and Victor)
14. Slide 13 – pg 12 – Financial Matters New Bylaw – Motion approved (Denise and Victor)
15. Slide 14 –pg. 12 – Financial Matters Bylaw 11.6 – Motion approved (Denise and Victor)
16. Slide 15 - pg.22 –Review of PAC Standing Committees and any of the parent committees within the school– already amended in 2011.
17. Slide 16 – pg.22 – “Prior to the Quebec Trip Fundraising Committee planning and/or undertaking any fundraising activities it must:
Speak to the PAC Treasurer...
18. Slide 17 – pg.12 Financial Matters Bylaw 11.11 (motion to approve Jimmy and Gadis)



19. Slide 18 – Pg. 19 Secretary – Duties 3.2 b – all notices must go through School Principal
20. Slide 19 – pg. 19 Treasurer Duties 1.3 - Notices to approve (Jimmy and Victor)
21. Slide 20- pg.20 Treasurer – Duties 2.5 Notices to approve (Jimmy and Denise)
22. Slide 21 – pg 20 Treasurer Duties 2.6 (Jimmy and Denise)

Action Item: J. Lowe will update the PAC Constitution and By-laws.

8) PAC Exec Nominations (Evangeline Jonasson)

1. Gadis Setiaputri nominated Evangeline Jonasson as Chair. Evangeline accepted.
2. Evangeline nominated Jimmy as Co-Secretary, Manami as Co-Secretary and Victor as Treasurer – Victor accepted nomination as Treasurer, Manami and Jimmy declined Secretary role
3. Zhanna nominated herself as CPF Rep
4. Jimmy agreed to fill the Secretary role until new person is found to step into role.
5. Gadis nominated as Vice Chair. Gadis accepted.
6. PAC is looking for Secretary and a DPAC Rep

9) Teacher Appreciation Lunch – 12-1pm, May 27th

Set- up at next Friday at 10:00am



Next PAC General Meeting: TBA @ _____

MARLBOROUGH PAC
 INCOME STATEMENT - 254896
 Sep 01, 2015 to Apr 30, 2016

Revenue

BC Gaming Grant		20,581.00
Sub total		\$ 20,581.00

Interest		
Account 283432		\$ 16.71
Sub total		\$ 16.71

TOTAL REVENUES		\$ 20,597.71
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Expenses

Workshop - Coastal Jazz	25-Sep-15	277	(500.00)
Field Trips	28-Oct-15	274	(936.35)
Field Trips	28-Oct-15	275	(670.26)
Field Trips	2-Nov-15	280	(690.00)
Field Trips	2-Nov-15	278	(200.00)
Field Trips	2-Nov-15	279	(1,713.18)
Sport Equipment	20-Nov-15	282	(269.45)
Field Trips - Div 19, 20, 21, 23, 10	10-Mar-16	289	(914.86)
Field Trips - Div 19, 20, 23, 24, 10, 15, 16	10-Mar-16	288	(1,150.46)
Field Trips - Div 2, 3, 33, 34, 35, 36, 37	10-Mar-16	285	(591.53)
Field Trips - Div 21, 1, 33, 34	10-Mar-16	291	(276.62)
Field Trips - Div 28, 31, 32, 20, 9	10-Mar-16	290	(656.25)
Field Trips - Div 33, 36, 34, 37	10-Mar-16	286	(266.20)
Field Trips - Div 4, 10, 26	10-Mar-16	284	(469.40)
Field Trips - Div 6, 21, 27, 28, 29, 30, 31, 32	10-Mar-16	293	(1,688.04)
Field Trips - Div 8	10-Mar-16	287	(392.96)
Field Trips - Div 24, 25, 26, 8	10-Mar-16	283	(763.06)
TOTAL EXPENSES			\$ (12,148.62)

PROFIT (LOSS)		\$ 8,449.09
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Carried over Balance		\$ 14,429.10
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Balance per our book Apr 30, 2016		\$ 22,878.19
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Balance per Bank Statement Apr 30, 2016		\$ 22,878.19
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Variance		\$ -
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Bank Reconciliation Acct# 254896
May 31, 2016

Bank Balance per Apr 30, 2016

\$ 22,878.19

DEDUCTION

In transit

- Replacement cheque for Saleema Noon
- Field trips
- Field trips
- Field trips
- Field trips

292 \$ (2,257.50)
 294 \$ (1,352.49)
 295 \$ (1,915.96)
 296 \$ (1,333.34)
 297 \$ (360.17)

\$ (7,219.46)

Bank Balance per book as of May 31, 2016

\$ 15,658.73

MAY 01, 2016

my account number

254896 BRANCH 17

my branch

SOUTH BURNABY
COMMUNITY BRANCH
5064 KINGSWAY
BURNABY BC V5H 2E7
T-604 877 7000 TOLL-FREE 1 888 VANCITY
vancity.com

VANCT20500_7240635 E D 16370 00454
MARLBOROUGH ELEMENTARY PAC
GAMING ACCOUNT.
6060 MARLBOROUGH AVENUE
BURNABY BC V5H 3L7



my accounts

Good Money believes the more you put in, the more you should get out. We share our profits with you and your community through Shared Success. For this year's Shared Success program, all business members receive a 3.25% dividend on 2015 Membership Shares. For more information, please visit vancity.com/SharedSuccess

DAILY BANKING

ACCOUNT SUMMARY	OPENING BALANCE ON 01 APR 2016	TOTAL WITHDRAWALS	TOTAL DEPOSITS	CLOSING BALANCE ON 30 APR 2016
COMMUNITY SERVICE ACCOUNT #1	22,876.31	0.00	1.88	22,878.19 ✓
TOTAL NUMBER OF CHEQUES	0			

COMMUNITY SERVICE ACCOUNT #1

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	OPENING BALANCE			22,876.31
30 APR	INTEREST DEPOSITED		1.88	22,878.19

SHARES

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	#1 MEMBERSHIP SHARES			
	OPENING BALANCE			164.57

Note: Shares are not insured by the Credit Union Deposit Insurance Corporation.

Please review your statement and report any errors or omissions to us within 30 days of the statement date. If we don't hear from you within 30 days, this statement will be considered correct.

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MARLBOROUGH PAC BUDGET
2015-2016
ACCT # 254896

GAMING GRANT ACCOUNT ACTUAL 2014-2015 BUDGET 2015-2016 YTD 2015-2016

Grant	Revenue	Expenses	Amount	Revenue	Expenses	Amount	Revenue	Expenses	Amount
Interest Account 254896	\$ 19,520.00	\$ -	\$ 19,520.00	\$ 18,660.00	\$ -	\$ 18,660.00	\$ 20,581.00	\$ -	\$ 20,581.00
Sub total	\$ 21.74	\$ -	\$ 21.74	\$ 21.74	\$ -	\$ 21.74	\$ 16.71	\$ -	\$ 16.71
Total Revenue/Income	\$ 19,541.74	\$ -	\$ 19,541.74	\$ 18,681.74	\$ -	\$ 18,681.74	\$ 20,597.71	\$ -	\$ 20,597.71
OTHER EXPENSES									
Classroom Balls	\$ -	\$ (2,348.91)	\$ (2,348.91)	\$ -	\$ (300.00)	\$ (300.00)	\$ -	\$ (269.45)	\$ (269.45)
Annual Field Trips K-7	\$ -	\$ (15,338.88)	\$ (15,338.88)	\$ -	\$ (18,320.00)	\$ (18,320.00)	\$ -	\$ (11,879.17)	\$ (11,879.17)
GRAD 7	\$ -	\$ (1,684.90)	\$ (1,684.90)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ (19,372.69)	\$ (19,372.69)	\$ -	\$ (18,620.00)	\$ (18,620.00)	\$ -	\$ (12,148.62)	\$ (12,148.62)
NET EXCESS/ (LOSS)	\$ 19,541.74	\$ (19,372.69)	\$ 169.05	\$ 18,681.74	\$ (18,620.00)	\$ 61.74	\$ 20,597.71	\$ (12,148.62)	\$ 8,449.09
Carried Over Balance, Aug 31, 2014			12,157.04						
Balance per book Aug 31, 2015			\$ 12,326.09						
Balance per Bank Statement Aug 31, 2015			\$ 14,429.10						
Outstanding Cheques			\$ (2,103.01)						
Adjusted Bank Statement per Aug 31, 2015			\$ 12,326.09						
Variance			\$ (0.00)						
Carried Over Balance, Aug 31, 2015			\$ 14,429.10						
Projected Balance per book Aug 31, 2016			\$ 14,490.84						

