

MEETING Minutes

CNB PAC – June 20th, 2019

Call to order:

6.35pm

Attendance review and welcome:

- Wendy Sutherland
- Hien Reeves
- Tammy sanders
- Trina Joslin
- Christy Luft
- Rebecca Ashley
- Kyla Babcock
- Curtis Schreiber
- Laurie Fraser
- Sandy Dunn
- Melissa Ganzeveld

Approval of prior minutes from May 27th, 2019

1st Christy, 2nd Trina, all in favor – APPROVED

Approval of today's agenda:

1st Christy, 2nd Trina, all in favor – APPROVED

Principals Report:

Students attended the Atlantis Waterslide and fun was had by all.

A team of teachers and Grade 8's met their pen pals at the Pine Acres Senior home.

Grade 7 baseball is going well.

The end of year assembly was a wonderful success.

The grade 8 ceremony will be this week on June 25th, thank you to the PAC for providing funds for the dance and BBQ.

Wednesday June 26th will be a grade 6/7 day only at the school where students will take part in the amazing race and Quidditch.

Thursday June 27th will be a short day for students to pick up their report cards.

The 2019/2020 school year will start with around 6-7 temporary teachers in place but those will be a full year temp position.

Our recent bad concert was a great success.

Chair report:

Melissa and Rebecca: Thank you to everyone for the time, dedication and perseverance you have shown this year as part of the PAC. It has been a wonderful year and together as one team we can achieve anything. We hope everyone has a wonderful Summer and we look forward to the start of a great new school year come September. It was a true pleasure!

Treasurer report:

Attached to the email along with a recap of the teacher funding we provided.

CoPAC report:

Position not yet filled. Discussion was held about how impactful the CoPAC meetings are with really insightful information and messaging.

Store report:

Attached to the email along with a recap of monthly winners

Teacher Liason report:

I enjoyed doing this position this year and look forward to the new year. Thank you to Melissa who helped script the communication. We didn't have much communication back from the teachers but the main thing is that they received our communication and knows who to contact if they have any questions.

Existing Business:

There are still outstanding roles for the 2019/2020 school year. Do we have any attendees at the meeting today who would like to take on these roles?

- **Secretary** – Wendy put forward the nomination for Sandy Dunn, Sandy Dunn accepted the nomination.
Wendy 1st, Rebecca 2nd, all in favour – APPROVED
- **COPAC representative** – no one came forward. We will review in the new year and if we still don't have anyone to fill the CoPAC we can look at a CNB PAC member attending each monthly meeting on a rotational basis.

Continued discussion concerning the funding of playground equipment.

Kyla brought forward a discussion on the possibility of the PAC helping to fund a new large playground climber. CNB is looking at procuring a loan to fund. CNB PAC said that if the loan was provided we would provide \$10,000 now for the 2019/2020 school year and then annually going forward to help get the new play structure to the school.

A cheque was provided to Curtis with the clause that the funds would come back to the CNB PAC should the play structure not go-ahead in the 2019/2020 school year.

Curtis to advise the PAC within the next week of what the superintendent says.

MOTION: To provide the CNB school with \$10,000 now and then annually to help towards the purchase and installment of a new extra large climbing frame. **CLAUSE:** Funds come back to the CNB PAC if the climber does not go ahead. 1st Tammy, 2nd Rebecca, all in favor – APPROVED

Discussion was also held around having a second gagapit as the first was such a success along with the swing set that should have already been installed, both of which Curtis and team are looking in to.

Mini Teacher appreciation lunch –

- Date: Monday June 24
- Set up time: 9am – 10am
- 2 helpers needed (me + 1)
- Time of luncheon: 12:30 – 1:10
- Allergies to be mindful of: gluten free
- Location: The second staff room
- Food: Platters
- Attendance: CEA's and NHS (Noon Hour Supervisors)
 - 21 CEA's
 - 2 NHS's
 - = 23 people

MOTION: to spend \$200 to pay for food (platters), thank you cards and scratch tickets. 1st Rebecca, 2nd Trina, all in favor – APPROVED

Main teacher appreciation lunch –

- Date: Friday June 28th
- Set up time: 10am – 11am
- 3 helpers needed (me + 2)
- Luncheon Time: 11.30am – 1.30pm
- Location: It will be held in the multi-purpose which is the open area location right as you walk through the front doors of the school. 6 main tables will be used.
- Food: Kyla to purchase the food – Greek
- Attendance:
 - 51 Teachers
 - 6 Office staff
 - 3 Custodians
 - = 60
- \$200 was previously motion and approved to be pay for cards, scratch tickets and Greek themed decorations

CNB CUB DEN store and the PAC / School – Setting clear expectation and transparency going forward

The CNB CUB DEN store is a PAC store and fundraiser. Much discussion has occurred recently as we have tried to define everyone's roles and responsibilities and we truly appreciate the

schools patience as we tried to understand what the schools and the PACs participation in this looks like. Since the last PAC meeting the PAC and the school have held conversations on how this can look in the new school year, specifically between Wendy, Trina and Lynn who have agreed to add transparency in the following areas.

