

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Wednesday October 26th 2016: Cunningham Library - 4:00 pm

Attendance: Mr. Cortens, Brenda Hobbs, Ella Ngo, Joni Erlam, Keegan Gardner, Sharmia Azam, Nancy Johnson, Juana Lavarian

Welcome and Introductions:

1. **Adoption of Agenda** - approved

2. **PAC Executive Elections @ 4:15 pm:**

- PAC Chair: - Ella Ngo (3 votes)
- Treasurer: - Keegan Gardner (3 votes)
- Secretary: - Sharmia Azam (3 votes)
- Fundraiser: - Joni Erlam (3 votes)

3. **Principal Report:**

- Welcome to new secretary Nicole Tichelman
- The school board trustee replacement is Diane Turner

4. **Next PAC meeting** - November 30 2016 @ 6:00 pm in the Library

5. **Executive meeting** - TBA

Sir Guy Carleton Elementary School

At Cunningham Elementary
2330 E. 37th Ave. Vancouver, BC, V5R 2T3
Phone: 604-713-4810 Fax: 604-713-4812

November 30 2016

PAC Meeting

Library

6:00 pm

- 1. Chair/Executive Report** - Ella Ngo, Keegan Gardner, Sharmia Azam, & Joni Erlam
 - a) PAC communications and email
 - b) Bus Survey results and next steps

- 2. Treasury Items** - Keegan Gardner
 - a) Vancity Accounts

- 3. Fundraising Items** - Joni Erlam

- 4. Principal Update** - John Cortens

- 5. New Business**
 - a) Pizza Days
 - b) Cocoa and Carols
 - c) Cunningham Events schedule
 - d) Next Executive meeting
 - e)
 - f)
 - g)
 - h)
 - i)

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Wednesday November 30th 2016: Cunningham Library - 6:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Joni Erlam, Keegan Gardner

Welcome and Introductions:

1. **Adoption of Agenda** - approved

2. **Chair/Executive report**
 - a) **Google Account** - Carleton PAC has created a google account and email to begin moving our archives to digital storage and streamline communications. The information for the account was distributed to the executive members and procedures for the management of the account were discussed to be adopted at the next meeting.
 - b) **Email Notice** - It was further decided that a notice to parents be sent home announcing the new address and directing PAC communications to this newly created email.
 - c) **Bus Surveys** - The bus surveys sent home have been completed, and returned. A huge thank you to Carleton's secretary Nicole for organizing this information into a spreadsheet, providing metrics to our report for the school board. Two-thirds of the Carleton family community participated in this survey, providing extremely important information and personal statements of need for this service. **UPDATE:** On Tuesday December 6/16 the VSB announced Carleton would have bus service extended through to the end of June 2017.

3. **Treasury Report**
 - a) **PAC held accounts**
 - Gaming account contains: \$11, 416.17 (as of Nov. 9/16)
 - PAC account contains: \$243.79 (as of Nov. 30/16)
 - Amounts total: \$11,659.96
 - b) **Targeted PAC funds held by school**
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Distribution of funds**

Motion #1 - Allocate \$100 to each of the six divisions from the school held PAC funds
3 votes in favour - motion approved

Motion #2 - Allocate \$500 to the Grade 7 2017 Graduation from the school held PAC funds.
3 votes in favour - motion approved

4. **Fundraising Items** -

- a) **Grade 7 fund raising needs** - Mr. Cortens will ask Mr. Franco if he can prepare a report of the costs for the Grade 7 graduation so the PAC can contribute with funds and fundraising efforts.
- b) **Cunningham Event Schedule** - We now have an idea as to the types of events Cunningham's PAC holds throughout the school year. Our aim is to participate in as many as we're able too. PAC will discuss events as they being planned.

5. Principal's Report

a) Funding Requests:

- Gym Sense – May 2-26
- Badminton – May 25-June 9
- Sticker Funds - \$100 per enrolling teacher

b) New Report Card Changes

c) Christmas Activities

- Dec 12-16 Morning Sing along
- Holiday assembly – Thursday Dec 15 1:00 pm

d) Books for Me – for Carleton – Starting January 2017

e) Strategic Plan Update

f) Dec 5 Professional Development Day

g) Code of Conduct Revisions Update

6. New Business

- a) **Pizza Days** - We have set up our first Pizza Day for December 15: Ella has called ahead to Papa John's Pizza and they are able to accommodate us for December and on a monthly basis going forward. Joni has created order forms to be set home. Ella will organize pizza distribution with the help of students. Our aim is to continue a monthly pizza day into the new year.
- b) **Gymsense (May 2 - 26) and Badminton (May 27 - June 9)** - PAC discussed having the Gymsense program back to Carleton in the new year and providing funding to make it accessible to all Carleton families. Cunningham would like to participate as well and would like to share the services - in a scenario where each school is billed for their own students. It was decided that upon receiving the total funding requested, we will hold a vote. Similarly Cunningham has a badminton program and asked if we would like to share the program with our students. We have great interest and have an estimated cost of \$6 a student. It was agreed that we would hold a vote once the funding request total is finalized.
- c) **Next PAC Meeting - Wednesday January 11th @ 5:00pm in the Library**

