



Carisbrooke  
Parent  
Advisory Committee  
Council  
(CPAC)

## Carisbrooke PAC General Meeting (Draft Minutes)

Date: February 22<sup>nd</sup>, 2017

Time: 7:00pm

Location: Carisbrooke Elementary

In Attendance: Camille Lebeuf, Xiomara O'Brien, Alison Brown, Jess Franco, Jennifer Stanick, Jitka Holt, Sophie Cooper

Guest: Nadya Rickard

Chaired by: Jennifer Stanick, CPAC Chair

Minutes taken by: Jitka Holt, CPAC Secretary

**Actions** are highlighted in **Yellow**  
**Attachments** are highlighted in **Blue**

- Agenda**
- Welcome and call to order
  - Approval of past minutes
  - PAC update
  - Adjourn

**7:00** Jennifer welcomed everyone present

**Call to order  
and welcome**

**Approval of  
past minutes** The General Meeting didn't reach a quorum

The CPAC minutes from the General Meeting held on October 19, 2016 will be approved at the General Meeting to be held on May 17, 2017.

**CPAC Update** Presented by Jennifer S.

- **Out-of-school care.** Jennifer provided an update on out-of-school care: a poll is being organized to assess the out-of-school care of the CPAC community; the current arrangement with NorthVan RecCentre works well and there may be interest in increasing the

number of days the care is provided

Presented by Camille LeBeuf

**CPAC Social.** The coordination of the Casino Social is well underway; the financial goal for the fundraiser is \$5,000; the raised money will be used in the 2017/18 school year; the money may be allocated toward new iPads; Jennifer explained that CPAC funds items that would not be expected to be funded by the School District

**Other  
discussion**

Presented by Nadya Rickard

**Attendance at General Meetings.**

Nadya suggested to get Gr7 babysitters to make it easier for parents and caregivers to attend the next CPAC meeting

**Next meeting**

The meeting was adjourned at 8:30pm

**Next meeting**

The next CPAC meetings is planned for May 17, 2017

## Appendix to the Minutes from the CPAC General Meeting, October 19, 2016

CarisbrookePAC 2016/2017 School Year			
	Expenses	Revenues	Budget
<b>BUDGET 2016/17</b>			
<b>PAC Account Balance</b> fundraising/surplus carried over from last year (\$32,605.59 2015/16 fundraising + 20,682.94 surplus from 2015/1 + \$21, 637.31 Gaming Grant Funds)			\$74,925.84
<b>REVENUE</b>			
<b>CPAC Fundraising Events / Other Revenue</b>			
Fun Lunch		\$18,000.00	\$18,000.00
Card Project		\$1,000.00	\$1,000.00
Parent Donations		\$2,000.00	\$2,000.00
Spring Social		\$8,000.00	\$8,000.00
Gaming Grant		\$6,500.00	\$6,500.00
Other (QSP, Survival Kits, Social Events Revenue)		\$2,500.00	\$2,500.00
<b>Sub-Total CPAC Fundraising Events</b>			<b>\$38,000.00</b>
<b>School Enhancement Programs - Annual</b>			
Classroom Funds- \$300.00/division(15), Music(1), LST(2), ELL(1) (staff to purchase enrich. Materials)	\$5,700.00		-\$5,700.00
Library - Author Visits, Books, Videos	\$2,000.00		-\$2,000.00
Educational Programs First Aid, Saleema Noon and Safe Teen, igirl/boy	\$6,000.00		-\$6,000.00
<b>School Enhancement Programs - 2016/2017 Exclusive</b>			
Party Bus -outdoor equip. maintainance/replenish	\$750.00		-\$750.00
Memories of Carisbrooke / Natural Playground Enhancement	\$30,000.00		-\$30,000.00
<b>Sub-Total Annual Enhancement Programs</b>	<b>\$44,450.00</b>	<b>\$0.00</b>	<b>-\$44,450.00</b>
<b>CPAC Operating Costs</b>			
<b>Social Events</b>			
Welcome Tea	\$50.00		-\$50.00
Kindergarten Welcome Coffee	\$50.00		-\$50.00
IceCream Social	\$600.00		-\$600.00
Teacher Appreciation Lunch	\$350.00		-\$350.00
Grade 6 tea (non consumables, rentals)	\$200.00		-\$200.00
Halloween Dance	\$600.00		-\$600.00
Sports Day	\$100.00		-\$100.00
Art Fair - Science Fair (every other year )	\$650.00		-\$650.00
Family event (movie night)	\$500.00		-\$500.00
Coffee with the PAC	\$100.00		-\$100.00
Farewell/end of year staff room gift	\$300.00		-\$300.00
Multicultural Event	\$500.00		-\$500.00
Grade 7 year-end	\$500.00		-\$500.00
<b>Committee Costs - All committees</b>			
Fruit and Veg bins	\$50.00		-\$50.00
Fun Lunch Program (new oven or stove top)	\$600.00		-\$600.00
After School Club Supplies	\$1,000.00		-\$1,000.00
Lunch time activities (Friday and PAC organized)	\$300.00		-\$300.00
Language Ambassadors	\$100.00		-\$100.00
Crossing Guard	\$700.00		-\$700.00
Emergency Supplies/Preparedness	\$1,000.00		-\$1,000.00
First Aid Room	\$100.00		-\$100.00
Garden Materials	\$5,400.00		-\$5,400.00
Parent Education Nights	\$1,500.00		-\$1,500.00
Class Directory	\$250.00		-\$250.00
Media and Graphics	\$500.00		-\$500.00
Special Request Fund (upon exec approval)	\$2,000.00		-\$2,000.00
Compassionate Fund (family in dire need-upon exec approval)	\$500.00		-\$500.00
Miscellaneous Expenses (incl. bank fees), online forms, website renewals, Quickbooks purchase and setup	\$1,600.00		-\$1,600.00
<b>Sub-Total Operating Costs</b>	<b>\$20,100.00</b>	<b>\$0.00</b>	<b>-\$20,100.00</b>
<b>TOTAL EXPENSES FOR 2016/2017</b>			<b>-\$64,550.00</b>
<b>PROJECTED ACCOUNT BALANCE FOR 2017/2018</b>			
			<b>\$48,375.84</b>