

# Meeting Notes

*CNB PAC – January 21<sup>st</sup>, 2019*

Call to order: 6:34

Attendance review and welcome: Laurie F, Kyla B, Tammy, Wendy, Melissa, Christy, Trina, Rebecca, Andrea, Deborah

Approval of prior minutes from November 19<sup>th</sup> 2018: Approved Christy, Trina

Approval of today's agenda: Add Gaga Pit, Vaping Issue. Approved Trina, Tammy

Principals Report:

- Prep for Grade 8 transitions to Mount Boucherie with assembly & course options coming (Feb 11)
- Students from Japan coming Feb 27<sup>th</sup> to Mar 4 – still need host families – parent info meeting Feb 6<sup>th</sup>
- Jan 29<sup>th</sup> electives turn over for 6/7
- Parent Teacher conferences Feb 7 & 8 – online booking will be set up
  - Variety of formats -teacher dependent – watch for more info
- Discussion around report card format – option A ( spectrum of learning vs. Option B – letter grades)

Chair report:

- Discussion around misappropriation of funds in two other schools in the district – what measure we have in place to protect our funds and the executive
- Thank you to Wendy, Deborah & Melissa for volunteering at the Night in December
  - We need to double the hot chocolate for next year ( this year had 60 cups)
  - Deborah to send Thank you to Tim Hortons

Treasurer report: see attached

- MG- Motion to transfer Book Club funding from gaming account to general account. Christy/Tammy. All in Favour. Approved
- MG- Motion to approve SCREAM from gaming as per Trina's correspondence from the Gaming Branch. Tammy/Christy All in Favour. Approved
  - Correspondence saved in Treasurer records
- Wendy & Trina reviewed Munch a Lunch deposits
- Melissa to confirm COPAC to reimburse \$75 copac member fee. Trina paid personally and needs to be reimbursed
- Trina needs access to PAC SD23email – Melissa to retrieve password
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CoPAC report: Emma absent. Copac 1<sup>st</sup> Monday of every month – next Feb 4<sup>th</sup> 7pm



CNB PAC Store  
Report Jan 21.docx

Store report: See attached

Existing Business: Lunch time activities - what's available?

New Business:

- Our PAC funds and account vigilance.
  - View Only bank card
  - 2 signatures (of 4) no pre-signing
  - Don't sign chqs reimbursing yourself for expenses
  - Bank statements viewed & signed monthly by Treasurer & President
  - Statements are reconciled

Store

- Store volunteer shoppers spend their own money and then give school secretary receipts for reimbursements
  - Wendy to look at possibility of setting up accounts at SuperStore & Walmart to avoid the personal outlay of cash
- 
- Updating the Constitution and Bylaws to reflect account vigilance along with executive duties and responsibilities (last updated in March 2000)
    - Executive meeting Feb 11<sup>th</sup> 6:30
  - Working on our communication. Do our parents know about us and what we do? How can we make our communication more effective and inclusive aligning with the CoPAC?
    - School Calendar, electronic signs, newsletters, website
  - CNB budget - reviewed & confirmed projected budget 2018/2019 at funding meeting
  - StrongStart Breakfast program, is this needed at CNB
    - we have a different program (Food for Thought) that is well utilized
  - Teacher appreciation lunch date?
    - Last day of school June 28<sup>th</sup>
  - Dates for the next CNB parent / teach conference. Do we want to open communication and be more inclusive by holding a parent / PAC dessert gathering at the same time to interact with people while they wait?
    - Given all day structure, not doable.
  - Teacher presence at the PAC meetings, encouraging 1 teacher per month to join us.

New Business arising from today's meeting:

- Vaping discussion – was an issue at the beginning of the year...confident now under control
- Tabled for next meeting – what to do with excess funds – playground equipment?

Next meeting date: February 25<sup>th</sup> 2019

Adjourned: 8:34

Treasurer Report January 21<sup>st</sup> 2019

1. General Account

- last reported balance of \$9946.76 Nov 18<sup>th</sup>  
- closing Nov 2018 at \$10954.55  
COBSS \$10000  
TF Dala Schmitt  
white boards  
\$458.26  
part  
TF Buchanan  
white boards  
Dala Schmitt  
white boards  
Huge shoe table  
Mauve mat, 100 lbs  
120 D coats, x14  
Kurtz's Project  
\$7562.36  
(munchalunch deposited \$1551.00 in and  
cheques for COBSS admin fee and teacher  
funding requests came out totalling \$538.26  
- December opened at \$10954.55  
- December closed at \$4814.20  
(munchalunch deposited \$1426.96 in and  
cheque for teacher funding requests of  
\$7562.36 came out)  
- January opened with \$4814.20  
- January balance as of January 20<sup>th</sup>  
\$13460.53  
(munchalunch deposited \$1146.33 and CNB  
gave store profit/sales cheque for \$7500.00)

2. Earning Account

- last reported balance as of Nov 18<sup>th</sup>  
as \$18461.43  
COBSS \$20000  
TF Breakfast Club  
(1st installment)  
Library Book Display  
Banners, Computer  
Headphones, Emphasizer  
Novel Display, Pathways  
Room Extras, Ploughs  
for art  
\$2991.87  
TF Ecord Farms Library  
\$153.27  
- closing November 2018 at \$13559.56  
(cheques for teacher funding requests and  
COBSS bursaries coming out)  
- December opened at \$13559.56  
- December closed at \$13406.29  
(cheque for teacher funding request came out)  
- January opened at \$13406.29  
- remains at \$13406.29 as of Jan 20<sup>th</sup>

3. Scream was approved by gaming branch. Copy of correspondence filed in gaming section to have for years to come.

4. Outstanding Teacher Funding Requests

1. Scream \$7125<sup>00</sup> gaming
2. Connect Room Supplies/Furniture \$710<sup>00</sup> gaming
3. Volleyball Jerseys \$947.52 gaming
4. Basketball Jerseys \$1603.62 gaming
5. HP Book Club \$350<sup>00</sup> gaming
6. LAT lower level books \$1000<sup>00</sup>
7. Breakfast Club Balance \$775<sup>00</sup> gaming

5. Move LAT books from gaming to general? Especially in light of Scream being able to come from gaming. Nothing 'curricular' should come out of gaming. Thoughts?

6. Need Melissa & Christy signatures on our signing authority sheet.

7. PAC email? update or general info tab

8. BCCO PAC - Rebecca find out about getting or \$75 refunded? I had been unable to get a response so just paid it to keep us in good standing. Chantelle had confirmed what we had thought about fees being waived - I've yet to cash or get 2nd signature on my reimbursement cheque.

9. No Mail