Sir Guy Carleton Elementary School

At Cunningham Elementary
2330 E. 37th Ave. Vancouver, BC, V5R 2T3
Phone: 604-713-4810 Fax: 604-713-4812

January 11th 2017

PAC Meeting

Library

5:00 pm

1. **Chair/Executive Report** - Ella Ngo, Keegan Gardner, & Joni Erlam
 - a) Secretary resignation and replacement update and vote
 - b)

2. **Treasury Items** - Keegan Gardner
 - a) Account Updates
 - b) Banking Updates

3. **Fundraising Items** - Joni Erlam

4. **Principal Update** - John Cortens

5. **New Business**
 - a) Pizza Days date planning
 - b) Gymsense and Badminton update
 - c)
 - d)
 - e)
 - f)
 - g)
 - h) Next Executive meeting
 - i) Next PAC meeting

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Wednesday January 11th 2017: Mr. Cortens' Office - 5:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Joni Erlam

Welcome and Introductions:

1. **Adoption of Agenda** - approved
2. **Chair/Executive report:**
 - a) Secretary resignation and replacement update and vote - tabled to next meeting as quorum was not met
3. **Treasury report:**
 - a) **PAC held accounts**
 - Gaming account contains: \$11, 417.11 (as of Jan. 11/17)
 - PAC account (Fundraising) contains: \$62.79 (as of Jan. 11/17)
 - Amounts total: \$11,479.90 (as of Jan. 11/17)
 - PAC has opened a new business account at Vancity; our fundraising and gaming accounts have been merged into this new business account.
 - Accounts will be checked for the gaming funds deposit total to be discussed at February PAC meeting.
 - b) **Targeted PAC funds held by school** (as of Jan. 11/17)
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Fund distribution** - a cheque will be made out to the school for the amount of \$1100 to cover class allowances and grade 7 graduation funds. Additionally a cheque will be cut for \$1612 to cover both Gymsense and Badminton costs for Carleton students.
4. **Fundraising Update** - Joni Erlam: We are awaiting more information and an update regarding school closure decision to begin planning for year end activities.
5. **Principal Update** - John Cortens
6. **Pizza Day Dates** - Pizza days have been set for January 24th, February 28th, March 28th
7. **Gym Sense and Badminton** - Mr. Cortens has presented the costs of having the Gymsense program return to Carleton, as well as a Badminton program. Gymsense will cost a total of \$868 (\$7 a student) and Badminton will cost \$744 (\$6 a student). PAC will

cover these amounts through our gaming funds for a total of \$1612 and a cheque will be presented at February PAC meeting.

8. **Next PAC meeting** - Wednesday February 22nd 2016 @5:00 pm in the Library

Sir Guy Carleton Elementary School

At Cunningham Elementary
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Phone: 604-713-4810 Fax: 604-713-4812

February 11th 2017

PAC Meeting

Library

5:00 pm

- 1. Chair/Executive Report** - Ella Ngo, Keegan Gardner, & Joni Erlam
 - a) Secretary resignation and replacement update and vote
 - b)

- 2. Treasury Items** - Keegan Gardner
 - a) Account Updates
 - b) Banking Updates
 - c) Gaming funds update

- 3. Fundraising Items** - Joni Erlam

- 4. Principal Update** - John Cortens

- 5. New Business**
 - a) Pizza Days date planning April, May, and June
 - b) Gymsense and Badminton cheque
 - c) Class funds and Grade 7 grade cheque
 - d) Year end planning
 - e)
 - f)
 - g)
 - h)
 - i) Next PAC meeting

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Wednesday February 22nd 2017: Mr. Cortens' Office - 5:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Keegan Gardner, Joni Erlam

Welcome and Introductions:

