



Tom Baines Parent School Council
SCHOOL COUNCIL MEETING
DRAFT MINUTES
Monday, September 15, 2025

Attendance

In Person: Scott L; Christina G; Jennifer C; Yadan C; Dandem L; Lan F; Christina C; Lindsay K; Kasnif R; Vivian H; Margo W; Xen P; Clara L; Jane Y; Peggy K; Edisin H; Karen L; Kevin F; Jensen A; Alice K; David C; Chuaune J

1. Call to order

Meeting called to order @ 7:00pm

2. Approval of Agenda

Call for any amendments. - none

Motion: Margo

Seconded by: Kevin

Approved, no opposed

3. Approval of May 26, 2025 Minutes

Call for any amendments. - none

Motion: Jennifer C

Seconded by: Scott L

Approved, none opposed

4. School Reports:

Derek Siakaluk

- **Welcome to School**
- **Currently at 810, max capacity is 840**
- **Final count is September 30**
- **Strike – Following the news, last update is if no settlement, the strike could happen on October 6**
- **Teachers – New staff have settle in well, students are also settling in as well.**
- **Parking – No entrance in main entrance, enter through the south entrance, exit through the north entrance**
-

5. Old Business

- N/A

6. Elections

- **Positions**
 - i. **Chair**

1. **Scott Livingstone**
 2. **Motion – Jennifer C**
 3. **Second – Christina**
 4. **All in Favor – none opposed**
- ii. **Vice Chair**
1. **Clara Tseng**
 2. **Motion – Jennifer C**
 3. **Second – Lan**
 4. **All in Favor - none opposed**
- iii. **Secretary**
1. **Jane Yang**
 2. **Motion – Jennifer C**
 3. **Second – Clara**
 4. **All in favor – none opposed**
- iv. **Treasurer**
1. **Peggy Kam**
 2. **Motion – Jennfier C**
 3. **Second – Margo**
 4. **All in favor – none opposed**
- v. **Special Event Coordinator**
1. **Head of Volunteer Group / Coordinator – Karen and Jane**
 2. **Grade 9 Fareware – Clara**
 3. **Key Communicator - Kevin**
 4. **Casino Coordinator - Margo**

7. Motion to adjourn at 7:52pm – Jennifer C

Next Meeting Dates: October 27, November 24, January 19, February 23, March 16, April 20, May 25



Attendance:

In Person: Scott L; Christina G; Jennifer C; Yadan C; Dandem L; Lan F; Christina C; Lindsay K; Kasnif R; Vivian H; Margo W; Xen P; Clara L; Jane Y; Peggy K; Edisin H; Karen L; Kevin F; Jensen A; Alice K; David C; Chuaune J

1. Meeting called to order at 7:32 PM

1. Approval of Agenda

Call or any amendments. – Review Financials and Vote on Audited Statements; Change Casino Coordinator to Secretary

Motion to Approve – Jennifer C

Seconded by – Margo

Approved as presented, no opposed

2. Approval of minutes from May 26, 2025 meeting

Call for any amendments.- none

Motion to approve: Jennifer C

Seconded by: Christina

Approved, no opposed

3. Elections

- **Chair**
 - i. **Scott Livingstone**
 - a. **Motion – Jennifer C**
 - b. **Second – Margo**
 - c. **All in Favor – none opposed**
- **Vice Chair**
 - i. **Clara Tseng**
 - a. **Motion – Jennifer C**
 - b. **Second – Lan**
 - c. **All in Favor - none opposed**
- **Secretary**
 - i. **Jane Yang**
 - a. **Motion – Jennifer C**
 - b. **Second – Clara**
 - c. **All in favor – none opposed**
- **Treasurer**
 - i. **Peggy Kam**
 - a. **Motion – Jennifer C**
 - b. **Second – Margo**
 - c. **All in favor – none opposed**
- **Casino Director**
 - i. **Margo**
 - a. **Motion – Jennifer C**

- b. **Second – Christina**
- c. **All in favor – none opposed**

4. Treasurer reports:

Audited Financials Statements Review

- Audit was performed on September 12, 2025 by Christina Gracey and Lindsay Koro, both Friends of Tom Baines School Society members
- See Attached Statement of Cash Flow, Income Statement and Balance Sheet for the fiscal year ending July 31, 2025

Operations Account

- We started the fiscal year with a cash balance of \$14,231.53 in our Operations Account. We added \$7,879.81 in donation income into this account throughout the year, and we withdrew a total of \$5,497.76 to cover member-approved expenses that supported various school equipment, activities and initiatives (see detailed expenditures on the Statement of Cash Flow)
- As a result, this years Operations Account Net Income was \$2,382.05 leaving an ending balance of \$16,613.58 in the Operations Account as of July 31, 2025

Casino Account

- At the start of the fiscal year (August 1, 2024) there was a cash balance of \$81,233.50 in the Casino Account.
- We did not have a casino during this fiscal period and therefore we did not have any receipts into this account.
- We withdrew a total of \$61,934.61 of funds from this account to pay for member-approved expenditures supporting our school, for our society insurance and misc. admin fees. The resulting Net Income in the Casino account this year was -\$61,934.61. This leaves an ending cash balance of \$19,298.89 in our Casino Account

Balance Sheet Summary

- The Friends of Tom Baines School Society does not have any capital assets and we do not have any long-term liabilities. As such, our assets are represented entirely by the cash in our two accounts (the operations account and the casino account), which balances with our Equity from our cash earnings.

