



# PARENT ADVISORY COUNCIL (PAC)

## Maillard Middle PAC Meeting February 22, 2017 @ 7:30pm

Attendance: Julio Pastora (President), Carmela Piluso (Treasurer), Jennifer Martin’s (Secretary), Danny Revelant (Communications), Mark Clay (Principle), Theresa Roberts (Vice-Principle), Anna Buchan, Joy Philbrook, Anna Driedger & Sally Chow.

Minutes prepared by Danny Revelant.

Meeting called to order at 7:30pm

### 1. Welcome and Introductions

### 2. Approval of Previous Meeting’s Minutes – January 17, 2017:

Unanimously approved by PAC Executives via email on January 20, 2017 and posted to the PAC’s website.

### 3. Chair’s Report – Julio Pastora:

**The Spring Dance:** Julio thanks everyone (attendees and volunteers) for all their help. Event was well supported even though attendance was less than the previous event. Overall the event went well and without problems. Feedback was positive from all kids.

**Maillard Crosswalk Presentation to Council:** Jen Blatherwick did an amazing job with the Council presentation! All in attendance were very supportive, with the exception of Mayor Stewart who seemed a bit dismissive of the presentation. Councilors had positive feedback, with the Transportation Liaison - Dan Mooney – agreeing to survey the traffic in front of Maillard the week before Spring Break.

### 4. Treasurer's Report – Carmela Piluso:

Current state of accounts:

- A PDF copy of the detailed PAC Treasury Report may be found under the “Agenda, Budget & Meeting Minutes” section of the Maillard PAC website.
- Key expenses paid since the last PAC Meeting:
  - Emergency Prep containers.
  - Munch-a-Lunch expenses. Program has made approx. \$3,300, thus far. On route to exceed estimates.
  - Teachers’ classroom funds.
  - JavaHut Solutions for set-up & hosting of PAC’s website.
- Gaming Account Balance: \$13,517.87
- PAC Operating Account Balance: \$ 4,236.44
- **Total PAC Account Balancel: \$17,754.31**

### 5. Principal's Report – Mark Clay:

**Seymour Winter Day:** Mr. Clay thanks the teachers and administrative staff for all their help. Weather was not the best, but the kids had a good time. Anna D. did an amazing job with the “pen” craft. Suggestion for next year (if this happens again) is to do it at a different time due to weather. Mountain’s Staff commented and complimented the kids for their “excellent behaviour”.

**Thanks to the Sports Coaches:** Special thanks to all the teacher coaches for all they do, especially at this time of year. Special thanks to Mr. Wilson, Mr. Mak, and Mme. Deacon for their dedication to the Wrestling Team – Finals next week!

**Teacher Conferences:** Teachers are prepping student interim reports and are heads down.

**Spoken Word Festival: April 4<sup>th</sup>** – Oral speaking festival that will be in an open format to each classroom. Presentations may be in the form of a TED Talks, PSA, stand-up presentation, etc and will be presented on April 4<sup>th</sup>.

Julio offered a speaker\liaison to come and speak to the kids. Julio to investigate and speak with Mr. Clay & Mrs. Roberts about options and dates\times.

**Celebration\Year-End of Learning – June 22<sup>nd</sup>:** Maillard will again host this event; inviting the community into the school to allow kids to set-up presentations and present their displays to their family & friends.