1. **Adoption of January 11th minutes** - approved
Adoption of agenda - approved
2. **Chair/Executive report:**
 - a) Secretary resignation and replacement vote - 2 votes approved, witnessed by Mr. Cortens.
3. **Treasury report:**
 - a) **PAC held accounts**
 - Gaming account contains: \$11, 419.05 (as of Feb. 18/17)
 - PAC account (Fundraising) contains: \$545.64 (as of Feb. 18/17)
 - Amounts total: \$11,964.69 (as of Feb. 18/17)
 - Gaming Funds were deposited on October 6th 2016 for the 2016-2017 school year (based on a projected enrollment of 274 students for the 20015-2016 school year) came to a total of \$6,121.46.
 - Fundraising account cheques have been ordered
 - b) **Targeted PAC funds held by school** (as of Feb. 18/17)
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Fund distribution** - Class funds, Grade 7 Grad funds, Badminton, & Gymsense
 - An \$1100 cheque was presented to Mr. Cortens for the school to cover class allowances (\$600 total - \$100 per class) and (\$500) for grade 7 graduation funds.
 - Additionally, a cheque for a total of \$1612 was presented to Mr. Cortens to cover both Gymsense (\$868) and Badminton costs (\$744) for Carleton students.
 - PAC executive has discussed that in the event of school closure the Grade 7 Legacy account (total of \$510) in the targeted PAC funds held by the school will be given to this year's graduating class.
4. **Fundraising Update** - Joni Erlam: We are awaiting more information and an update regarding school closure decision to begin planning for year end activities.
5. **Principal Update** - John Cortens

- **VSB Strategic Plan 2016 -2021:** Senior/District planning guide is now complete and is being implemented over the next 5 years. Information is available at www.vsb.bc.ca/vsb2021

- **Supreme Court Ruling:** Interim measures for this year; \$4.5 million has been given to VSB and must be used to increase staffing. Staffing at Carleton will increased by 0.2%, enrolling teachers for divisions 1, 2, and 3 (2 periods a week). The focus will be on whole class teaching. Carleton is currently in the process of hiring that staff.

6. New Business -

- a. **Pizza Day Dates** - Ella will speak with Cunningham PAC to get the dates for the April, May, and June pizza days.

- b. **Request for school closure update** - PAC had discussed writing a letter to the VSB requesting any available updates regarding school closures and the 2017-2018 school year. March 6th 2017, Mr. Cortens had received an update and sent a notice home to families discussing: Carleton building update, student placement for the 17/18 school year, and school bus updates. Thank you to Mr. Cortens for keeping us all informed during this challenging time.

- c. **Next PAC meeting - Thurs. March 30th @ 5:00pm in the Principal's Office**

Sir Guy Carleton Elementary School

At Cunningham Elementary
2330 E. 37th Ave. Vancouver, BC, V5R 2T3
Phone: 604-713-4810 Fax: 604-713-4812

**March 30th 2017
PAC Meeting
Principal's Office
5:00 pm**

- 1. Adoption of Feb. 22/17 Meeting Minutes**
Adoption of Agenda

- 2. Chair/Executive Report** - Ella Ngo, Keegan Gardner, & Joni Erlam
 - a)
 - b)

- 3. Treasury Items** - Keegan Gardner
 - a) Account Updates

 - b) Banking Updates

 - c) Fund allocation

- 4. Fundraising Items** - Joni Erlam

- 5. Principal Update** - John Cortens

- 6. New Business**
 - a) Pizza Days date planning April, May, and June
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - h)
 - i) Next PAC meeting

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Thursday March 30th 2017: Mr. Cortens' Office - 5:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Keegan Gardner, Joni Erlam

Welcome and Introductions:

1. **Adoption of February 22nd minutes** - approved
Adoption of agenda - approved
2. **Chair/Executive report:**
 - a) **End of the year party** - PAC will begin preparations for a end of the year party. We're planning to have a family picnic at Norquay Park, and will be surveying Carleton families for preferred dates. Discussions to start at our April PAC meeting. Ella will be pricing bouncy castles rentals, Joni will look into getting a park permit, and Mr. Cortens will look at dates for upcoming school events in June.
3. **Treasury report:**
 - a) **PAC held accounts**
 - Gaming account contains: \$8,707.92 (as of Mar. 30/17)
 - PAC account (Fundraising) contains: \$-0.34 (as of Mar. 30/17)
 - Amounts total: \$8,707.58 (as of Mar. 30/17)
 - b) **Targeted PAC funds held by school** (as of Mar. 30/17)
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Fund distribution** - Papa John's Pizza, Ella Ngo (Juice & Popcorn for pizza days)
 - **Jan - Feb Pizza Days:** On March 10/17 cheques were given to cover the costs of pizza days. A cheque was given to Papa John's Pizza for \$518.34 and a cheque was given to Ella Ngo for \$230.00 for juice boxes and bags of Kernels popcorn.
 - **March Pizza Day:** On March 28/17 cheques were given to cover the costs of pizza day. A cheque was given to Papa John's Pizza for \$265.00 and a cheque was given to Ella Ngo for \$259.88 for juice boxes and bags of Kernels popcorn.
4. **Fundraising Update** - Joni Erlam: We are planning for year end activities, and will discuss funds needed and if fundraising is needed for this event.

