

Dr Knox Parent Advisory Council

Meeting Minutes | February 15, 2023 | Dr. Knox Library / via Zoom

6 attendees in person, 1 via Zoom

1. Meeting called to order at 6:02 pm.
2. **PAC EXECUTIVE:**
 - **MOTION** to approve all draft minutes to date for the 2022-2023 school year put forth by Mike Moore, seconded by Sarah Bendall; motion unanimously APPROVED.
 - **MOTION** to approve February 2023 agenda put forth by Nancy Dhaliwal, seconded by Mike Moore; motion unanimously APPROVED.
3. **PRINCIPAL'S UPDATE:** *Luke Campbell, Principal*
 - a) ***February is Harmony Month***
 - Lots of initiatives and fun things going on
 - Harmony Day – International Food Fair, etc.
 - Theme each week – this week is Gratitude
 - Human Rights Month, Pink Shirt Day, Black History Month, etc.
 - b) ***School Learning Goals (Draft)***
 - See attached draft of school academic and social-emotional goals
 - this will go out to parents for a thought exchange/feedback/input
 - c) ***Course Selection***
 - Started course selection process for 2023-24 school year
 - Gr 7-8 will receive course selection forms to look over with parents, to be returned to the school by Feb 16; Gr 6 will be receiving them over the next week and there is a Parent Night February 23 for Gr 6 parents
 - Gr 9s are getting ready to put their selections into MyED
 - Next steps is to determine how many kids picked what and schedule accordingly re: teaching assignments etc.
 - Explore possibility of changing structure so kiddos can take more options in Gr 9, parent expressed that it was hard to narrow it down to two electives from the broader exploratory options available in Gr 7/8.....not feasible re: scheduling, staying comparable to other schools at the same grade level.
 - d) ***Expansion Update***
 - No update here. See January meeting minutes for status.
 - e) ***Sports & Drama Update***
 - Basketball is almost wrapped up, boys have one game tomorrow and if they win, could go to provincials....it'll be a great game!
 - Drama – OZ is on, it's EXCELLENT.....really funny, sweet, the kids did a great job and it is SOLD OUT! Thanks to PAC for the seed money to make it happen.
 - f) ***Open Floor for Questions/General Discussion***
 - Comments re: Parent-Teacher Night....on the whole, it was pretty successful

- Feedback from parents; some parents didn't get their full time because the parent ahead of them went long
- Some lineups were definitely longer than others, and school has identified ways to help mitigate this for next time
- A few learning takeaways, but on the whole it went well and we'll get better year over year
- Reiterating that parents who have concerns and feel like they need a more in depth discussion are *always* able to reach out directly to their child's teacher – there is no requirement to wait for a short window on parent/teacher night

4. **BUILDING BENCHES UPDATE:** *Sarah Bendall, President*

a) 50/50 Raffle

- Raised \$2,535.28 after fees (see attached)
- Winner Jillian Grange – getting a cheque from PAC

b) Benches – 2 options (Quote – see attachment)

- Complete Benches 1 & 2 with bases
- Complete all 3 benches with no bases
- **NOTE:** due to the expansion plans not being completed, the 3rd bench may not be an option, but we do not know when we will be able to confirm this. As discussed last meeting, school has expressed that bases would be preferred (cleaning, consistency, etc).
- Council is also expecting some direct donations to come through for that specific purpose. School has funds in the budget to cover any shortfall for the full amount of \$3,480 (~\$900 current shortfall, but expect it to be much less than the school would cover).
- *Therefore, it is the recommendation of the PAC Executive to proceed with option 1.*
- **MOTION** to approve ordering benches 1 & 2 with bases put forth by Nancy Dhaliwal, seconded by Mike Moore; motion unanimously APPROVED.

5. **PAC BUDGET UPDATE:** *Mike Moore, Treasurer*

• **Recycling Update:**

- There is enough funds on the way from the Recycling Program to cover COBBS; waiting on the cheque from Return It to turn a cheque over to COBBS.

• **Gaming Account Update:**

- Cheque pending to winner of the 50/50 draw.

• **General Funds:**

- Issued the school a cheque for various items; updated Financial Report attached, reflecting monies out.

6. **COPAC UPDATE:** *Camila Biffard, COPAC Rep*

(Sarah read aloud in Cam's absence): The proposed budget for 2023/2024 was presented at the last COPAC meeting. An email was sent to families requesting feedback. There is a thought exchange to complete if you are interested. The school district pays for portables out of their operating budget, they cannot change this. So although parents are frustrated about portables costs this is a provincial issue, not a school district issue, they cannot take portables out of the

budget. There is an unfortunate disconnect between the ops budget for areas whose student population necessitates portables and areas who don't because of the funding-per-student model.

To participate in the budget survey/thought exchange, click [HERE](#) no later than March 3.

OTHER BUSINESS?

- Meeting adjourned at 6:42 pm
- Next Meeting in April 19, 2023 at 6 pm

Academic Goal: Literacy

Dr. Knox will foster a culture that promotes literacy throughout our school community to effectively communicate and connect with the world around us.

Dr. Knox will foster a culture that promotes literacy throughout our school community to allow us to communicate effectively and make sense of the world.

Measured by:

- Standardized reading assessment across grades
- What else?

Social Emotional Goal: Community

Dr. Knox strives to be an inclusive community that fosters respect, empathy, and collaboration.

Dr. Knox strives to be an inclusive community that fosters respect, empathy, and appreciation for all of its members.