## 6. Old Business:

- **Report on Hollywood ‘Red Carpet’ Dance – Danny Revelant:**
  - 159 attendees yielded \$795.00 in ticket sales with 50 pizza pre-order adding \$250.00; totaling \$1,045.00. Total concession sales came to \$179.00. Carmela has deposited \$1,224.00.
  - Night went off without any incidents, mainly due to the parent and high school volunteers we had. To these people, we say a big “THANK YOU”! Robin, Sally, and their Crew did an amazing job of supplying & manning the concession stand, while Mykhila & her Crew provided an amazing Hollywood backdrop and themed dance; complete with a red-carpet entrance and balloon drop. A special thanks to Lanny & Heather Darts’ who designed and setup the “Hoarding\Posing Wall”, which was an AMAZING main attraction that yield tonnes of pictures and has been put away for future events.
  - Gift card donations from: Lougheed Mall (\$25), Boston Pizza (5x\$10), and Zone Bowling Coquitlam (2x\$10) were given out as door prizes for “best dressed” attendees – 7x\$10 and “best dancer” – \$25. Boston Pizza also gave us a number of \$5 discount coupons that were given out to staff, parents, students, and volunteers. Danny will be preparing a Thank You letter complete with a copy of the “winners” pictures and will deliver them to each sponsor by the end of this weekend.
  - The Revenue Report is attached – Please see the Appendix. As can be seen, attendance was far less than anticipated and a lot of extra money was spent on the Concession Stand, which wasn’t as popular this time around. **Net profit of the event was \$545.34.**
  - Sally had suggested an “Austin Powers” (1960’s) themed party for the third and final dance of the year. Another suggestion was to have the Grade 8’s pick the theme for the dance. Further details to come.
  
- **Report on Maillard Crosswalk presentation to Coquitlam City Council – Jen Blatherwick:**

Further to the update described in the “Chair’s Report”, Jen highlighted additional concerns that show issues with the current drop off configuration\options on the South side of the school. She had also suggested to have a crossing guard, but option dismissed by Council as this would be a School Board issue for funding. The option of using students as crossing guards was proposed at tonight’s meeting, but is not an option; mainly due to liability and safety concerns. Jen also suggested installing traffic “bumps” to assist with slowing traffic, but as Rochester is a main bus route and buses are very low to the ground, this option is likely not plausible. Ultimate decision on if the crosswalk will be installed will come from Dan Mooney’s survey & report. Dan has the final decision, so his survey is critical. Recommendation was made to come on a rainy Tuesday to show the “true” traffic at Maillard. There was also an interview done by a BCIT Journalism student at the Council Meeting; which will be followed up on in the coming weeks.
  
- **Report on Scholastic Book Fair Campaign – March 1 & 2 from 8:00 - 6:00pm – Sally Chow:**

Delivery is tomorrow, Thursday, February 23<sup>rd</sup>. Call for volunteers continues on the PAC’s website. Teachers are welcome to come and see and add to the “Wish List” during the operating hours.

- **Prioritizing of School Wish List – PAC Executive:**

1. Vests for Music Program - \$900
2. Outdoor play equipment - \$500
3. School T-shirts - \$3,000
4. Games and supplies for HUB room - \$300
5. Laptop Cart for 20 Laptops - \$700
6. Outdoor Beautification Project - \$500

A motion was put forward by Jen Blatherwick to approve the above \$5,900 spending.

Move – Carmela Piluso

Seconded – Sally Chow

Motion was voted on and passed unanimously. PAC approves the School to purchase the above and will fund these initiatives up to the allotted funds.

- **Fundraisers:**

1. **Shred It – April timeframe – Danny Revelant:**

Details still being worked out by Rochester Elementary's PAC. Likely being scheduled for first or second week of April. More details to come.

2. **Krispy Kreme – Carmela Piluso:**

Plan is to start publicizing on March 1<sup>st</sup> via school posters and the PAC Website. PAC will use PayPal to collect all pre-orders & payments (Parents MUST label their payment as being for "Krispy Kreme Order" or it will be refunded). Pre-Orders will stop being accepted on March 31<sup>st</sup> with pick-up & delivery on April 12<sup>th</sup>. If we sell 250 boxes, we will yield \$1,400! Plan is to order the number of pre-orders, plus some extras. Suggestion made to partner with Rochester on this; Danny to approach Rochester's PAC.

3. **Trivia Parents Night – Carmela Piluso:**

Looking at using the Ridgeway Legion - \$290 for Friday & \$350 for Saturday rental – and having it catered for \$11/person. Beer & Wine only options also being investigated. More details to come.

