

Sir Guy Carleton Pac Minutes  
Thursday October 23,,2018:Cunningham Library @ 3:30pm

Attendance:Mr.Murphy, [REDACTED], Denise Fong, Thalita Essinger, Asja Residovic

**1.Co-chair: [REDACTED]**

- 1.1 Audit update-Scheduled for Monday Oct.29,2018 @ 10am @ Cunningham**
- 1.2 Treats for Carleton students from PAC:Halloween 3 each kid Carlo to purchase**

**Only halloween, treats to purchase will wait after audit for other ones  
112 students**

**2. Co-Chair: Denise Fong**

**2.1 PAC Constitutions/Bylaws/Code of Conduct  
As per the school act Part 2 Section 8.5**

*"A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing"*

HANDED OUT DRAFT OF BYLAWS FOR Review for next meeting to be discussed and amended

**2.2 PAC dates for year for parents- Post**

Nov 27 tue    Jan 29 tue    Feb 26    Apr 30    May 28    Jun 25

**2.3 Request for PAC to post PAC 2018-2019 minutes on website:**

VSB updating site and David ok for PAC could post once he gets info how to do this before next meeting

**2.4 Cash handling procedures**

What was done for last pizza day. Improve on for this year pizza day. Detailed report next meeting rules for cash handling. Track product purchase and product after event. Have a signed paper trail.

**3 .Treasurer Report Denise:**

Gaming Account Balance as of October 1, 2018: \$8315.06

#93 voided \$1100 for teachers classroom funds. Denise does not feel comfortable giving out from gaming account without receipts as per the gaming grant guidelines even though it has been done in the past. Receipts are needed for summaries.

General Fundraising Balance as of October 1, 2018: \$2347.56

#40 \$200 (\$180+\$20Tip) Oct pizza day Papa Johns  
#41 \$41.56 To Giancarlo October Pizza day Juice  
#42 to be written for Kernals

**3.1 Budget 2018-2019 Year For Approval Gaming Account:  
Motion APPROVED:4/4**

	Budget	Actual
Gymsense/badminton	\$1612.00	
Grade 7 Cruise 19 x60	\$1140	
Spring Field Trips \$10	\$1200	
Grad Decorations/cake	\$200	

**3.2 Budget 2018-2019 Year Approval General Fundraising Account:  
Motion APPROVED 4/4**

	Budget	Actual
Teachers \$200 per class	TBD November meeting	
Sports day	\$250 popcorn/donuts	
Halloween/xmas/val/easter	Carlo to purchase 3 chocolates per child	
Year end Teachers Gifts @\$15	\$15 each approx \$500 Last year	
Retiring teachers gifts	\$100 each max \$500	

**3.3 Update on Gaming Audit please see attached page. Also next steps**

Confirmed gaming auditor meeting: Monday October 29 2018 next to Mr Murphy's office.  
Asja Denise and Carlo organized separated gaming folders, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2016-2017. Denise has 2017-2018 and will make photocopies before storing it in the school.

Grant Application needs to be completed each year from April 1 -June 30th for upcoming year. Gaming funds application processed and allocated by September 30th. PACs has 90 days to submit year end summary for fiscal year end (Sept 1-aug 31st) Deadline is November 30th of each year submit these summaries . It requires 2 executive signatures.

Denise will submit year Sept 2017-Aug 2018 October 29th before deadline.

Ella update on summaries: Sept 2016-Sept 2017 and Sept 2015-2016 and Sept 2014-2015 completed this week and left IN THE OFFICE

**3.4 Update on Gaming Summaries**

(Denise)Treasurer New Business:

**3.5 Accounting Services**

- a. Mybooks quickbooks partner \$7.50/month
- b. Accounting to balance previous books cost: \$125 per hour but will assist us for \$65/hour with giving them enough hours to work with.

Min increments for 10 hours to start. Which is \$65

**VOTED: CARRY OVER TO RESULTS OF MONDAY'S AUDIT.**

**4. Fundraising Denise:**

**4.1 Review 2017-2018 year Issues/Successes/Recommendations**

**September 2017-December 2017**

3 Popcorn orders total 550 units but only average 70 units per pizza day. Missing popcorn (see LY Pac January reference sheet) 3 pizza days net \$26.50

**Last years Agreed Recommendations: Buy what only needed track sales.**

████ work █████ ordering under "Carleton PAC" Feb 2018 used \$25 loyalty points towards their own popcorn. PAC Received \$25 cash back deposited June 27th

**Last Years agreed Recommendations: █████ work █████ to open their own fundraising accounts for their own and not use Carletons fundraising accounts going forward causes confusion.**