MARLBOROUGH PAC
 INCOME STATEMENT - 283432
 Sep 01, 2015 to Apr 30, 2016

Revenue

Book Fair	\$ 6,745.44
Christmas breakfast	\$ 1,731.92
Family Photo	\$ 846.00
Hotlunch	\$ 8,975.10
Purdys	\$ 734.66
QSP Magazine	\$ 139.54
Over payment Computer Lab	\$ 704.39
Sub total	\$ 19,877.05

Interest	
Account 283432	\$ 14.59
Term Deposit	\$ 390.00
Sub total	\$ 404.59

TOTAL REVENUES **\$ 20,281.64**

Expenses

Donation	\$ 1,250.00
PAC - Expenses	\$ 1,804.74
School Wide Program	\$ 3,082.81
Teacher Wish List	\$ 667.99
	\$ 6,805.54

TOTAL EXPENSES **\$ 6,805.54**

PROFIT (LOSS) **\$ 13,476.10**

Carried over Balance **\$ 16,861.77**

Balance per our book Apr 30, 2016 **\$ 30,337.87**

Balance per Bank Statement Apr 30, 2016 **\$ 30,337.87**

Variance **\$ -**

Bank Reconciliation Acct# 283432
May 31, 2016

Bank Balance per Apr 30, 2015

30,337.87

Intransit

Hot Lunch - Paypal
Replacement Cheque for Saleema Noon

4,221.43
2,257.50

\$ 6,478.93

DEDUCTION

In Transit

Book Fair Scholastic Groovy Book Fair
Book Fair Bookfair - Volunteer Refreshment
Book Fair Bookfair - Volunteer Refreshment
Hot Lunch Hot Lunch Apr 08, 2016 - Food concession
Hot Lunch Hot Lunch Apr 08, 2016 - Food concession
Hot Lunch Hot Lunch May 20, 2016- Sushi
Hot Lunch Hot Lunch May 20, 2016- Pizza
Hot Lunch Hot Lunch May 20, 2016 - Food concession
Hot Lunch Hot Lunch May 20, 2016 - Milk
PAC expense PAC - Refreshment
Teacher Wish List Music Teacher Wish List
Teacher Wish List Music Teacher Wish List
Schoolwide Program Art - Project Mural
Schoolwide Program Gardening
Schoolwide Program Teacher Appreciation - Luncheon

3159 (3,810.60)
3160 (54.87)
3162 (305.97)
3161 (96.30)
3147 (35.83)
3167 (494.92)
3168 (961.17)
3170 (209.42)
3171 (142.79)
3163 (24.33)
3164 (235.54)
3165 (918.27)
3175 (1,900.00)
3174 (2,250.00)
3173 (700.00)

\$ (12,140.01)

Bank Balance per book as May 31, 2016

\$ 24,676.79

COMMUNITY SERVICE ACCOUNT #1 (CONT.)

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
18 APR	DEPOSIT		688.10	26,346.48
18 APR	DEPOSIT		605.80	26,952.28
19 APR	DEPOSIT		704.40	27,656.68
19 APR	DEPOSIT		1,219.30	28,875.98
20 APR	DEPOSIT		863.00	29,738.98
20 APR	DEPOSIT		481.05	30,220.03
21 APR	DEPOSIT		541.80	30,761.83
21 APR	DEPOSIT		362.40	31,124.23
22 APR	DEPOSIT		431.40	31,555.63
22 APR	DEPOSIT.		331.25	31,886.88
22 APR	CHEQUE #3157	61.18		31,825.70
22 APR	CHEQUE #3156	342.44		31,483.26
22 APR	CHEQUE #3155	806.24		30,677.02
26 APR	CHEQUE #3154	218.70		30,458.32
26 APR	CHEQUE #3153	122.66		30,335.66
30 APR	INTEREST DEPOSITED		2.21	30,337.87 ✓

COMMUNITY SERVICE ACCOUNT #2 (BUDGET ACCOUNT)

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	OPENING BALANCE			0.00

INVESTMENTS

TERM DEPOSITS

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
	#55 CASHABLE 30 DAY LOCK-OUT 12 MONTH TERM INITIAL DEPOSIT: 18JAN2016 \$30,000.00 MATURITY DATE: 18JAN2017 INTEREST RATE: 1.100% INTEREST TRANSFERRED TO COMMUNITY SERVICE ACCOUNT #1 ANNUALLY			
	OPENING BALANCE			30,000.00 ✓
	TOTAL TERMS			30,000.00

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Contains 100% Post-Consumer Fibre