During the PAC meeting we reviewed these terms together as a team and amended as follows -

CNB CUB DEN store

The CNB CUB DEN store is a PAC store and fundraiser located within the CNB school building. It sells snacks, beverages and small hot meals as well as Muncha Lunch during daily during the hours of 12.33pm – 1pm

ROLE AND RESPONSIBILITIES

STORE COMMITTEE:

Each year a member/s of the PAC will together hold the title of STORE COMMITTEE who will be responsible for -

1. Find, train and schedule volunteers
2. Purchase stock for the store and provide receipts to the SCHOOL REPRESENTATIVE for reimbursement.
3. Provide the cash box that volunteers can use to operate the store
4. Schedule the daily Muncha Lunch vendors, set up the menu and manage Muncha Lunch programs and transactions.
5. At any time the STORE COMMITTEE can delegate these duties to an assistant store manager or regular volunteer that they feel are trustworthy to take on the task.
6. Set up a monthly volunteer appreciation draw where \$75 of PAC funds will be used towards gifts to truly appreciate the volunteers and all the hours they put in to the store.
7. The CNB SUB DEN store committee roles are volunteer positions.

SCHOOL REPRESENTATIVE:

1. Complete a weekly cash deposit to the CNB school account where there is a separate journal entry for the CNB CUB DEN store account – 1.5140
2. Pay the Muncha Lunch vendors
3. On a weekly basis reimburse the STORE COMMITTEE or VOLUNTEERS who have purchased stock for the store after a receipt has been provided as proof of purchase.
4. Scan all receipts, deposit slips and vendors invoices and provide a copy to the treasurer.
5. The SCHOOL REPRESENTATIVE will keep track of all debits and credits connected with the CNB CUB DEN store and provide a report to the PAC based on a calendar month. For example Januarys report will show all debits and credits from January 1st to

31st. (This report is not due at the end of the month but in a timely manner once all deposits and payment transactions are complete).

VOLUNTEER:

1. Sign in at the school office at beginning of your CNB CUB DEN store shift and receive your volunteer badge.
2. Serve the CNB students during lunch hours as they purchase items at the CNB CUB DEN store.
3. Keep track of and restock items that may be running low and advise the STORE COMMITTEE.
4. BEST PRACTISE: Complete a counting of total funds at the end of each daily shift in double custody using the coin counter and write the amount on a deposit slip.
5. Conduct yourself in a manner befitting attendance at a middle school

ANNUAL POLICY:

1. At the beginning of each school year the PAC will provide the SCHOOL REPRESENTATIVE with \$2,000 to start the reimbursing of volunteers and payment of vendors
2. At the end of each year the SCHOOL REPRESENTATIVE will bring the balance of any funds connected to the CNB CUB DEN store to \$0 and provide a cheque to the CNB PAC.

MOTION: To follow these practices starting September 1st 2019

1st Christy, 2nd Tammy, all in favor – APPROVED

MOTION: To add an addendum to the constitution to include the CUB DEN store with the above wording.

1st Tammy, 2nd Trina, all in favor – APPROVED

New Business arising from today's meeting:

- The purchase of a coin counter was discussed at the meeting to help decrease the time it takes to count the money at the end of each CNB CUB DEN store day. Wendy had brought a few different options to the meeting and the more expensive was decided upon as it will get lots of use and general wear and tear during the year. Rebecca was going to look in to purchasing the coin counter through her work and will connect with Wendy on the outcome.

MOTION: To spend \$300 (max) on a coin counter

1st Wendy, 2nd Tammy, all in favour – APPROVED.

- Teachers request: basketball jersey for grade 7.

MOTION: To spend \$1,500 on Grade 7 basketball jerseys.

1st Hien, 2nd Tammy, all in favor – APPROVED

- Our 2019/2020 PAC meetings will be held on the 3rd Monday of every month (apart from the first meeting which will be held on September 23rd) at 6.30pm in the school library.
- Trina will email the CoPAC about our renewal
- Amendment to May minutes, picnic tables are not \$7,500 each, they are \$2,500 each

Next meeting date: September 23rd 2019

Adjourned: 9.24pm