4. **Family Donation Requests – PAC Executive:**

Julio to look into ways to drive this initiative.

## 7. **New Business:**

- **Grade 8 Leaving Ceremony – Anna Buchan & Joy Philbrook:**

Traditionally funding has been \$750. Joy & Anna looking to separate the formal ceremony and afternoon event. Joy to canvas the Grade 8's for their preference. Option proposed for afternoon\fun event to be a Carnival Party. Suggestions included using the Coquitlam Kinsmen Club for food, Robin Kelsey (formerly of Party Perfect) for concession, and Houle Games to supply carnival equipment.

- **iGirl & iGuy at Maillard – Julio Pastora:**

Request for Grade 7s to receive presentation - 150 students. Cost is \$350/30 students for a 2-hour session. Approximately 5 session would be required. Proposition to have PAC pay for ½ the costs and parents of kids who sign-up pay the other half. Mr Clay to approach Team Leaders and provide Julio with possible dates. Idea is to make this a yearly initiative\option for all Grade 7s.

## 8. **Next PAC Meeting:**

Wednesday March 29<sup>th</sup> @ 7:30pm in the Maillard Library.

Meeting adjourned at 9:33pm.

**Maillard Middle Spring Dance - Budget:**

**Tickets:**

Estimated Attendees (+10% from Fall Dance): 220  
 Price per Ticket: \$ 5.00  
**Ticket Revenue: \$ 1,100.00**

**Concessions:**

| Item  | Cost        | Qty | Sale Price | Sale Total     | Profit        |                  |
|---|-------------|-----|------------|----------------|---------------|------------------|
|   |             |     |            |                | No Donations  | With Donations   |
| Promo Printing  | \$ 100.00   | -   | -          | \$ -           | 100.00        | \$ -             |
| DJ Fee  | \$ 250.00   | -   | -          | \$ -           | 250.00        | \$ -             |
| Pizza - 152 orders (+20%) - 38 pizzas: 28 cheese & 10 pepperoni | \$ 380.00   | 304 | \$ 2.00    | \$ 608.00      | 228.00        | \$ 228.00        |
| Drinks - Same as Pizza orders                                   | \$ 67.56    | 152 | \$ 1.00    | \$ 152.00      | 84.44         | \$ 84.44         |
| Bags of Chips (Doritos, Regular Chips & Popcorn Twists)         | \$ 36.00    | 144 | \$ 1.00    | \$ 144.00      | 108.00        | \$ 108.00        |
| Candy Bags  | \$ 50.00    | 150 | \$ 1.00    | \$ 150.00      | 100.00        | \$ 100.00        |
| Cotton Candy Supplies - 150 orders                              | \$ 120.00   | 150 | \$ 2.00    | \$ 300.00      | 180.00        | \$ 180.00        |
| Cotton Candy Machine Rental                                     | \$ 75.00    | -   | -          | \$ -           | 75.00         | \$ -             |
| Glitter Temporary Tattoos & Mustaches (75 of each)              | \$ 37.50    | 150 | \$ 1.00    | \$ 150.00      | 112.50        | \$ 112.50        |
| Misc Supplies - Bottle Pens, Table Cloths & Tickets             | \$ 30.00    | -   | -          | \$ -           | 30.00         | \$ -30.00        |
| Decorations   | \$ 100.00   | -   | -          | \$ -           | 100.00        | \$ -100.00       |
| DJ Equipment Rental   | \$ 100.00   | -   | -          | \$ -           | 100.00        | \$ -             |
| Door Prizes: \$10x2 & \$5x6 DQ GF                               | \$ 50.00    | -   | -          | \$ -           | 50.00         | \$ -50.00        |
|   | \$ 1,396.06 |     |            | <b>Profit:</b> | <b>107.94</b> | <b>\$ 632.94</b> |