5. Principal Update - John Cortens

- Due to the uncertainty regarding the damaged building at Carleton, the district will not be able to offer an educational program at the Carleton site for the 2017/2018 school year. Carleton Elementary will continue to operate out of space at Cunningham Elementary for the 2017 - 2018 school year.

6. New Business -

a. Pizza Day Dates - The final three pizza days of the school year will occur on: Thursday April 27th, Tuesday May 30th, and Tuesday June 20.

b. Next PAC meeting - Wed. April 26th @ 4:00pm in the Principal's Office

Sir Guy Carleton Elementary School

At Cunningham Elementary
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Phone: 604-713-4810 Fax: 604-713-4812

April 26th 2017
PAC Meeting
Principal's Office
4:00 pm

- 1. Adoption of March 30th/17 Meeting Minutes**
Adoption of Agenda

- 2. Chair/Executive Report** - Ella Ngo, Keegan Gardner, & Joni Erlam
 - a) End of year planning -

- 3. Treasury Items** - Keegan Gardner
 - a) Account Updates

 - b) Banking Updates

 - c) Fund allocation

- 4. Fundraising Items** - Joni Erlam

- 5. Principal Update** - John Cortens

- 6. New Business**
 - a)
 - b)
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 - f)
 - g)
 - h)
 - i)
 - j) Next PAC meeting

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Wednesday April 26th 2017: Mr. Cortens' Office - 4:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Keegan Gardner, Joni Erlam

Welcome and Introductions:

1. **Adoption of March 30th minutes** - approved
Adoption of agenda - approved
2. **Chair/Executive report:** Ella Ngo, Keegan Gardner, Joni Erlam
 - a) **End of the year party** - Nicole will be sending home surveys to Carleton families to guide us in selecting a date. Our two days to pick from will be June 9th or June 16th, from 4:00pm to 7:00pm. Survey results will be presented to during our May 31st PAC meeting. Thank you to Mr. Cortens and Nicole for their time and support in planning this event.
3. **Treasury report:** Keegan Gardner:
 - a) **PAC held accounts**
 - Gaming account contains: \$8,707.92 (as of Apr. 26/17)
 - PAC account (Fundraising) contains: \$-0.34 (as of Apr. 26/17)
 - Amounts total: \$8,707.58 (as of Apr. 26/17)
 - b) **Targeted PAC funds held by school** (as of Apr. 26/17)
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Fund distribution** - No funds distributed to this date
 - d) **FYI** : Vancity made an error when depositing funds into our fundraising account, they were instead deposited into the gaming account. Keegan and Joni must go to the bank and sign off on having the funds moved into the fundraising account.
4. **Fundraising Update** - Joni Erlam: We are planning for year end activities, and will discuss funds needed and if fundraising is needed for this event.
5. **Principal Update** - John Cortens

- This year as part of the VSB's annual early-May "Big One at Two" Earthquake Drill all schools are asked to practise a limited Student-Parent Emergency Reunification Drill. This year's "Big One at Two" Earthquake Drill will be taking place on Thursday, May 4th, 2017. Schools are asked to invite parents/guardians to come to the school at 2:00 pm that day to participate in a mock Student-Parent Emergency Reunification.

6. New Business -

a. Sports Day - Friday May 19th 9:00am to 1:00pm Norquay Park. PAC will be running our usual concession stand, selling: water, juice, coffee, popcorn, and donuts. The estimated cost is \$225 and is to be reimbursed at the office with school held accounts - bring receipts to Nicole.

b. Next PAC meeting - Wed. May 31st @ 4:00pm in the Principal's Office

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May 31st 2017
PAC Meeting
Principal's Office
4:00 pm

1. **Adoption of April 26th/17 Meeting Minutes**
Adoption of Agenda

2. **Chair/Executive Report** - Ella Ngo, Keegan Gardner, & Joni Erlam
 - a) End of year planning - Family Picnic at Norquay Park - Survey results and next steps

