



Carisbrooke
Parent
Advisory Committee
Council
(CPAC)

Carisbrooke PAC General Meeting (Draft Minutes)

Date: October 19th, 2016

Time: 7:00pm

Location: Carisbrooke Elementary

In Attendance: Camille Lebeuf, Xiomara O'Brien, Angela Walker, Jen Folkersen, Alison Brown, Victoria Grant-Smith, Jess Franco, Anne Hentze, Jennifer Stanick, George Dusenberry, Lucy Cayuela, Jitka Holt
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
 - Budget overview
 - PAC update
 - Adjourn

7:00 Jennifer welcomed everyone present

**Call to order
and welcome**

**Approval of
past minutes** A motion was made to approve last CPAC minutes from the General Meeting held on September 21, 2016 without corrections.

- Moved by: Jennifer Stanick
- Seconded by: Jess Franco
- Carried unanimously by all voting members present

**Budget
overview** Presented by Jess Franco

Budget overview for 2015/16. Jess provided an overview last year's budget and presented the actual amounts received/spent for 2015/16.

Attachment: Budget for 2015/16



161026_Actuals for
2015_2016_final.xls

There were no questions regarding the document.

- **Budget overview for 2016/17.** Jess presented the budget for 2016/17; she explained the amounts that were included in the starting budget, i.e., the surplus from 2015/16, the surplus carried over and the gaming grant

Gaming grant. CPAC hopes to receive the gaming grant for this year and is waiting for the grant decision in the coming weeks.]

Fundraising. The planned fundraising amount is \$38,000 which will be carried over for spending in 2017/18.

Fun lunch. It is the biggest fundraiser; we are planning to stop using cheques as processing them is too labour-intensive and often causes difficulties

Memories of Carisbrooke. Jess explained that the gaming grant amount from three years ago will be included as part of the fund of Memories for Carisbrooke, and, as per the grant's mandate, will be used to fund the Playground Enhancement

CPAC Operating Costs/Social Events. Following a discussion, a few adjustments were made to the proposed budget.

Multicultural event. An event was added and allocated \$500 (for tables); planned for Feb 16th.

Crossing guard. The budget was increased to \$700; Karla G. is negotiating a price for a weather-resistant sign for approx. \$300 that alerts parents to a No-Parking area; George D. has priced out a metal box for about \$350 (secure, weather-resistant); thank you to each of you for the effort

Gardening materials. The budget was increased to \$5,400; Anne explained the process that she has initiated regarding the selection

of the vendor that would build expanded wooden boxes with a sitting platform and reinforced corners; if made from cedar, the boxes would last 10-20 years and would be safe for growing healthy veggies; Anne aims to get quotes from three suppliers

So far, a quote has been received from:

Great West Landscape Company. The company quoted at about \$5,000;

'Steve Lake's' business (name tbd). The company quoted at about \$4,000, but quote will increase if cedar is used; this company has been asked for another quote; they've done work for two schools on the North Shore

Anne is looking for a third quote; Jennifer F. suggested that she'd ask the Great Canadian Landscaping Company as they're providing Carisbrooke with a quote on the playground enhancement; Karla G suggested Anne connects with Jason Fergusson; Jess F. pointed out the benefits for the school if the preferred suppliers are from the parent community provided they're well qualified for the job

Action: Anne has offered to contact the referred suppliers

Anne will be asking the PAC for input and the final decision and will bring more information back once quotes are known;

The job would be done on the weekends or during the week; the construction would be fenced off; the school, is open to have a bit of a construction site at the school during the work week

Special Request vs Compassionate Fund. It was clarified that the budget is given by PAC to the Principal for anonymous discretionary spending; the PAC has control over the Compassionate Fund.

Jess proposed that we use online QuickBooks instead of using Excel; she has negotiated a deal at \$60/hr for a QuickBooks expert to train her; Jess proposed that we pay for the program annually at a 10% discount

Jess continued to present the final proposed amounts:

Total operating cost:\$20,100

Total expenses: \$64,550.00

Balance: \$48,375.84

A motion was made to approve the proposed budget, including amendments made at the CPAC General Meeting on October 19th, 2016:

- Moved by: Jennifer Stanick
- Seconded by: Jitka Holt
- Carried unanimously by all voting members present

Attachment: Approved CPAC Budget for 2016/17



161024_CPAC
Budget 2016_2017a1

Also See Appendix for the 2016/17 Budget.

PAC update Presented by Jennifer

Acknowledgements: Jennifer thanked the PAC members for their work and highlighted that Jess F. has put a lot of work into developing the budget for 2016/17; Jennifer emphasized Lucy's role coordinating the language ambassadors; the welcome coffee for the families that may turn to language ambassadors worked really well; Lucy has organized more ambassadors this year and families have begun to use the connections

Knowledge transfer. Jennifer welcomed the new members and emphasized how important it is to transfer the knowledge to date and train everyone on knowing how to do the respective jobs

Further discussion. Jennifer closed by inviting everyone to ask questions and provide feedback in and outside of meetings

Other discussion

Online Shopping. Camille Lebeuf has offered to improve the online shopping pages; Camille has also offered help with the Spring Social; Jess assured Camille that there's always help available and Camille is interested in joining the next Executive Meeting on November 8th

Action: Jitka H. to secure passwords and account access for Camille

Spring Social. Victoria G.-S. proposed that we do a survey about doing the adult vs. family fundraiser in the Spring of 2017.

Action: Victoria to send a previous CPAC survey to the Executive

Next meeting The next CPAC meetings is planned for February 22, 2017

Next meeting The meeting was adjourned at 7:45pm

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

CarisbrookePAC 2016/2017 School Year			
	Expenses	Revenues	Budget
BUDGET 2016/17			
PAC Account Balance 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
REVENUE			
CPAC Fundraising Events / Other Revenue			
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
Sub-Total CPAC Fundraising Events			\$38,000.00
School Enhancement Programs - Annual			
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
School Enhancement Programs - 2016/2017 Exclusive			
Party Bus -outdoor equip. maintainence/replenish	\$750.00		-\$750.00
Memories of Carisbrooke / Natural Playground Enhancement	\$30,000.00		-\$30,000.00
Sub-Total Annual Enhancement Programs	\$44,450.00	\$0.00	-\$44,450.00
CPAC Operating Costs			
Social Events			
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
Committee Costs - All committees			
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
Sub-Total Operating Costs	\$20,100.00	\$0.00	-\$20,100.00
TOTAL EXPENSES FOR 2016/2017			-\$64,550.00
PROJECTED ACCOUNT BALANCE FOR 2017/2018			
			\$48,375.84