**Potential Net Profit: \$ 1,207.94 \$ 1,732.94**

## Maillard Middle Spring Dance - Final Report:

### Tickets:

|                        |                    |
|------------------------|--------------------|
| Attendees:             | 159                |
| Price per Ticket:      | \$ 5.00            |
| <b>Ticket Revenue:</b> | <b>\$ 795.00</b>   |
| Pizza Pre-Orders       | 50                 |
| Price per Pre-Order:   | \$ 5.00            |
|                        | <b>\$ 250.00</b>   |
| <b>Total:</b>          | <b>\$ 1,045.00</b> |

### Event Costs:

|  |                  |
|--|------------------|
| Pizza:                                   | \$ 250.00        |
| Drinks - Water & MIO:                    | \$ 41.99         |
| Chips:                                   | \$ 44.56         |
| Candy Bags:                              | \$ 48.59         |
| Cotton Candy Supplies:                   | \$ 104.00        |
| Table Cloth Roll:                        | \$ 22.00         |
| Glow Sticks:                             | \$ -             |
| Promo Printing - Donated                 | \$ -             |
| Cotton Candy Machine Rental - Donated    | \$ -             |
| Glitter Tatoos & Moustaches - Donated    | \$ -             |
| DJ Fee - Donated                         | \$ -             |
| DJ Equipment Rental - Donated            | \$ -             |
| Gift Card Door Prizes - Donated          | \$ -             |
| Decorations:                             | \$ 162.71        |
| Misc Supplies - Movie, food gloves, etc. | \$ 4.81          |
| <b>Event Cost Total:</b>                 | <b>\$ 678.66</b> |

### Calculated Event Revenue:

|   |                    |
|---|--------------------|
| Event Ticket & Pizza Pre-Sales:                       | \$ 1,045.00        |
| Concession Ticket Sales:                              | \$ 179.00          |
| <b>Declared Deposit - Reported by Carmela Piluso:</b> | <b>\$ 1,224.00</b> |

|                      |                  |
|----------------------|------------------|
| <b>Event Profit:</b> | <b>\$ 545.34</b> |
|----------------------|------------------|

**Maillard Middle Spring Dance - Receipt Logs:**

| <u>Name</u>      | <u>Receipt Date</u> | <u>Store\Vendor</u> | <u>Description</u>              | <u>Amount</u>    |
|------------------|---------------------|---------------------|---------------------------------|------------------|
| Danny Revelant   | 2/4/2017            | Craigslist          | Singing in the Rain Movie       | \$ 2.00          |
|                  | 2/11/2017           | Costco              | Water                           | \$ 15.98         |
|                  | 2/11/2017           | Wholesale Club      | Chips                           | \$ 44.56         |
|                  | 2/11/2017           | Superstore          | MIO                             | \$ 26.01         |
|                  | 2/16/2017           | Dollarama           | Food-Safe Gloves                | \$ 2.81          |
|                  | 2/16/2017           | Little Caesars      | Pizza                           | \$ 250.00        |
|                  |                     |                     |                                 | <b>\$ 341.36</b> |
| Sally Chow       | 1/25/2017           | Dollarama           | Bags                            | \$ 2.81          |
|                  | 2/15/2017           | Dollarama           | Candy                           | \$ 4.56          |
|                  | 2/15/2017           | Dollar Tree         | Candy                           | \$ 32.03         |
|                  | 2/15/2017           | Dollar Tree         | Candy                           | \$ 9.19          |
|                  |                     |                     |                                 | <b>\$ 48.59</b>  |
| Mykhila Drummond | 2/15/2017           | Walmart             | Decorations                     | \$ 50.93         |
|                  | 2/15/2017           | Party City          | Decorations                     | \$ 111.78        |
|                  |                     |                     |                                 | <b>\$ 162.71</b> |
| Robin Kelsey     | 2/27/2017           | Robin               | Cotton Candy & Table Cloth Roll | \$ 126.00        |
|                  |                     |                     |                                 | <b>\$ 126.00</b> |
| <b>Total:</b>    |                     |                     |                                 | <b>\$ 678.66</b> |