3. **Treasury Items** - Keegan Gardner
 - a) Account Updates

 - b) Banking Updates

 - c) Fund allocation

4. **Fundraising Items** - Joni Erlam

5. **Principal Update** - John Cortens

6. **New Business**
 - a) Request to pay for 30% (\$205) of Dance Troupe performance
 - b) Graduation family breakfast
 - c) Graduation boat trip - request to cover students tickets 26 @ \$40/each = \$1040
 - d) Gymsense balance - PAC paid \$868 for the Gymsense program and the actually total came to \$1033.20. There is an outstanding \$165.20 remaining and we are requested to cover the total. And Badminton has a balance of approximately \$225 - receipt needed.
 - e) Error correction - Sports Day fund reimbursement was voted to come out of the school held accounts and were instead refunded through PAC held accounts.
 - f)
 - g)
 - h)
 - i)
 - j) Next PAC meeting

Sir Guy Carleton Elementary School

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April 26th 2017
PAC Meeting
Principal's Office
4:00 pm

- 1. Adoption of March 30th/17 Meeting Minutes**
Adoption of Agenda

- 2. Chair/Executive Report** - Ella Ngo, Keegan Gardner, & Joni Erlam
 - a) End of year planning -

- 3. Treasury Items** - Keegan Gardner
 - a) Account Updates

 - b) Banking Updates

 - c) Fund allocation

- 4. Fundraising Items** - Joni Erlam

- 5. Principal Update** - John Cortens

- 6. New Business**
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - h)
 - i)
 - j) Next PAC meeting

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Thursday March 30th 2017: Mr. Cortens' Office - 5:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Keegan Gardner, Joni Erlam

Welcome and Introductions:

1. **Adoption of February 22nd minutes** - approved
Adoption of agenda - approved

2. **Chair/Executive report:**
 - a) **End of the year party** - PAC will begin preparations for a end of the year party. We're planning to have a family picnic at Norquay Park, and will be surveying Carleton families for preferred dates. Discussions to start at our April PAC meeting. Ella will be pricing bouncy castles rentals, Joni will look into getting a park permit, and Mr. Cortens will look at dates for upcoming school events in June.

3. **Treasury report:**
 - a) **PAC held accounts**
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 - PAC account (Fundraising) contains: \$-0.34 (as of Mar. 30/17)
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 - b) **Targeted PAC funds held by school** (as of Mar. 30/17)
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Fund distribution** - Papa John's Pizza, Ella Ngo (Juice & Popcorn for pizza days)
 - **Jan - Feb Pizza Days:** On March 10/17 cheques were given to cover the costs of pizza days. A cheque was given to Papa John's Pizza for \$518.34 and a cheque was given to Ella Ngo for \$230.00 for juice boxes and bags of Kernels popcorn.
 - **March Pizza Day:** On March 28/17 cheques were given to cover the costs of pizza day. A cheque was given to Papa John's Pizza for \$265.00 and a cheque was given to Ella Ngo for \$259.88 for juice boxes and bags of Kernels popcorn.

4. **Fundraising Update** - Joni Erlam: We are planning for year end activities, and will discuss funds needed and if fundraising is needed for this event.

5. Principal Update - John Cortens

- Due to the uncertainty regarding the damaged building at Carleton, the district will not be able to offer an educational program at the Carleton site for the 2017/2018 school year. Carleton Elementary will continue to operate out of space at Cunningham Elementary for the 2017 - 2018 school year.

6. New Business -

a. Pizza Day Dates - The final three pizza days of the school year will occur on: Thursday April 27th, Tuesday May 30th, and Tuesday June 20.

b. Next PAC meeting - Wed. April 26th @ 4:00pm in the Principal's Office

Sir Guy Carleton Parent Advisory Council Meeting Minutes

Wednesday May 31st 2017: Resource Office - 4:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Keegan Gardner, Joni Erlam

Welcome and Introductions:

1. **Adoption of April 26th/2017 minutes** - approved
Adoption of agenda - approved
2. **Chair/Executive report:** Ella Ngo, Keegan Gardner, Joni Erlam
 - a) **End of the year family picnic** - The results of the picnic date survey has been tallied and the results are: June 9th - 6 votes, June 16th - 18 votes, Either date - 26 votes, Not attending - 19 votes. The date for the picnic is to be set for Friday June 16th at Norquay Park starting at 4:00pm and concluding at 7:00pm. Invitations will be included in the PAC portion of the school newsletter and PAC will send home a reminder to parents the week of the picnic. Thanks again to Nicole and Mr. Cortens for assisting in the planning and sending home notices to our families.
3. **Treasury report:** Keegan Gardner:
 - a) **PAC held accounts**
 - Gaming account contains: \$8,709.44 (as of May 31/17)
 - PAC account (Fundraising) contains: \$692.57 (as of May 31/17)
 - Amounts total: \$9,402.01 (as of May 31/17)
 - b) **Targeted PAC funds held by school** (as of May 31/17)
 - Grade 7 Legacy: \$510.00
 - Emergency Funds: \$489.29
 - Casio (was gaming) fund: \$1,574.20
 - PAC account: \$108.72
 - Amounts total: \$2,682.21
 - c) **Fund distribution** - No funds distributed between April 26th - May 31st
 - d) **FYI** : Vancity made an error when depositing funds into our fundraising account, they were instead deposited into the gaming account. Keegan and Joni have gone to Vancity and the moved from the gaming account to the fundraising account.
- D. **Fundraising Update** - Joni Erlam: We have decided not to do any additional fundraising beyond pizza days and popcorn sales for this year.

End of Year Fundraising Chair's Report

By Joni Erlam June 21st 2017

1. **Pizza Days** - A monthly pizza day was offered to students as usual. We continue to work with our partners at Papa John's Pizza who provide us with amazing discounts to offer students an affordable pizza day.
2. **Popcorn Sales** - We continue to offer Kernels Popcorn as part of our pizza day meals and as a fundraising measure.
3. **Sports Day Concession** - As in past years we open and manage a small concession during sports day to staff, students and parents; offering water, juice, coffee, donuts and popcorn.
4. **Additional Fundraising** - Due to the uncertainty and unfamiliar circumstances created by the fire and move; no addition fundraising beyond the pizza days, popcorn sales, and sports day concession were raised in the 2016 - 2017 year.
5. **Recommendations for next year** - Moving forward I suggest that the Executive body set a fundraising goal amount for the Fundraising Account so that funds are available to cover costs that can't be covered by the Gaming Funds. Further I believe that Kernels Popcorn is Carleton PAC's most lucrative fundraising item and a more focused popcorn drive would be good in terms of raising more Fundraising Account money. Lastly, continuing with pizza days, Kernels Popcorn sales, and Sports Day Concession Stand are important to the student community as they are both familiar and good for student morale in these challenging times.

End of Year Secretary's Report

By Joni Erlam June 21st 2017

1. **PAC google account and email** - A new PAC email and google account were established this year after the Executive elections. Google documents has been used to create PAC documents and archive our meeting minutes, agendas, and documentation. The password for these accounts should be updated yearly by the incoming Executive body. I will give the account information and passwords to next year's Chair following this evening's elections.
2. **Parent Contact Information Data** - After the fire this year we have lost our entire parent contact database. The rebuild has been slow going and needs a renewed effort in September 2017. I believe these contacts need to be stored in the PAC held google account.
3. **Recommendations for next year** - Restoring the parent contact database should be the most important item on the 2017 - 2018 agenda. Regular communications with families is an essential part of a successful PAC.

Sir Guy Carleton Elementary School

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Phone: 604-713-4810 Fax: 604-713-4812

Wed. June 21st 2017

PAC Meeting, AGM, & Executive Election

Principal's Office

4:00 pm

- 1. Adoption of May 31st/17 Meeting Minutes**
Adoption of Agenda
- 2. Chair/Executive End of Year Report** - Ella Ngo
- 3. Treasury Items and End of Year Report** - Keegan Gardner
 - a) Account Updates
 - b) Banking Updates
 - c) Fund allocation -
- 4. Fundraising End of Year Report** - Joni Erlam
- 5. Principal Updates** - John Cortens
- 6. New Business**
 - a) After Graduation Refreshments and Appreciation Gifts Update - Joni Erlam
 - b) Moving all PAC funds to PAC held Vancity Accounts
 - c) Graduation boat trip - request to cover students tickets 26 @ \$40/each = \$1040 - follow up required as funds were not accepted and decision needs to be reflected in minutes
 - d) Gymsense and Badminton - confusion surrounding invoices and correct amount needed by school.
 - e) Reimbursements cheques to Ella for popcorn and Joni for Grad refreshments and Gifts
 - f) Executive Elections
 - g)
 - h)
 - i) Scheduling an Executive meeting to transfer accounts and documents to newly formed Executive
 - j) Next PAC meeting