Measured by:

- Student and staff surveys

Key words from the thought exchange:

Respect, kindness, Safe, Belong, Acceptance, Empathy, Awareness, Connections, Connectedness, Resilience

RaffleBox Financial Summary

INCOME	Quantity	Total
Online Sales		
Credit	160	\$6,580
Cash	0	\$0
Cheque	0	\$0
Money Order	0	\$0
InVenue Sales	N/A	N/A
Refunds	N/A	N/A
TOTAL	160	\$6,580.00

FEES	Total
Processing Fees	
Stripe (\$0.3 + 2.90%)	\$238.85
Platform Fees	
Rafflebox Fee (7%)	\$460.60
GST @ 5%	23.03
PST @ 7%	32.24
TOTAL FEES	\$754.72

Winners & Prizes	\$ 3,290.00
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GRAND TOTAL	\$2,535.28
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QUOTATION

Date:	November 28, 2022	WO#:	5126
School:	Dr. Knox Middle		

PROJECT DESCRIPTION: Build and install 3 benches in multi-purpose room as needed. Benches are priced individually, with and without bases as pre discussion with Luke Campbell.

	With Base	Without Base
Bench 1 (Under display cabinet)	\$ 1855.00	\$ 1255.00
Bench 2 (Under Tackboard)	\$ 1625.00	\$ 1025.00
Bench 3 (In corner by gym)	<u>\$ 1160.00</u>	<u>\$ 760.00</u>
Total	\$ 4640.00	\$ 3040.00

Thank you for your request. If you have, any questions please call the millwork shop. Darcy Egeland 250-870-5150 ext. 6563.

Approved:	<input type="checkbox"/>
Not Approved:	<input type="checkbox"/>

Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.

Email: operations.accounts@sd23.bc.ca

For our new Quote / Estimate system, we are giving high/low range estimates.

Estimated Cost Range:	Low \$	High \$
Estimators Initials:	DE	

All Quotes / Estimates are valid for 90 days.

Administrative Officer Signature:	
	Account No.: 10.1.02.59595.00 <u>07</u>
	Date:

Dr. Knox Middle School Parent Advisory Council									
Budget vs Actuals - for the Period ended JANUARY 31, 2023									
				GAMING ACCOUNT				GENERAL ACCOUNT	
Income				Actual (To date)				Actual (To date)	
Gaming Account									
		Roll over from prior year		\$	2,318.37		\$	778.27	
		Gaming grant		\$	18,740.00				
		Online fundraiser (GoFundMe)					\$	-	
		Bottle return fundraiser (RETURN IT)					\$	357.70	
Total Income				\$	21,058.37			\$	1,135.97
Expenses				Budget	Actual (To date)	Difference	Budget	Actual (To date)	Difference
School Requests (Gaming Account)									
		Admin - School T-Shirts (Yapps)		\$ 2,500.00	\$ 2,500.00	\$ -			
		Battle of the books		\$ 250.00	\$ -	\$ 250.00			
		Uniforms (sports)		\$ 2,500.00	\$ -	\$ 2,500.00			
		Bald falcon fundraiser		\$ 1,000.00	\$ -	\$ 1,000.00			
		Drama seed money for productions		\$ 1,000.00	\$ 713.22	\$ 286.78			
		WEB team events		\$ 1,500.00	\$ -	\$ 1,500.00			
		Instrument repair		\$ 1,000.00	\$ -	\$ 1,000.00			
		Second language support (french)		\$ 970.00	\$ -	\$ 970.00			
		Second language support (spanish)		\$ 335.00	\$ -	\$ 335.00			
		Chess club		\$ 200.00	\$ -	\$ 200.00			
		Art supplies		\$ 500.00	\$ 342.28	\$ 157.72			
		Indigenous leadership		\$ 500.00	\$ -	\$ 500.00			
		CPEN connect (read assist for students)		\$ 985.00	\$ -	\$ 985.00			
		Shears for sewing materials		\$ 340.00	\$ -	\$ 340.00			
		Reptile presentations		\$ 2,100.00	\$ -	\$ 2,100.00			
		Bussing for band events		\$ 1,000.00	\$ -	\$ 1,000.00			
		BC CPAC Fees		\$ 75.00	\$ 75.00	\$ -			
		End of Year Support (NOTE 1)		\$ 2,600.00	\$ -	\$ 2,600.00			
School Requests Subtotal				\$ 19,355.00	\$ 3,630.50	\$ 15,724.50			
PAC Expenses (General Account)									
		Teacher Appreciation					\$ 750.00	\$ -	\$ 750.00
		Miscellaneous					\$ 500.00	\$ -	\$ 500.00
		COBS bursary					\$ 1,050.00	\$ 525.00	\$ 525.00
		Staff Gifts					\$ -	\$ -	\$ -
PAC Costs Subtotal							\$ 2,300.00	\$ 525.00	\$ 1,250.00
Net Amounts				\$ 1,703.37	\$ 17,427.87	\$ (1,164.03)	\$ 610.97		
					GAMING			GENERAL	
Bank Account Balances				\$ 20,983.37			\$ 253.27		
Outstanding cheques				-\$ 3,555.50			\$ -		
Outstanding deposits				\$ -			\$ 357.70		
Actual Remaining Cash				\$ 17,427.87			\$ 610.97		
NOTE 1 - not formally requested but comparable to what was requested and paid towards the end of last year.									

Table 1

First Gaming Cheque				
Number:	273			
DPAC registration		\$75.00		

Table 1

Second Gaming Cheque			
Number:	274		
Drama		\$713.22	712.62
Art Club		\$342.28	
DRK shirts		\$2,500.00	
Reptile presentation			
Scanning PENS			
Total		\$3,555.50	