

**Minutes of Funds Disbursements Sub-Committee Meeting
Tuesday October 23, 2007**

Attendees: Karen Stewart, Sue Hogan, Linda Wright, Elvyna Kerrey, John McGowan

Items Discussed:

- 1) *Purpose of Disbursements sub-committee*
 - a. To review school funding priorities, department allocations, wish lists and requests and recommend funding allocations and disbursements for approval by the PAC.
- 2) *PAC account "buffer" – what level of funds should be carried in the account.*
 - a. Buffer to remain at \$20,000. Amount carried is currently higher, so over the next 3 years we will increase spending to slowly reduce the buffer to \$20,000.
- 3) *Emergency Prep and Transit Levy funds.*
 - a. These funds need to be segregated and used only for their designated purposes.
 - b. The Transit Levy funds are collected and reserved to pay for maintenance and replacement of the vans (currently \$57,000)
 - c. Emergency funds are collected to pay for supplies such as equipment for administration. A Parent volunteer is needed to coordinate with Joe . John and Joe will provide a list of items which PAC will supply funds for each year starting with 3 mag light flashlights.
- 4) *Large project(s) for 2007/2008*
 - a. This year the committee has determined the special expenditure and project. Next year we will invite interested parties to submit proposals by November meeting.
 - b. The gym is school priority project for this year. The gym is focal point for many school activities including the assemblies, awards and graduation ceremonies. – John will ask the staff to come back with needs for sound system, clock, equipment etc. The Fine Arts department will work with the students to paint the school logo in the gym.
- 5) *Department Funding allocations*
 - a. With the user fee changes, many academic subjects have reduced funding, we have now changed the funding allocation to include all departments. Funds are allocated at the start of the school year so each department knows how much they have to spend. Allocations will be kept as a percentage of the agreed amount released.
 - b. Department heads will attend PAC meetings during the year to talk about curriculum and what the money was spent on.

2007/2008 budgetBased on a
\$50,000 budget

Funds Allocation Formula	%	\$ (may vary)
One large project every year	30%	\$15,000
Departmental "Wish Lists"		
Math	3%	\$1,500
English	3%	\$1,500
Social Studies	3%	\$1,500
Science	3%	\$1,500
Languages	3%	\$1,500
PE/Athletics	10%	\$5,000
Special Ed	3%	\$1,500
Library	10%	\$5,000
Music	5%	\$2,500
Art	5%	\$2,500
Drama	5%	\$2,500
Technical	10%	\$5,000
Contingency/Special Expenditures Fund	7%	\$3,500
Total	100%	\$50,000

6) *Special Requests*

a. Music

- i. Determine cost of instrument rental vs purchase and depreciation
- ii. Uniforms – boys to purchase, recommend ties & shirts only
- iii. Get inventory from Music PAC and look at usage, budget and plans before deciding.

b. Math

- i. Give \$1500 allocation + additional \$1300 towards Math kits this year, then regular allocation next year