PAC AGM
June 21, 2017

Principal's Report

1. Code of Conduct – Updated, posted on website, emailed and hard copy will be distributed to families

2. Calendar – 2017- 2018 – Posted on website, emailed and hard copy will be distributed to families

3. Possible item for discussion/decision

Acct 3060-01 – Grade Seven Leaving - \$1000.00

Acct 3060-08 – Gaming Funds – 1691.92

After expenses paid out associated with Grade 7 Leaving that a cheque for the balance be made out to Carleton PAC for keeping and administering

4. Year in Review

- a. Events of End of August
- b. Relocation to Cunningham for start of the year
- c. Entire VSB system provided support and action to our school
- d. Appreciations to Ms. Carver and Cunningham staff, students and families
- e. Phases of the process;
 - i. Crisis phase
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 - iv. Moving through grief and living with ambiguity
 - v. Plans for 2017-18 and beyond
- f. Appreciations to Carleton PAC Executive

End of Year Fundraising Chair's Report By Joni Erlam June 21st 2017

1. **Pizza Days** - A monthly pizza day was offered to students as usual. We continue to work with our partners at Papa John's Pizza who provide us with amazing discounts to offer students an affordable pizza day.
2. **Popcorn Sales** - We continue to offer Kernels Popcorn as part of our pizza day meals and as a fundraising measure.
3. **Sports Day Concession** - As in past years we open and manage a small concession during sports day to staff, students and parents; offering water, juice, coffee, donuts and popcorn.
4. **Additional Fundraising** - Due to the uncertainty and unfamiliar circumstances created by the fire and move; no addition fundraising beyond the pizza days, popcorn sales, and sports day concession were raised in the 2016 - 2017 year.
5. **Recommendations for next year** - Moving forward I suggest that the Executive body set a fundraising goal amount for the Fundraising Account so that funds are available to cover costs that can't be covered by the Gaming Funds. Further I believe that Kernels Popcorn is Carleton PAC's most lucrative fundraising item and a more focused popcorn drive would be good in terms of raising more Fundraising Account money. Lastly, continuing with pizza days, Kernels Popcorn sales, and Sports Day Concession Stand are important to the student community as they are both familiar and good for student morale in these challenging times.

End of Year Secretary's Report By Joni Erlam June 21st 2017

1. **PAC google account and email** - A new PAC email and google account were established this year after the Executive elections. Google documents has been used to create PAC documents and archive our meeting minutes, agendas, and documentation. The password for these accounts should be updated yearly by the incoming Executive body. I will give the account information and passwords to next year's Chair following this evening's elections.
2. **Parent Contact Information Data** - After the fire this year we have lost our entire parent contact database. The rebuild has been slow going and needs a renewed effort in September 2017. I believe these contacts need to be stored in the PAC held google account.
3. **Recommendations for next year** - Restoring the parent contact database should be the most important item on the 2017 - 2018 agenda. Regular communications with families is an essential part of a successful PAC.

PAC AGM
June 21, 2017

Principal's Report

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Sir Guy Carleton Elementary School

At Cunningham Elementary
2330 E. 37th Ave. Vancouver, BC, V5R 2T3
Phone: 604-713-4810 Fax: 604-713-4812

Wed. June 21st 2017

PAC Meeting, AGM, & Executive Election

Principal's Office

4:00 pm

- 1. Adoption of May 31st/17 Meeting Minutes**
Adoption of Agenda

- 2. Chair/Executive End of Year Report** - Ella Ngo

- 3. Treasury Items and End of Year Report** - Keegan Gardner
 - a) Account Updates

 - b) Banking Updates

 - c) Fund allocation -

- 4. Fundraising End of Year Report** - Joni Erlam

- 5. Principal Updates** - John Cortens

- 6. New Business**
 - a) After Graduation Refreshments and Appreciation Gifts Update - Joni Erlam
 - b) Moving all PAC funds to PAC held Vancity Accounts
 - c) Graduation boat trip - request to cover students tickets 26 @ \$40/each = \$1040 - follow up required as funds were not accepted and decision needs to be reflected in minutes
 - d) Gymsense and Badminton - confusion surrounding invoices and correct amount needed by school.
 - e) Reimbursements cheques to Ella for popcorn and Joni for Grad refreshments and Gifts
 - f) Executive Elections
 - g)
 - h)
 - i) Scheduling an Executive meeting to transfer accounts and documents to newly formed Executive
 - j) Next PAC meeting

End of Year Treasury Chair's Report
By Keegan Gardner June 21st 2017

Gaming Account:

- 3 cheques written and 2 void cheques this year as follows:
 - #75 To the school for \$1100.00 for class allowances and a grade 7 grad fund.
 - #76 To the school for \$1612.00 for gym sense and badminton programs
 - #77 Void
 - #78 To the school for \$195.00 for the dance troupe performance
 - #79 Void

