

Sir Guy Carleton PAC Meeting Minutes  
Tuesday November 27th Principals Office 3:30pm

Attendance: David Murphy (principal), [REDACTED], Denise Fong (co-chair), Ajsa Residovic (treasurer), Thalita Essinger (secretary), Amanda Hillis (DPAC secretary)

**1. Motion to Approve October 23rd 2018 minute meetings**  
**Motion Voted: 4 of 4 yes**

**Co-Chair Denise Fong:**

**2. Update from gaming commission auditor:**

2.1 Conditions gaming grant was not met. Requirement of gaming summaries to be submitted no later than 90 days after the fiscal year. 2014-2015, 2015-2016, 2016-2017 deadline was not met.

2.2 Prohibited use of gaming funds on fundraising activities. 6 cheques totalling \$13,142.92 spent for the gaming account from May 2013-Aug 2016. (\$11950.89 World's Finest Chocolates; \$1192.05 Carnival games)

Due to the above, for Carleton PAC to be considered for 2018-2019 gaming funding and from advice from the gaming auditor [REDACTED] Pac executive from 2013-2016 needs to be removed from executive and all signing authority effective immediately and PAC to send approved meeting minutes directly to the gaming commission,

**Motion to Vote:**

1. To remove [REDACTED] as a member of the Carleton PAC executive effective immediately
2. For [REDACTED] to turn over any and all materials or documentation belonging to the Carleton PAC in her possession by 3pm on November 29, 2018.
3. To remove [REDACTED] as a signatory on any and all Carleton PAC accounts.
4. To name [REDACTED] and [REDACTED] as the only signatories on all Carleton accounts; and
5. To affirm that all Carleton PAC accounts require two signature for all transactions

**Motion voted: 4 of 4 votes yes**

**3. Teachers funds (allowances)**

100 budget (until we know about future fundings)  
David to get reimbursement form

**4. Signing authorities:**

4.1 Attached statement from [REDACTED]  
Attached statement from [REDACTED]

4.2 Denise, Ajsa and Thalita to be the only signatories  
Adding Thalita at the bank next week (bring minutes)

4.3 cash handling checklist / roles and responsibilities

**5. BCPAC membership \$75 annually**  
**Motion to Vote: 4 of 4 votes yes**

**6. Treasurer Report:**

Denise as past treasurer supporting Ajsa

**6. Treasure Report: (Denise)**

**Gaming Balance as of November 1st \$8315.17**

#94 \$992.25 to Gymsense  
#95 \$500 Deposit Harbour cruise

After cheques cleared \$6822.92

**Fundraising account as of November 1, 2018 \$2774.83**

(October 25th 50 cheques for fundraising account debited directly from the account \$83.64. Stating here as the last meeting held OCt 23rd and amount debited after the meeting)

#42 Kernels October popcorn \$201.88  
#43 [REDACTED] \$75.94. Superstore 3 boxes of Halloween chocolates,. Dollarama 4 folders for audit. Costco 1 box juice.  
#44 Kernels November Pizza day popcorn \$150.94  
\$45 Papa Johns November Pizza Day \$175.00  
#46 To Vancity amount \$365 for Statements and all cheque images for account history of [REDACTED] personal held PAC account 2010-2016 for the gaming auditor.

**Deposits: Nov 16th \$511.50 November pizza day and lunch sales**

**Deposits: Nov 27th \$612.19 Cunningham cheque for 2018 Carnival**

**\*\*\*\*At the bank Please create deposit memo for each cash deposit i.e.. Nov pizza day**

November 15 Pizza day	Pizza \$225 (Extra 18 10 cheese 6 Hawaiian 6 pepperoni) 1 Apple 1 mixed 50 Jalapeno Jack 25 Caramel 25 buttersalt 50 White cheddar	\$175.00 Pizza (Extra 18) \$10.39 Apple Juice \$150.94 Kernels  Total \$336.33	Deposited Nov 15th \$366.75 (track meet less sales) \$144.75  Total \$511.50	<b>\$175.17 NET</b>  <b>73 popcorn remaining</b>  <b>45 juice remaining</b>
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**Fundraising Update: November Pizza Day**

Pizza slices are even! 18 extra slices sold out after the first lunch bell. October 3 slices remaining  
Less boxes of pizza came. Had to give some of the extras to the kids who were missing

**Next pizza Day Dec 13th (thursday):**

Order 24 slices extra cheese. 50 buttersalt, 50 white cheddar, 50 caramel  
Sell popcorn that is about to expire for \$1

**David will help out with Dec 13th pizza day**

**Talk to parents about more help on pizza day**

**8. New fundraising activities:**

Denise: Purdy's chocolates approx 20-25 kids want to sell. Send out notice for parent consent and parents to sign off on how many boxes their child will be picking up.