.ITA0328768-001567A-05273

MARLBOROUGH PAC BUDGET
2015-2016
ACCT # 283432

	ACTUAL 2014-2015			BUDGET 2015-2016			YTD 2015-2016		
	Revenue	Expenses	Amount	Revenue	Expenses	Amount	Revenue	Expenses	Amount
PAC RAISE FUND									
Book Fair	\$ 11,026.54	\$ (9,040.45)	\$ 1,986.09	\$ 12,129.19	\$ (9,040.45)	\$ 3,088.74	\$ 2,574.00	\$ -	\$ 2,574.00
Grade 7	\$ 549.30	\$ (549.30)	\$ -	\$ 604.23	\$ (549.30)	\$ 54.93	\$ -	\$ -	\$ -
Grant	\$ 276.61	\$ -	\$ 276.61	\$ 304.27	\$ -	\$ 304.27	\$ -	\$ -	\$ -
Hoodie	\$ 3,965.00	\$ (3,021.28)	\$ 943.72	\$ 4,361.50	\$ (3,021.28)	\$ 1,340.22	\$ -	\$ -	\$ -
Hotlunch	\$ 20,653.70	\$ (14,501.14)	\$ 6,152.56	\$ 24,784.44	\$ (14,501.14)	\$ 10,283.30	\$ 32,697.61	\$ (21,441.51)	\$ 11,256.10
Photo Mountain West	\$ 197.41	\$ -	\$ 197.41	\$ 217.15	\$ -	\$ 217.15	\$ 846.00	\$ -	\$ 846.00
Purdys	\$ 833.28	\$ -	\$ 833.28	\$ 916.61	\$ -	\$ 916.61	\$ 734.66	\$ -	\$ 734.66
CSP Magazine	\$ 197.06	\$ -	\$ 197.06	\$ 216.77	\$ -	\$ 216.77	\$ 139.54	\$ -	\$ 139.54
Recycling	\$ 270.56	\$ (19.81)	\$ 250.75	\$ 297.62	\$ (19.81)	\$ 277.81	\$ -	\$ -	\$ -
Sport Day	\$ 456.85	\$ (635.53)	\$ (178.68)	\$ 502.54	\$ (635.53)	\$ (133.00)	\$ -	\$ -	\$ -
Walkathon	\$ 10,422.91	\$ -	\$ 10,422.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,961.89	\$ -	\$ 2,961.89
Christmas Pancake Breakfast	\$ 3,144.14	\$ (1,917.40)	\$ 1,226.74	\$ 3,458.55	\$ (1,917.40)	\$ 1,541.15	\$ 1,731.92	\$ -	\$ 1,731.92
Sub total	\$ 51,993.36	\$ (29,684.91)	\$ 22,308.45	\$ 47,792.87	\$ (29,684.91)	\$ 18,107.96	\$ 41,685.62	\$ (21,441.51)	\$ 20,244.11
Interest									
Account 283432	\$ 30.26	\$ -	\$ 30.26	\$ 30.26	\$ -	\$ 30.26	\$ 14.59	\$ -	\$ 14.59
Account Term Deposit	\$ 390.00	\$ -	\$ 390.00	\$ 390.00	\$ -	\$ 390.00	\$ 390.00	\$ -	\$ 390.00
Sub total	\$ 420.26	\$ -	\$ 420.26	\$ 420.26	\$ -	\$ 420.26	\$ 404.59	\$ -	\$ 404.59
Total Revenue/Income	\$ 52,413.62	\$ (29,684.91)	\$ 22,728.71	\$ 48,213.13	\$ (29,684.91)	\$ 18,528.22	\$ 42,090.21	\$ (21,441.51)	\$ 20,648.70
OTHER EXPENSES									
Carnival	\$ (87.48)	\$ (87.48)	\$ (87.48)	\$ (96.23)	\$ (96.23)	\$ (96.23)	\$ -	\$ -	\$ -
Classroom Supplies	\$ (890.00)	\$ (890.00)	\$ (890.00)	\$ -	\$ -	\$ -	\$ (1,250.00)	\$ (1,250.00)	\$ (1,250.00)
Donation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,804.74)	\$ (1,804.74)	\$ (1,804.74)
PAC - Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PAC - Supplies	\$ (118.57)	\$ (118.57)	\$ (118.57)	\$ (130.43)	\$ (130.43)	\$ (130.43)	\$ -	\$ -	\$ -
PAC- Refreshment	\$ (364.00)	\$ (364.00)	\$ (364.00)	\$ (400.40)	\$ (400.40)	\$ (400.40)	\$ -	\$ -	\$ -
PAC Laptop	\$ -	\$ -	\$ -	\$ (3,500.00)	\$ (3,500.00)	\$ (3,500.00)	\$ -	\$ -	\$ -
Digital Signage	\$ -	\$ -	\$ -	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ -	\$ -	\$ -
School Wide Program	\$ (5,349.15)	\$ (5,349.15)	\$ (5,349.15)	\$ -	\$ -	\$ -	\$ (7,232.81)	\$ (7,232.81)	\$ (7,232.81)
Total	\$ (6,809.20)	\$ (6,809.20)	\$ (6,809.20)	\$ (14,127.06)	\$ (14,127.06)	\$ (14,127.06)	\$ -	\$ (10,287.55)	\$ (10,287.55)

MARLBOROUGH PAC BUDGET
2015-2016
ACCT # 283432

<u>WISH LIST EXPENSES</u>										
Wish list library		\$ (500.00)	\$ (500.00)		\$ -				\$ -	
Wish list P. E. Equip		\$ (1,038.11)	\$ (1,038.11)		\$ -				\$ -	
Wish list Primary Math		\$ (841.21)	\$ (841.21)		\$ -				\$ -	
Wish list Primary Science		\$ (840.08)	\$ (840.08)		\$ -				\$ -	
Wish list Tech		\$ (61.16)	\$ (61.16)		\$ -				\$ -	
Wish list Music Instrument		\$ (308.42)	\$ (308.42)		\$ -				\$ (1,822.00)	
Wish list Computer Lab		\$ (28,351.56)	\$ (28,351.56)		\$ -				\$ -	
Total		<u>\$ (31,940.54)</u>	<u>\$ (31,940.54)</u>		<u>\$ -</u>				<u>\$ (1,822.00)</u>	
NET EXCESS/ (LOSS)		\$ 52,413.62	\$ (68,434.65)	\$ (16,021.03)	\$ 48,213.13	\$ (43,811.97)	\$ 4,401.16	\$ 42,090.21	\$ (33,551.06)	\$ 8,539.15
Carried Over Balance, Aug 31, 2014			\$ 32,882.80							
Balance per book Aug 31, 2015			\$ 16,861.77							
Balance per Bank Statement Aug 31, 2015			\$ 16,861.77							



**ÉCOLE MARLBOROUGH ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

CONSTITUTION

Name

- 1** (1) The name of the organization is École Marlborough Elementary School Parent Advisory Council (hereinafter referred to as “the Marlborough PAC”).

Purposes of the organization

- 2** (1) The purpose of the Marlborough PAC is to promote and support École Marlborough Elementary School (hereinafter referred to as “the School”) through various committees and projects by working with School Administration and School Staff to maintain optimum School conditions and atmosphere.
- (2) The Marlborough PAC encourages Parents to participate in meaningful educational activities and decision-making to strengthen the role of families in education and schooling, and to foster meaningful parent participation.
- (3) The Marlborough PAC operates for the benefit of the school community at large and not for the purpose of financial benefit of its members.

Objectives of the organization

- 3** (1) To promote a supportive, educational environment that encourages students to grow emotionally, intellectually, physically, and socially to the best of their abilities.
- (2) To support and promote effective communication among Parents, students, the School Staff, and the School Administration.
- (3) To provide Parents with information to gain an understanding of the school’s programs, practices, and policies.

(4) To review, discuss, and make recommendations to the School Staff and School Administration on:

(a) School-run:

- (i) policies and procedures;
- (ii) programs and services offered to students;
- (iii) channels to be followed in the raising of issues concerning specific school policies; and
- (iv) facilities and equipment.

(b) Parent-run:

- (i) coordination of parent volunteers for school programs ;
- (ii) coordination of special programs;
- (iii) initiation, execution, and administration of fundraising programs including the disposition of monies raised by the Marlborough PAC;
- (iv) parent/community education ; and
- (v) opportunities for fun.

Bylaws
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BYLAWS

Membership

- 1** (1) All parents and guardians of students (hereinafter referred to as "Parents") registered at École Marlborough School are voting members of the Marlborough PAC.
- (2) School Administration and School Staff (teaching and non-teaching) of the School are non-voting members of the Marlborough PAC with the exception of the School Administration and School Staff who have children attending the School in which case they will carry one vote each.
- (3) Members of the School community who are not Parents will also be non-voting members of the Marlborough PAC.
- (4) Every member of the Marlborough PAC will uphold the constitution and comply with these bylaws.
- (5) Voting members of the Marlborough PAC are hereinafter referred to as "the General Membership".

Meetings

- 2** (1) **Executive Committee Meetings**
 - (a) Executive Committee meetings will be held monthly, at least one week before the scheduled Marlborough PAC general meeting (hereinafter referred to as "general meeting").
 - (b) Executive Committee meetings are open to Executive Committee members, Committee Chairs, on an as needed basis, and others at the invitation of the Executive Committee.
 - (c) Dates and times of the Executive Committee meetings will be decided by the Executive Committee at their first meeting in September.
 - (d) The Executive Committee will ensure it is prepared for the upcoming general meetings. This includes (but is not limited to) setting an agenda.
 - (e) Elected Executive Committee members will hold one vote each at Executive Committee meeting. The President will vote only in the case of a tie.

(f) If at any time during the year, an Executive Committee member misses two consecutive meetings without notifying the Executive Committee, that position may be deemed vacant and the Executive Committee will decide on an alternative procedure. Such procedures may include appointing or electing an alternate member to fill the position until the next Annual General Meeting.

(g) Extraordinary Executive Committee meetings may be called by any elected member of the Executive Committee with twenty-four (24) hours' notice given to all Executive Committee members.

(2) General Meetings

(a) At least four (4) general meetings will be held each year. One of these meetings will be the Annual General Meeting.

(b) General meetings are open to the General Membership and to any other person expressing an interest in them.

(c) Dates and times of the general meetings will be decided each year by the Executive Committee and the School Administration.