████ requested for cheque Dec 6th for \$157.50 with no receipt due to computers crashing at the store and head office. Request denied by █████ (treasurer), █████ submitted treasurer debit receipt amount \$157.50 which cheque #\_9\_ was issued. Upon investigation with Kernels the \$157.50 were used to purchase gift cards 20X \$5 and 1X \$57.50. █████ investigated with her work and gave \$57.50 cash back on behalf of her work █████ on June 27th. Denise asked Kernals Head office for the remaining 20 gift cards to be deactivated since it is the last day of school and no response on where the money is. Kernals replied to Denise's request and **\$100 was credited to Carleton PAC on Kernal's account used in 1st order for October.**

**Purdy's chocolates Fundraiser:** \$1696.19 used from fundraising account to purchase 1650 bars \$3320 total deposited into Vancity fundraising accounts (\$3200 Jan 9th, \$120 deposited Jan 20th) All Balanced

Purdy's chocolate sales =\$112.50 for grad cruise, \$790 for gift card incentives=  
NET \$651.31

**2018-2019 New fundraisers**

**4.2 Pizza Days**

Sizes really small Oct 18th pizza day. Order one time more and review for December. Denise spoke to owner at Papa Johns he said they were large pizza cut into 6 but will speak to his cutter to insure future slices are even. Will discuss in our next meeting

	Budget	Actual	Deposited	NET
<b>October 18 Pizza day</b>	Pizza \$225 Juice \$50 Popcorn \$225	October \$200 pizza \$41.56 Juice \$201.88 Popcorn Total \$443.44	Deposited Oct 18th \$518.60 and \$192 Total \$710.60	<b>\$267.16</b> 70 popcorn remaining 65 juice left

<b>November 15</b> <b>Pizza day</b>	Pizza \$225 (Extra 18 10 cheese 6 Hawaiian 6 pepperoni) 1 Apple 1 mixed 50 Jalapeno Jack 25 Caramel 25 buttersalt 50 White cheddar			
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#### **4.3 Chocolate Sales**

Possible Purdy's chocolates starting December. Kids want gift cards and to sell over Christmas. Denise to speak to Mr. Franco to see what kids want to do with the extra proceeds.

#### **4.4 Sports Day**

Same as last year/ 250 / may 16th

#### **4.5 Cunningham Carnival- TBD**

#### **5. Cunningham events:**

Cocoa and Carols  
 Dec 6th

#### **6. Principal's Update:**

##### **6.1 Extracurricular Clubs offered to students:**

- YWCA Programs have started for grade 7 students (Boys for Real and Welcome to My Life)
- Super Science Club for primary and Intermediate students on Mondays.
- Cross Country – the final Meet is on Thursday, October 18<sup>th</sup>. Mr. Bernard attended the event with Carleton students.
- Equal Play – a lunchtime soccer club for girls in grades 3-7. Info to come.

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

Terry Fox Run – students raised \$706.30 (total raised from both schools)

- o Students acknowledged Orange Shirt Day, a day to recognize survivors of Residential Schools in Canada. Casey Edgar-George led two assemblies (one for primary students and one for intermediates).
- o Birth of the CPR performance, paid for by Cunningham and Carleton students were invited.
- o School Photos (and retakes are on Friday, Nov. 2 nd )
- o Earthquake Drill at 9:15am

##### **6.3 Carleton School Site Update:**

- Parent / Teacher Goal Setting Conferences. Early dismissal for both days at 2pm. The bus will pick students up at 2pm and then return for second run. Students with later conferences will go home by bus and then return to school with their parents. Teachers will be sending home conference information this week.

- Goals:
  - I. Our question: *Does providing learning opportunities that reinforce independent thinking and life skills result in increased self-awareness, leadership and independence?*
  - II. Indigenous Enhancement.
- How Raven Stole the Sun – October 30<sup>th</sup> at 1:15pm. This performance is paid for by Carleton, and Cunningham students have been invited to attend.
- Kindergarten Audiology screening – November 5<sup>th</sup> (all day)
- Grade 7 Articulation Meeting for Windermere – November 5<sup>th</sup> Mr. Murphy and Mr. Franco to attend.
- Immunization for Kindergartens and Grade 6s – November 7<sup>th</sup>
- Remembrance Day Assembly – November 8<sup>th</sup> at 11am. Parents are welcome.
- Curriculum Implementation Day – Friday, November 9<sup>th</sup> no school for students.
- No school on Monday, November 12<sup>th</sup>.
- Aaron Davis, our Director of Instruction, will be on site to visit Carleton staff and students on Thursday, November 15<sup>th</sup>.
- **Dental Screening for the Kindergarten students – November 20<sup>th</sup> @ 9am.**
- **School Lock Down Drill to take place on November 21<sup>st</sup> at 2pm.**
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#### **6.4 Information from David Green, Secretary Treasurer.**

Information from David Green, Secretary Treasurer.

Meeting adjourned 4:32pm

Next PAC meeting November 27th 3:30 Principles Office