1. Funding Request

- Request approval to spend up to \$1500 from the casino account to renew our insurance, which is set to expire at the end of September. This renewal would cover us from Oct 1, 2025 through Sept 30, 2026
- Request approval up to \$500 spending on Staff appreciation for an appreciation event in early October

Motion S

Payment of insurance fees of up to \$1,500 – Jennifer C

Seconded – Margo

Approved – None opposed

2. Request to update signing authorities on our bank accounts to reflect newly elected executive (Chair, Vice Chair, and Treasurer)

Remove Lan Fu and Jennifer Conley from signing authority

Motion

Change our signing authorities on the two bank accounts to reflect Chair, Vice Chair, Treasurer, Margo to remain – Remove Lan and Jennifer
Seconded – Lan
Approved – None opposed

3. Request to accept the financial statements as audited

Motion to Approve Financials as presented – Jennifer C
Seconded – Margo
Approved – None opposed

4. Request to authorize funds for a staff appreciation

Motion
Staff appreciation for up to \$500
Seconded – Christina
Approved – none opposed

Casino

- **November 17 and 18**
- **Start looking for volunteers in September**

5. Meeting adjourned at 8:24 PM - Jennifer C; Lan

Next meeting: October 27, November 24, January 19, February 23, March 16, April 20, May 25

	Budget	Casino	Operation	Remaining
Add: Sources of Funds (Receipts)				
Casino Funds		\$ -		
Casino Advisors Fees (In/out)		\$ -		
Annual Donation Campaign			\$ 7,879.81	
Total Sources		\$ -	\$ 7,879.81	
Less: Uses of Funds (Disbursements)				
Technology Refresh	\$ 37,597.46	\$ 37,597.46		\$ -
Laser Cutter	\$ 7,360.00	\$ 7,360.00		\$ -
Ceramics Program	\$ 4,355.00	\$ 4,355.00		\$ -
Engineering & Design Studies Program Start-up	\$ 10,000.00	\$ 10,000.00		\$ -
Science Astrodome Rental	\$ 2,826.18	\$ -		\$ 2,826.18
Art Easels	\$ 360.00	\$ -		\$ 360.00
Science Hydrogen Car Design Challenge Kit	\$ 1,392.71	\$ 1,392.71		\$ -
EAL Learners Subscriptions	\$ 2,245.00	\$ -		\$ 2,245.00
Atlas's for Humanities Department	\$ 2,700.00	\$ -		\$ 2,700.00
Insurance	\$ 1,500.00	\$ 1,203.00		\$ 297.00
Casino Account Admin Fees	\$ 100.00	\$ 26.44		\$ 73.56
Casino Account Bank Fees	\$ 25.00	\$ -		\$ 25.00
Fine Arts (from Musical Fundraising 2020)	\$ 3,117.87		\$ -	\$ 3,117.87
Staff Appreciation	\$ 2,700.00		\$ 2,566.90	\$ 133.10
Parents Workshop	\$ 2,500.00		\$ 2,325.00	
Misc - Special Project	\$ 500.00		\$ 500.00	
Ops Acct Admin Fees	\$ 300.00		\$ 105.86	\$ 194.14
Ops Acct Bank Fees	\$ 50.00		\$ -	\$ 50.00
Total Uses		\$ 61,934.61	\$ 5,497.76	
Net Income		\$ (61,934.61)	\$ 2,382.05	
Opening Balance Bank Statement August 1, 2024		\$ 81,233.50	\$ 14,231.53	
Add Net Income		\$ (61,934.61)	\$ 2,382.05	
Add back A/P		\$ -	\$ -	
Closing Balance Calculation		\$ 19,298.89	\$ 16,613.58	
Bank Statement Account Balance - July 31, 2025		\$ 19,298.89	\$ 16,613.58	

Notes to our Financial Statement:

1. We do not have any capital assets.
2. We do not have any long term liabilities.
3. Our Society fundraises for the sole benefit of Tom Baines Middle School.

Assets	<u>Casino Acct</u>	<u>Operations Acct</u>	<u>Total</u>	Liabilities	<u>Casino Acct</u>	<u>Operations Acct</u>	<u>Total</u>
Cash - Bank Account	\$ 19,298.89	\$ 16,613.58	<u>\$ 35,912.47</u>	Accounts Payable	\$ -	\$ -	<u>\$ -</u>
				Total Liabilities			<u>\$ -</u>
				Equity			
				Retained Earnings (carry forward)	\$ 81,233.50	\$ 14,231.53	
				Current Earnings	\$ (61,934.61)	\$ 2,382.05	
							<u>\$ 35,912.47</u>
Total Assets			<u>\$ 35,912.47</u>	Total Liability and Equity			<u>\$ 35,912.47</u>

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The Friends of Tom Baines School Society
Income Statement For Year Ending July 31, 2025

25-09-09

	Casino	Operation
Sources of Funds (Receipts)		
Casino Funds	\$ -	
Annual Donation Campaign		\$ 7,879.81
<i>Total</i>	\$ -	\$ 7,879.81
Uses of Funds (Disbursements)		
Technology Refresh	\$ 37,597.46	
Laser Cutter	\$ 7,360.00	
Ceramics Program	\$ 4,355.00	
Engineering & Design Studies Program Start-up	\$ 10,000.00	
Science Hydrogen Car Design Challenge Kit	\$ 1,392.71	
Staff Appreciation		\$ 2,566.90
Parent Workshop		\$ 2,325.00
Misc. Special Project		\$ 500.00
Insurance	\$ 1,203.00	
Admin Fees	\$ 26.44	\$ 105.86
Bank Fees	\$ -	\$ -
<i>Total</i>	\$ 61,934.61	\$ 5,497.76
Net Income	\$ (61,934.61)	\$ 2,382.05

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