(d) The monthly school bulletin will contain a reminder of the upcoming general meeting and notices will be posted around the school (including parent bulletin boards) in advance of the general meeting.

(e) Each voting member is entitled to one (1) vote. The President will vote only in the case of a tie.

(3) Annual General Meetings

(a) Will be held in May each year.

(b) Executive Committee Officers and Committee Chairs will present their Annual Reports at this meeting.

(c) Executive Committee Officers will be elected at this meeting.

(d) Bylaw and Constitutional amendments, if any, will be made in compliance with Section 13 – Constitution and Bylaw Amendments.

(4) Extraordinary General Meetings

(a) May be called by the Executive Committee with a minimum of seven (7) days written notice given to the General Membership.

(b) If, for some reason, a situation necessitates an Extraordinary Meeting originating from a member other than the Executive Committee, a petition of intent will be signed by no less than fifty (50) members of the General Membership and this petition will be presented to the Executive Committee at a general meeting or Executive Committee meeting. Upon receipt of the petition, the Executive Committee will call an Extraordinary Meeting within fourteen (14) calendar days, allowing seven (7) days written notice to the General Membership.

Quorum at meetings

- 3** (1) The voting members present at any duly called general meeting or Extraordinary General meeting will constitute a quorum.

Procedures at meetings

- 4** (1) Meetings will be conducted efficiently and with fairness to all members present.
- (2) If procedural problems arise, "Robert's Rules of Order" (most current edition) will be used to resolve the situation, unless the resolution conflicts with the Constitution and Bylaws. In such situations, the membership will be guided by the Constitution and Bylaws.

Voting at meetings

- 5** (1) Any and all motions voted on at an Executive Committee meeting will require a simple majority vote (50% plus 1) of elected members present to pass the motion in question.
- (2) Any and all motions voted on at a general meeting will require a simple majority vote (50% plus 1) of the members present to pass the motion in question with the exception of Constitutional and/or Bylaw amendments which require a two-thirds (2/3) majority vote.
- (3) Any and all motions voted on at an Extraordinary General meeting will require a two-thirds (2/3) majority vote of members present to pass the motion presented.
- (4) There will be no proxy votes.

Executive Committee

- 6** (1) The Marlborough PAC will elect a slate of officers from the General Membership.

(2) The size and roles of the Executive Committee will be determined by organizational needs. The Executive Committee will consist of elected and non-elected members. The elected officers should include: President, Vice President, Secretary, Treasurer, up to three (3) District Parent Advisory Council ('DPAC') representatives – one (1) representative and up to two (2) alternate representatives, and three (3) School Planning Council ('SPC') representatives. One (1) DPAC representative may be deputized, as required, to attend Executive Committee meetings.

(3) Any voting member of the Marlborough PAC is eligible to serve on the Executive Committee, except employees or elected officials of School District No. 41 or the Ministry of Education.

(4) Executive Committee officers are elected at the Annual General Meeting in May and assume their responsibilities as of September 1st of the same year.

(5) Each elected Executive Committee member will hold office for a one (1) year term.

(6) Orientation of the newly elected Executive Committee will be the responsibility of the outgoing Executive Committee. It will be the responsibility of the outgoing Executive Committee to release all pertinent records and correspondence concerning the Marlborough PAC to the incoming Executive Committee members.

(7) If an Executive Committee member resigns or ceases to hold office for any reason, the Executive Committee will decide on an alternative procedure. Such procedures may include appointing or electing an alternate member to fill the position until the next Annual General Meeting.

Duties of the elected Executive Committee

7 The duties of the elected Executive Committee members are briefly outlined below. A more extensive description of duties is contained in Schedule "A":

(1) **President** will:

(a) convene and preside at all General, Extraordinary, and Executive Committee meetings;

(b) in consultation with the Executive Committee ensure that an agenda is prepared and presented at each meeting;

(c) encourage decisions to be made on information rather than on emotions or attitudes;

(d) appoint Committees where authorized to do so by the Executive Committee or the General Membership;

- (e) take such actions or ensure such actions are taken by others to achieve the objectives and purposes of the Marlborough PAC;
- (f) support the other Executive Committee members in the execution of their duties;
- (g) be an ex-officio member of all Standing and Special Committees and keep in touch with each Committee Chair to offer support and keep abreast of current activities;
- (h) act as liaison between the Marlborough PAC and the School Administration and School Staff of the school; and
- (i) ensure that the Marlborough PAC sets goals for the year.

(2) **Vice-President** will:

- (a) assume the responsibilities of the President in the President's absence or upon request;
- (b) complete the unexpired term of the President in the case of resignation; and
- (c) assist the President as necessary and accept other duties as required.

(3) **Secretary** will:

- (a) be responsible for maintaining and keeping the official records of the Marlborough PAC and ensure that a duplicate copy of these records is kept in the Marlborough PAC office;
- (b) be responsible for maintaining an accurate record of the proceedings of all General, Extraordinary, and Executive Committee meetings. The minutes will be brief but will contain an accurate account of all business transacted. Minutes will be posted on the School bulletin boards in each building, on the staff bulletin boards in each building, and on the School website. A copy of the minutes will also be distributed to the School Administration;
- (c) be responsible for clarifying the wording of all motions before a vote is taken;
- (d) maintain an accurate record of attendance at each meeting; and
- (e) if required, act as nomination officer at the Annual General Meeting.

(4) **Treasurer** will:

- (a) be governed by Section 11 – Financial Matters;

- (b) be responsible for all of the Marlborough PAC financial accounts including receiving and depositing all monies and overseeing dispersal of funds ;
- (c) keep a current record of financial transactions and prepare and present a financial report that sets out the PAC's financial position for the month before the PAC Executive and General Meeting. A current copy of the financial statements and the bank statements must be available at each Executive Committee and General Meeting.
- (d) prepare the year-end statements for the Marlborough PAC and fill in any other yearly reports required by the Gaming Commission or the School Board ;
- (e) with the assistance of the Executive Committee ensure that annual budget is passed at the May or June general meeting ; and
- (f) be one of the signing officers on the bank accounts.
- (g) in consultation with the Executive Committee, and at his or her discretion, appoint a Treasurer's Assistant to perform tasks, as assigned, by the Treasurer (including the deposit of funds into the Marlborough PAC bank accounts). The General Membership must indicate their approval of this appointment by electing the Treasurer's Assistant to the Executive Committee. After his/her election, the Treasurer's Assistant will be a non-voting member of the Executive Committee.

(5) **DPAC representative or alternate** will:

- (a) represent the School at the District Parent Advisory Committee meetings by taking school concerns, not their own personal attitudes, to meetings;
- (b) attend all DPAC meetings and report meeting proceedings and information back to the Marlborough PAC; and
- (c) be a communication link between DPAC, the Marlborough PAC, School Administration and School Staff.

(6) **SPC representatives:**

- (a) all elected SPC representatives are *ex officio* members of the Executive Committee.

Standing Committees

- 8** (1) All Standing Committees are responsible to the Executive Committee.

(2) The terms of reference of each Standing Committee will be specified by the Executive Committee at the time the Standing Committee is established or by the Standing Committee at its first meeting, as the Executive Committee decides.

(3) Standing Committees include: Book Fair, Early French Immersion Quebec Trip Fundraising, Fundraising, Grade Seven Graduation, Hot Lunch, Site Beautification, Traffic and Safety, and VIP Program. Special Committees may be established by the Executive Committee or on the recommendation of the General Membership for a set purpose.

(4) As each Standing Committee is formed, one member will act as Chair.

(5) Members may be appointed to a Standing Committee by the Executive Committee President.

(6) Standing Committee Chairs and committee members may serve any number of terms of office.