Denise to purchase receipt book to give a copy to kids once money is returned

-Chocolate notices to go home Wednesday 28th

-Meeting with kids who returned the forms and participating. Hand out chocolates Monday Dec 3rd lunch time

-Reorders Wed Dec 5th and pick up Friday Dec 7th

-Reorders Wed Dec 12 pick up Friday Dec 14th

-Reorders Wed Dec 17 pick up Dec 21st

**All monies to be return January 9- 11th.**

**Motion to vote for above: 4 votes in 4 yes**

**Ajsa: Hot chocolate last week Dec 19**

**sell popcorn at lunch**

**Summer freeze**

**9. Cunningham Events:**

Bazaar Nov 30th - All Carleton invited Thalita Denise and Ella has tables here

Cocoa and Carols Dec 6th - All Carleton invited Thalita, Denise and Asja will assist.

**10. New Business:**

Follow up with [REDACTED] from Dec 2017 on unapproved \$100 gift cards purchases through Carleton Kernals account

Reads out purposed letter to send to [REDACTED] office at [REDACTED] Attached

**Motion to Vote:**

**1. Submit letter to [REDACTED] work, [REDACTED] for follow up on why they were using Carleton's fundraising Kernals account for their own fundraising purposes and asking them to stop. (Most recent order made by [REDACTED] from Carleton Kernals was ordered May 2nd picked up May 21st.)**

**VOTE (after reading letter): 4 of 4 yes**

PAC Carleton Website:

Denise will put up website and post all previous Pac meeting notes there.

One Co-Chair position OPEN

Talk to families, invite new people

**Principal's Update:**

**Extracurricular Clubs / Activities offered to students:**

- YWCA Programs continue for grade 7 students (Boys for Real and Welcome to My Life)
- Super Science Club for primary and Intermediate students ends on Monday. Students are looking forward to the big fieldtrip to Science World in December.

- Community School Team Afterschool Programs on Tuesdays.
- Equal Play – a lunchtime soccer club for girls in grades 3-7.

#### **School Events:**

- Lock Down Drill on Nov. 21<sup>st</sup>. VPD participated in the drill
- Gym Sense – November 19<sup>th</sup> – December 7<sup>th</sup>
- Carleton Students are participating in dance lessons on Thursday afternoons at 2:30pm in the gym. The program is run by Mr. Bernard. (This is temporarily delayed due to GymSense and will resume in December).
- Remembrance Day Assembly – we were fortunate to have a student led assembly with a number of student performances.
- Division 2 went off to the Art Gallery
- Divisions 1, 2 & 3 went off to see the Vancouver Symphony Orchestra
- Dental Screening for Kindergarten students
- Check out our new website!

#### **Upcoming School Events:**

- We are looking forward to the Holiday Bazaar this Friday and Coco and Caroling on Dec. 6th!
- Report Cards:
  - As previously mentioned, 3 teachers will be part of the new communicating student learning pilot. Divisions 3,4S & 6. They will be completing 2 written reports (to be sent home at the end of January and June).
  - Students in Divisions 1, 2 & 5 will receive the traditional report card on December 19<sup>th</sup>.
- Primary Sing A Long: Monday, Wednesday and Friday (Dec. 17, 19 & 21)
- There will also be caroling in the hallway outside of the office during the last week of school. Please join us from 8:30-9:00am.
- Last day before Winter Vacation: Friday, December 21<sup>st</sup>.
- School is back in session on: Monday, January 7<sup>th</sup>.
- Parent / Teacher Conferences for December reporting: Jan. 30<sup>th</sup> and 31<sup>st</sup>. Please note that there will be an early dismissal day on Wednesday, Jan. 30<sup>th</sup> at 2pm.

**Meeting Adjourned 4:20pm**

**Next Meeting Date: January 29th (tuesday)**