Duties of the Standing Committee Chair

9 (1) The Standing Committee Chair will:

- (a) assume responsibility for the work of the Standing Committee;
- (b) convene and preside at all Standing Committee meetings ensuring that accurate meeting minutes are kept and given to the Executive Committee Secretary for filing;
- (c) keep in touch with Standing Committee members in order to support them and to keep abreast of current activities;
- (d) attend Executive Committee meetings as non-voting members, as necessary, as well as other meetings necessitated by their position;
- (e) maintain communication with the Executive Committee regarding the functioning and effectiveness of the Standing Committee;
- (f) present a detailed report of their respective Standing Committee's annual activities at the Annual General Meeting; and
- (g) bring all proposals to the Executive Committee for discussion before sending information out to the school community.

Election procedures

10 (1) Elections

- (a) Election of the new Executive Committee members will take place at the Annual General Meeting in May.
- (b) Positions are open to the General Membership.
- (c) All terms of office are for one (1) year. Each Executive Committee Officer must resign after each year in office; however they may stand for re-election for an additional year. Although the number of years one may be re-elected to the same office is unlimited, they are encouraged to change office after two (2) years.
- (d) In the absence of a nomination for any office, the past officer will continue in the position until a nomination is received at any Marlborough PAC meeting. In the event that a past officer is unable or ineligible to fulfill their duties, the Executive Committee will decide on an alternative procedure.

(2) Nominations

- (a) A Nomination Committee of at least two (2) persons will be formed by the Executive Committee at least sixty (60) days prior to the Annual General Meeting in May. A call for nominations will be posted and publicized by distributing a Notice for Nominations to the General Membership at least 30 days prior to the May Annual General Meeting. This notice will be put in the school bulletin and in other applicable forms of communication.
- (b) Nominations may be received up to and during the Annual General Meeting until declared closed by the Nomination Committee.

(3) Resignations

- (a) Resignations will be submitted in writing to the President.
- (b) If an Executive Committee member resigns during a term of office, the Executive Committee will decide on an alternative procedure.

Financial matters (see also Schedule B, PAC Financial Policy)

- 11** (1) The financial year of the Marlborough PAC will be from September 1st to August 31st.
- (2) The Marlborough PAC will raise and spend money to further its purposes.

(3) All Marlborough PAC funds will be on deposit with any Financial Institution registered under the Bank Act.

(4) Two (2) signatures will be required for any disbursement of funds. The Executive Committee will name four (4) signing officers for each Marlborough PAC bank account; one (1) of whom will be the Treasurer. Burnaby School District employees may not be a signing officer.

(5) A budget and tentative plan of expenditures for the coming school year will be drawn up by the Executive Committee and presented for approval at a general meeting prior to the end of June of each school year.

(6) Any monies spent, which are not accounted for in the current year's budget, must be presented to and approved by both the Executive Committee and the General Membership.

(7) For the safety and security of the General Membership, all monies raised by the Marlborough PAC must be counted at the school by two (2) people, one (1) of whom has been designated by the Executive Committee, the Chairs of the Standing Committees, or the Project Coordinator to be accountable and responsible for the money being counted (hereinafter referred to as the "Project Treasurer"). The Chair of the Standing Committee in question or the Project Coordinator may serve as the Project Treasurer. Before the counted money is submitted (along with a completed Marlborough PAC Deposit Worksheet) to the Treasurer for deposit, the Project Treasurer must verify the accuracy of the money count by personally placing his/her signature to the Marlborough PAC Deposit Worksheet.

(8) Only the Treasurer, Treasurer's Assistant, bank signing officer or an Executive Committee member may deposit funds.

(9) A Treasurer's report (setting out the financial activity and financial position of the PAC at the close of the month before the PAC Executive and General Meeting in question) will be presented at each general meeting and will be posted with the general meeting minutes by the Secretary. The Annual Financial Statements will be presented at the first general meeting after the end of the fiscal year.

(10) One thousand dollars (\$1,000.00) will be held over for start-up costs for the following year in the Budget and Income accounts.

(11) The books and records of the Marlborough PAC will be open for inspection by any Marlborough PAC member by written request.

(12) The Annual Financial Statements will be informally audited every year by a person qualified to do such work. The Executive Committee will attempt to engage a parent member of the

Marlborough PAC to do the work without remuneration, ensuring that no conflicts of interest are apparent.

Code of conduct

12 (1) Marlborough PAC is not a forum for the discussion of individual school personnel, students, Parents, or other individual members of the school community.

(2) An Executive Committee member who is approached by a parent with a concern relating to Section 12(1) is in a privileged position and must treat such discussion as confidential. Said Executive Committee member will direct said parent to the proper school authority for discussion of such matters.

(3) Both the Executive Committee and the General Membership of the Marlborough PAC are bound by the Code of Conduct École Marlborough.

Constitutional and Bylaw amendments

13 (1) The Executive Committee will review the Constitution and Bylaws annually to ensure they continue to meet the Marlborough PAC's needs.

(2) Proposed amendments to the Constitution and Bylaws must be posted for examination by the General Membership at least fourteen (14) days prior to the Annual General Meeting.

(3) A two-thirds (2/3) majority vote of those voting members present at the Annual General Meeting will be required to amend the Constitution and Bylaws.

Property in documents

14 (1) All documentation including, but not limited to, records, minutes, correspondence, whether in paper or electronic form, kept by an Executive Committee member or a Committee Chair in connection with the Marlborough PAC shall be deemed to be the property of the Marlborough PAC and shall be turned over to the Executive Committee President when the individual in question ceases to perform the duties and/or tasks to which the documentation relates.

Dissolution

15 (1) The Marlborough PAC General Bank Accounts

(a) In the event of dissolution and following payment of all debts and costs of winding up or dissolution, the assets and funds remaining in the Budget, Income, and Donation accounts of the Marlborough PAC shall be distributed to another parent advisory council or councils in School District 41 having purposes similar to those of the Marlborough PAC. The decision regarding distribution of the funds will be decided upon by the General Membership at the final general meeting.

(b) All records of the Marlborough PAC will be placed under the jurisdiction of the School District 41 in the person of the Principal of the School.

(2) The Marlborough PAC Gaming Bank Account

(a) In the event of dissolution and following payment of all outstanding costs, charges, expenses, debts, and liabilities of the Marlborough PAC; all the funds remaining in the Gaming Account will be given, transferred, and distributed to such organizations that are registered charities pursuant to the provision of the Income Tax Act that will be designated by the membership of the Marlborough PAC at the final general meeting. If effect cannot be given to the afore-said provisions, such funds will be given, transferred, and distributed to such organizations that are determined by the General Membership of the Marlborough PAC to be registered charities pursuant to the provision of the Income Tax Act which have purposes similar to those of the Marlborough PAC.

(b) Furthermore, Section 14 (2) is unalterable.

Election of the School Planning Council ("SPC") Representatives

16 (1) Three (3) School Planning Council representatives, plus a fourth to serve as an alternate should the need arise, will be elected annually by secret ballot of the voting members at the Annual General Meeting for which proper notification of the elections has been given.

(2) Each SPC candidate must be a voting member of the Marlborough PAC.

(3) Notification that SPC representatives will be elected at the Marlborough PAC'S Annual General Meeting will be given as prescribed by Section 10 - Election Procedures.

(4) The election of the three (3) representatives must be conducted by secret ballot and these three (3) positions will be awarded to the three (3) candidates with the most votes.

(5) As noted in Section 7(6) (a), all SPC representatives are *ex officio* members of the Executive Committee.

(6) The fourth candidate receiving the most votes in the secret ballot will be declared the SPC alternate. This alternate will have no role on the SPC or the Executive Committee unless called upon to fill a vacancy on the SPC.

(7) Every effort will be made to ensure that Parents of both English and French students are represented on the SPC.

(8) Burnaby School District 41 Policy 2.11, 'School Planning Councils', (hereinafter referred to "Policy 2.11") states that if three (3) SPC representatives are not elected, the Board may appoint a person to fill any Marlborough PAC vacancy on the SPC.

(9) Policy 2.11 states that an employee of any school board is not eligible for election or appointment.

Term of office of SPC Representatives

17 (1) The term of office of an SPC representative is one (1) school year, the same as other elected Executive Committee officers, and Section 10 – Election Procedures as well as Section 16 – Election of the School Planning Council Representatives will govern the manner in which they are elected.

(2) In the event that an SPC representative is unable or unwilling to complete the term of his/her office, the elected SPC alternate will take that representative's place, and will notify the Marlborough PAC Executive Committee of this change. If no elected SPC alternate is available, the Marlborough PAC Executive Committee will give proper notification for the election of a new SPC representative at the first possible Marlborough PAC general meeting.

Role and responsibilities of SPC Representatives

18 (1) One (1) SPC representative will be designated to take minutes of each SPC meeting and will provide these minutes to the Marlborough PAC Executive Committee no later than thirty (30) days after the SPC meeting in question, for inclusion with the Marlborough PAC minutes.

(2) At least one (1) SPC representative is expected to regularly attend the Marlborough PAC Executive Committee meetings and act as liaison between the SPC and the Marlborough PAC, and to foster close working relations between the two bodies.

(3) At least one (1) SPC representative is expected to attend every general Marlborough PAC meeting and take concerns expressed by Parents at these meetings to the SPC. The SPC representatives may make a monthly report to the General Membership, as required.

(4) Policy 2.11 states that one (1) SPC representative may be elected as Chair of the SPC. The Chair of the SPC will assume the responsibilities sets out in the policy.

Schedule – A – Duties of the Elected Executive Committee

President

1. The President will:

- (1) in consultation with the Executive Committee, prepare agendas for both the Executive Committee and general meetings;
- (2) chair the Executive Committee and general PAC meetings in a timely fashion making an effort to build consensus amongst those attending the meeting;
- (3) maintain an e-mail and phone list for Executive Committee members and Class representatives (if they are being used) and send out notices of meetings and events from PAC, District Parent Advisory Council, BC Confederation Parent Advisory Council, Canadian Parents for French and Burnaby Parks, Recreation, and Culture Services;
- (4) collect, sort, and act on correspondence. File pertinent information in filing system in the PAC office;
- (5) write newsletters, copy, collate and distribute them to teachers' mail boxes;
- (6) help with planning, organizing volunteers for, and running PAC events;
- (7) organize evening workshops for Parents as required;
- (8) be available to speak to Parents about PAC, as required;
- (9) submit applications for funding to agencies, as required;
- (10) review the Constitution & Bylaws annually to ensure they are up to date. If revisions are required, either complete them or delegate this task to another member of the Executive Committee. Once the revisions are complete, circulate them amongst the Executive Committee for approval and revision. Present the final draft to the General Membership at the Annual General Meeting for approval.

2. Less-objective but just as important:

- (1) The President must be enjoy working closely with others as an integral part of the position involves meeting with Parents, administration, staff, District Parent Advisory Council members, School District 41 Board staff and Board members.
- (2) Help Parents negotiate their interfaces with the PAC organization and School Administration in a mutually beneficial way.

Vice President

1. The Vice President is responsible for:
 - (1) Administrative Professional's Day;
 - (2) posting notices for the monthly general meetings in and around the school;
 - (3) Classroom representatives (recruiting and/or contacting) – if they are being used;
 - (4) 'thank you' notes, as required;
 - (5) assisting the President, as needed, especially with Election balloting ; and
 - (6) organizing the Staff Appreciation Luncheon and for forming a committee to do so.

Secretary

1. Attend all Executive Committee meetings and general meetings.
2. At both Executive Committee and general meetings:
 - (1) review the action items from the previous meeting and take notes on what the result was.
 - (2) take detailed notes at the meetings ensuring:
 - (a) all action items are documented;
 - (b) those in attendance are noted – for the general meeting this will involve circulating a 'sign in' sheet where attendees may note their name and e-mail address;
 - (c) all decisions are passed and carried, including documenting the person making the motion as well as the person seconding it.
3. Prepare the minutes (typewritten) of the meeting and email them to all Executive Committee members for review and approval. Revise minutes, as required. Once the minutes are finalized:
 - (1) Executive Committee minutes:
 - (a) keep a copy the completed minutes in a binder along with a copy of the agenda for that meeting.

(2) General Meeting minutes:

(a) keep a copy of the completed minutes in a binder along with a copy of the agenda and the attendance sheet for that meeting;

(b) make photocopies of the minutes and give one (1) copy to the following people: Principal; Vice Principal; Head Teacher; and Teacher's Representative. Place one (1) copy in the following places: PAC box; teachers' bulletin board; West building bulletin board; and East building bulletin board. The copies that go on the public bulletin boards must be initialed by Diane Allen, school secretary, before they are posted. Forward the approved minutes to Amelia Dare (Amelia.dare@sd41.bc.ca) to be posted on the website.

Treasurer

1. Monthly:

(1) attend monthly Executive Committee and general meetings;

(2) act as contact person for School Administration, General Membership, and Executive Committee regarding financial affairs of PAC;

(3) provide bookkeeping for PAC finances, recording all cheques and deposits in a computerized Accounting program (e.g., Quick Books and/or Simply Accounting). Prepare and present a Treasurer's Report which sets out the financial activity and financial position of the PAC for the month before the PAC Executive and General Meeting. A current copy of the financial statements and the bank statements must be available at each Executive Committee and general meeting. The PAC President (or other designated member of the PAC Executive) should review and initial the monthly bank statements;

(4) make regular bank deposits into appropriate VanCity accounts for fundraising activities – the Treasurer's Assistant or an Executive Committee member may also deposit funds. The actual money count is completed by the Project Treasurers;

(5) check Treasurer's box (located in West Building Office) on a regular basis for cheque requisitions. Complete and sign cheques when required;

(6) make sure that the budget is maintained and discuss situation with the Executive Committee should budget over runs be required. Approval of both the Executive Committee and the General Membership is needed in such situations;

(7) actively maintain accounts, investing money when possible, to maximize income in VanCity accounts; and

(8) ensure that (where possible) receipts for school related purchases with HST applied are paid by the school (with the PAC reimbursing the school for the amount owing) so that the school may apply for a HST rebate.

2. Annually:

- (1) prepare, with the input from the Executive Committee, an annual budget proposal;
- (2) present budget proposal to General Membership at a general meeting, answer questions and have budget approved by General Membership. This is usually done at the May Annual General Meeting;
- (3) verify and update signing officers with VanCity annually;
- (4) prepare Year End Financial Statements, present them to the Executive Committee and the General Membership for approval each fall;
- (5) once Year End is approved, have Year End Financial Statements reviewed by 3rd party accountant/bookkeeper;
- (6) provide the Gaming Chair with reconciliation of gaming account. Oversee Gaming Chair; and
- (7) file annual financial reports, cheque requisitions, deposits and general financial information in PAC office. All files are available for perusal by membership upon request.

School Planning Council Representatives (“SPC Representatives”)

1. SPC Representatives:

- (1) follow the goal selection process as teachers and administration work towards choosing school goals for the Growth Plan for the year;
- (2) attend professional development days, as requested;
- (3) follow the process after the goals are chosen by attending three (3) SPC meetings per school year; and
- (4) report to the PAC executive and Parents on an ‘as needs’ basis.

District Parent Advisory Council Representatives (“DPAC Representatives”):

1. DPAC Representatives attend one (1) DPAC meeting per month (9 per year) and report pertinent information to the PAC at the general and the Executive Committee meetings.

Schedule B, PAC Financial Policy

This policy applies to the PAC, any of the PAC's Standing Committees, and any of the parent run committees within the school. This policy ensures all assets are properly received, adequately protected, accurately recorded, and effectively used. Effective controls protect the assets of PAC, any of the PAC's Standing Committees, and any of the parent run committees within the school. In addition, effective controls protect the reputation of the volunteers in positions of financial responsibility in the management of those assets and those parties receiving PAC, PAC Standing Committees, and parent run committees' funds. Adherence to this policy also builds trust and confidence among all stakeholders that their money is being properly managed. Please also refer to "section 11 Financial Matters".

Accounting and Reporting

- 1** No one person is in complete control of any accounting function. All cheques and withdrawals from PAC accounts require the signature of two signing officers and supporting documentation must be available for each signing officer to review.
- 2** All financial documents (e.g., bank statements, bank reconciliations, records of investment, monthly financial statements) are to be reviewed by a minimum of one (1) member of the Executive (other than the PAC Treasurer) on a regular basis. This individual must sign and date all documents he/she has reviewed to indicate the review has taken place.
- 3** All expenditures must be made by cheque upon submission of receipt(s) or invoice(s). No cash transactions should take place, other than the deposit of cash revenue into a bank account.
- 4** Cash is to be counted and recorded under dual custody. All cash received must be recorded on a PAC Tally sheet and signed off by both individuals.
- 5** Blank cheques are never to be pre-signed by one (1) signing officer.
- 6** PAC financial records will be available for review, upon request, at any time. Any member of the Marlborough School community is encouraged to seek clarification of any transaction. The Treasurer is responsible for providing the information requested in a timely manner.
- 7** Monthly financial statements, bank statements, and bank reconciliations are to be available at all General PAC Meetings for review.
- 8** All paper and computer financial records, along with all supporting documentation (cheques, cheque stubs, requisitions, invoices and receipts, deposit books, budgets, financial reports and ledgers) must be kept organized and accessible for a period of seven (7) years.

Expenditures

- 1** The PAC Treasurer is responsible for the proposed expenditure of PAC funds in accordance with the annual budget (& any subsequent budgets) approved each year at a General PAC Meeting. A draft budget is prepared, reviewed, and approved by the PAC Executive and then is brought to the General PAC Membership for approval.
- 2** All spending request outside the approved budget must be formally approved at a General PAC Meeting and those approvals must be recorded in the minutes. Unapproved expenditures will not be reimbursed. Money must be spent in the year in which it is approved. No approvals will carry forward to future years without prior PAC approval.

PAC Standing Committees and any of the parent run committees within the school

- 1** All parent run committees and PAC Standing Committees operating at Ecole Marlborough School fall under the PAC umbrella.
- 2** **Grade Seven Graduation Committee** will:
 - (1) run all their fiscal matters (including fundraising) through PAC bank accounts;
 - (2) be responsible for:
 - (a) orchestrating the creation of the Graduation Hoodie;
 - (b) planning, ordering, serving, and cleaning up after the graduation luncheon (any receipts for expenses should be submitted to the school's secretary for reimbursement – the school will invoice the PAC for its portion of the graduation luncheon expenses);
 - (c) decorating the venue of the graduation luncheon; and
 - (d) organizing the graduation photo day with a photographer.

3 Quebec Trip Fundraising Committee

Currently, the Grade Seven Early French Immersion students and their teachers go to Quebec towards the end of the school year. By discussing how the fundraising committee, the PAC is not suggesting either that this trip must run annually or that other teachers at Marlborough are precluded from running a similar trip for his/her class.

Currently, the **Quebec Trip Fundraising Committee** is comprised of interested Grade Seven Early French Immersion students and their parents. This Committee raises funds so that:

- (1) Children (who might not otherwise be able to go on the trip) in the Grade Seven early French Immersion program may go on the trip to Quebec; and
- (2) Children who are participating on the fundraising committee may have an opportunity to raise a position of the funds required for their trip to Quebec.

The amount required to be raised for the children described in subsection 3(1) is established in consultation between the Grade Seven Early French Immersion teachers and the parent(s) or guardian(s) of the children in question.

Prior to the Quebec Trip Fundraising Committee planning and/or undertaking any fundraising activities, it must:

- (1) speak to the PAC Treasurer about how it intends to manage its funds;
- (2) in instances where the Quebec Trip Fundraising Committee (with the PAC Treasurer's approval) decides to maintain its own bank accounts and approve its own expenditures, the Committee is responsible for adhering to good accounting principles and practices regarding the control and safeguard of assets with the exception of Schedule B item seven (7) under the heading "Accounting and Reporting". In instances where the Quebec Trip Fundraising Committee maintains its own bank account, expenditures must be formally approved by the Quebec Trip Fundraising Committee before payment is issued and those approvals must be recorded in their minutes. Administration and teachers may be consulted when determining appropriate expenditures. Financial statements from all Committees will be submitted to the PAC Executive monthly; and
- (3) submit a fundraising calendar/plan to the PAC Executive for discussion. The intention of this submission is to ensure that there isn't overlap of activities between PAC fundraising and Quebec Trip Fundraising.

Gaming

- (1) No raffle, 50/50 draw, or other gaming event can be held by PAC or its Committees and/or parent run committees without a gaming licence being obtained in advance from the BC Gaming Policy and Enforcement branchy. All license applications must go through the PAC Treasurer.
- (2) All gaming funds raised by PAC or its Committees and or parent run committees must be deposited to the PAC gaming bank account and will be disbursed for any gaming eligible item approved by PAC or its Committees and/or parent run committees upon submission of receipts.
- (3) As all gaming fund expenditures must be reported to the BC gaming Policy and Enforcement Branch annually by the PAC Treasurer, all required documentation from each gaming event

held by PAC or its Committees and/or parent run Committees (licenses, tally sheets, receipts/invoices, gaming event summary reports) must be provided to the PAC Treasurer at the conclusion of each gaming event.

- (4) It is the responsibility of the gaming event organizer to ensure they understand all requirements set out by the Gaming Policy and Enforcement Branch, that these requirements are adhered to, and all necessary forms are completed.

Document Change Record

Date	Action	Ratified
January 19, 1999	Initial draft	
22 October 2002	Added Sections 15,16,17	October 2004 - Modifications approved at 2003/4 AGM inserted and document stored electronically.
5 May, 2005	Rewrite Section 11.12 to add auditing requirements.	May 2005 AGM
15 May, 2008	Rewrite entire document to update bylaws and constitution	May 2008 AGM
May 2009	Amended section 7 (4) (c) and added section 7 (4) (g). Amended section 11 (4) and deleted section 11 (5)	May 2009 AGM
May 2011	Amended sections 6(2), 7(4)©, 8(3), 11(8), 11(9), Schedule A Vice President item 1(6), Treasurer items 1(3),4, 7, and , added Schedule B	May 2011 AGM

2016 PAC AGM

Proposed Constitution & By-law Changes

- Each slide will provide a summary for the change.
- Each slide will show the old wording, by-law, information, etc...
- Followed by the proposed changes. (**bold** or ~~strike through~~)

A vote will be done on each proposed bylaw change following discussion.

Pg. 3. Bylaws – Table of Contents & Pgs. 14, 15, 16 & 20 – School Planning Council (SPC) Rep.

- Amend - as per District PAC Advisory council direction the position of School Planning Council representatives have been removed from the Constitution.
- Remove the titled Sects. 16, 17 & 18 referring to the SPC.
- Remove Bylaws related to “Election of the SPC Reps”; “Term of office of the SPC Reps”; “Duties of the SPC”.

Pg. 4. Bylaw 1.3 - Membership

- Amend- remove 1.3 as it does not make sense

1.3 Members of the School community who are not Parents will also be non-voting members of the Marlborough PAC.

~~1.3 Members of the School community who are not Parents will also be non-voting members of the Marlborough PAC.~~

Pg. 7. Executive Committee – Bylaw 6.2

- Amend- add "up to two (2) Secretaries to accommodate PAC Secretaries who cannot attend daytime General meetings due to working hours. Remove SPC position.
- The elected officers should include: President, Vice President, Secretary, Treasurer, up to three (3) District Parent Advisory Council ('DPAC') representatives, and three (3) School Planning Council ('SPC') representatives.
- The elected officers should include: President, Vice President, up to two Secretaries, Treasurer, and up to three (3) District Parent Advisory Council ('DPAC') representatives, ~~three (3) School Planning Council ('SPC') representatives.~~

Pg. 7. Executive Committee 6.4

- Change Starting Date of Executive Committee.
- Executive Committee officers are elected at the Annual General Meeting in May and assume their responsibilities as of September 1st of the same year.
- Executive Committee officers are elected at the Annual General Meeting in May and assume their responsibilities ~~as of September 1st of the same year.~~ **after the Annual General Meeting in which they are elected.**

Pg. 9. Treasurer Bylaw 7.4.c

- Amend - updated wording
- keep a current record of transactions and have a prepared Balance Sheet and Income Statement for presentation at each general meeting
- keep a current record of transactions and **prepare a quarterly financial statement for presentation at each general meeting.**

Pg. 9. Treasurer Bylaw 7.4.d

- Update
- prepare the year-end statements for the Marlborough PAC and fill in any other yearly reports required by the Gaming Commission or the School Board;
- prepare the year-end statements for the Marlborough PAC.

Pg. 9. Standing Committees Bylaw 8.3

- This has been updated from previously amended 2011 PAC Constitution and Bylaws
- 2011 Changes: Standing Committees include: Book Fair, *Early French Immersion Quebec Trip Fundraising*, Grade Seven Graduation, Hot Lunch, Site Beautification, Traffic and Safety, and VIP Program. Special Committees may be established by the Executive Committee or on the recommendation of the General Membership for a set purpose

Pg. 10. Election Procedures Bylaw 10.1

- Amend - add "school" year to be more clear
- All terms of office are for one (1) year. Each Executive Committee Officer must resign after each year in office; however they may stand for re-election for an additional year.
- All terms of office are for one (1) **school** year. Each Executive Committee Officer must resign after each **school** year in office; however they may stand for re-election for an additional year.

Pg. 10. Election Procedures Bylaw 10.1

- add Bylaw for same family members joining the executive – This is Bylaw 10.1.e

(e) The following rules will apply to elected PAC Executive Committee members from the same family (i.e., husband, wife, guardian): a) only one (1) vote per family and b) only one (1) family member can be named as a signing officer.

Pg. 11. Financial Matters Bylaw 11.4

- Amend – four signing officers not needed
- Two (2) signatures will be required for any disbursement of funds. The Executive Committee will name four (4) signing officers for banking purposes on the Marlborough PAC Budget account, Income account, and Gaming account; one (1) of whom will be the Treasurer.
- (4) Two (2) signatures will be required for any disbursement of funds. The Executive Committee will name ~~four (4)~~ signing officers for banking purposes on the Marlborough PAC Budget account, Income account, and Gaming account; one (1) of whom will be the Treasurer.

Pg. 12. Financial Matters Bylaw 11.5

- Remove bylaw - Not applicable PAC Donation Account
- (5) The Executive Committee will name three (3) signing officers for banking purposes on the Marlborough PAC Donation account; one (1) of whom will be the Treasurer and one (1) of whom will be the Principal. One (1) Executive Committee signing officer and the Principal's signature will be required for any disbursement of funds from this account.
- ~~(5) The Executive Committee will name three (3) signing officers for banking purposes on the Marlborough PAC Donation account; one (1) of whom will be the Treasurer and one (1) of whom will be the Principal. One (1) Executive Committee signing officer and the Principal's signature will be required for any disbursement of funds from this account.~~

Pg. 12. Financial Matters New Bylaw

- Add new Bylaw – (this becomes Bylaw 10.5 if former 10.5 is approved to be removed)
- All PAC Signing Officers must pass a Criminal Records Check prior to taking to exercising any of their banking duties.

Pg. 12. Financial Matters Bylaw 11.6

- Amend as AGM is in month of May
- A budget and tentative plan of expenditures for the coming school year will be drawn up by the Executive Committee and presented for approval at a general meeting prior to the end of June of each school year.
- A budget and tentative plan of expenditures for the coming school year will be drawn up by the Executive Committee and presented for approval at a general meeting prior to the end of May of each school year.

Pg. 12. Financial Matters Bylaw 11.8

- Remove (8) in its entirety. Money is counted when deposited in bank by Treasurer.
- (8) For the safety and security of the General Membership, all monies raised by the Marlborough PAC must be counted at the school by two (2) people, one (1) of whom has been designated by the Executive Committee, the Chairs of the Standing Committees, or the Project Coordinator to be accountable and responsible for the money being counted (hereinafter referred to as the “Project Treasurer”). The Chair of the Standing Committee in question or the Project Coordinator may serve as the Project Treasurer. Before the counted money is submitted (along with a completed Marlborough PAC Deposit Worksheet) to the Treasurer for deposit, the Project Treasurer must verify the accuracy of the money count by personally placing his/her signature to the Marlborough PAC Deposit Worksheet.

Pg. 12. Financial Matters Bylaw 11.9

- Remove "Principal" as school administrator names are not listed on PAC banking accounts..
- Only the Treasurer, bank signing officer, the Principal or an Executive Committee member may deposit funds.
- Only the Treasurer, bank signing officer, ~~the Principal~~ or an Executive Committee member may deposit funds.

Pg. 12. Financial Matters Bylaw 11.11

- amend.
- (11) One thousand dollars (\$1,000.00) will be held over for start-up costs for the following year in the Budget and Income accounts.
- **A minimum balance of one thousand (\$1,000.00)** will be held over for start-up costs for the following year in the Budget and Income accounts.

Pg. 19. Secretary - Duties 3.2.b

- Amend staff changes.
- ...The copies that go on the public bulletin boards must be initialed by Diane Allen, school secretary, before they are posted. Forward the approved minutes to Amelia Dare (Amelia.dare@sd41.bc.ca) to be posted on the website.
- The copies that go on the public bulletin boards must be initialed by ~~Diane Allen, school~~ **Head secretary**, before they are posted. Forward the approved minutes to ~~Amelia Dare (Amelia.dare@sd41.bc.ca)~~ **Head Teacher** to be posted on the website.

Pg. 19. Treasurer - Duties 1.3

- Amend staff changes.
- ...provide bookkeeping for PAC finances, recording all cheques and deposits in a computerized Accounting program (e.g., Quick Books and/or Simply Accounting). Provide current copy of financial statements (Balance Sheet and Profit/Loss Statement) at each Executive Committee and general meeting. Provide the monthly bank reconciliation to Executive Committee and have it reviewed and initialed by the President or the Secretary.
- ...provide bookkeeping for PAC finances, recording all cheques and deposits in **an Excel spreadsheet**. Provide current copy of financial statements (Balance Sheet and Profit/Loss Statement) at each Executive Committee and general meeting. Provide **a quarterly** bank reconciliation to Executive Committee and have it reviewed and initialed by the President or the Secretary.

Pg. 20. Treasurer - Duties 2.5

- Amend changes.
- ...once Year End is approved, have Year End Financial Statements reviewed by 3rd party accountant/bookkeeper.
- ...once Year End is approved, **at the discretion and approval of PAC members, have** Year End Financial Statements reviewed by 3rd party accountant/bookkeeper **as required.**

Pg. 20. Treasurer - Duties 2.6

- Amend to reflect online gaming grant application.
- ...provide the Gaming Chair with reconciliation of gaming account.
Oversee Gaming Chair; and.
- ...provide a gaming account summary report and apply online for the **Community Gaming Grant**.

Updates to Document Change Record

- Record all changes that are passed at AGM.
- Thank you for your attention and help.