Fundraising Account

- Cheques written this year as follows:
 - #100 To Papa Johns for \$518.34 to pay for 2 pizza day orders
 - #101 To Ella Ngo for \$230.04 for juice and popcorn reimbursement
 - #102 To Ella Ngo for \$234.78 for juice and popcorn reimbursement
 - #103 To Papa Johns for \$270.00 for pizza day order
 - #104 To Papa Johns for \$210.00 for pizza day order
 - #105 To Ella Ngo for \$360.90 for juice and popcorn reimbursement
 - #106 To Keegan Gardner for \$65.23 for Coffee and doughnuts reimbursement
 - #107 To Papa Johns for \$207.00 for pizza day order
 - #108 To Ella Ngo for \$148.82 for popcorn reimbursement
 - #114 To Papa Johns for \$265.00 for pizza day order
 - #115 To Ella Ngo for \$259.88 for popcorn and juice reimbursement
- Cheques #109 through to #113 are still unused and with all other cheques held by treasurer

Total Spent from

- Gaming account : \$2907.00
- Fundraising Account : \$2769.99
- Grade 7 fund : \$0.00
- Emergency fund : \$0.00
- Casino fund : \$0.00
- Pac account @ Carleton : \$0.00

Current list of all accounts and amounts held by carleton pac after all cheques have cleared

- Gaming Account at Vancity : \$8710.21
- Fundraising account at Vancity : \$524.97
- Grade 7 legacy fund at Carleton school : \$510.00
- Emergency funds at Carleton school : \$489.29
- Casino fund at Carleton school : \$1574.20
- Pac account at Carleton school : \$108.72

\$2682.21

I recommend that the new budget be put forth in september when the student enrollment has been confirmed.

Sir Guy Carleton Parent Advisory Council AGM Meeting Minutes

Wednesday June 21st 2017: Library - 4:00 pm

Attendance: Mr. John Cortens, Ella Ngo, Keegan Gardner, Joni Erlam, Michael Yuan, Denise Fong, Sarbjit Kaur, and Karin Bernauer

Welcome and Introductions:

1. Adoption of May 31st/2017 minutes - approved

Adoption of agenda - approved

2. Chair/Executive end of year report: Ella Ngo

Goals for the incoming executive - continue pizza days next school year, focus on advocating the needs of Carleton students and families, increase the amount of volunteers, and continue building relationships with the Cunningham community.

3. Treasury report: Keegan Gardner:

a) PAC held accounts:

Gaming Account:

3 cheques written and 2 void cheques this year as follows:

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b) Current list of all accounts and amounts held by carleton pac after all cheques have cleared

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- Pac account at Carleton school : \$108.72

* **Note:** Of the six school held accounts; only two were in use. PAC authorized that Mr. Cortens had our permission to merge the accounts into two simpler accounts. A gaming and fundraising account were and the totals below reflect the funds in those accounts.

Acct 3060-01 - Fundraising Funds \$1000.00

Acct 3060-08 - Gaming Funds \$1691.92

c) Recommendations:

I recommend that the new budget be put forth in september when the student enrollment has been confirmed.

D. End of year Fundraising Report - Joni Erlam:

1. **Pizza Days** - A monthly pizza day was offered to students as usual. We continue to work with our partners at Papa John's Pizza who provide us with amazing discounts to offer students an affordable pizza day.
2. **Popcorn Sales** - We continue to offer Kernels Popcorn as part of our pizza day meals and as a fundraising measure.
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drive would be good in terms of raising more Fundraising Account money. Lastly, continuing with pizza days, Kernels Popcorn sales, and Sports Day Concession Stand are important to the student community as they are both familiar and good for student morale in these challenging times.

E. Principal Update - John Cortens

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b) Calendar – 2017- 2018 – Posted on website, emailed and hard copy will be distributed to families

c) Year in Review

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 - v. Plans for 2017-18 and beyond
- f. Appreciations to Carleton PAC Executive

New Business -

a) After Graduation Refreshments and Appreciation Gifts - Joni has purchased everything and Mr. Cortens has arranged the court yard to be used for the event. The cost will come in well under the \$500 budget and will cost \$381.33. A reimbursement cheque for \$381.33 will be given to Joni on June 23rd 2017.

b) Transferring school held funds to the PAC held Vancity accounts - PAC and school administration want to transfer the school held funds to the PAC held accounts, as it is inline with proper PAC guidelines and procedures. The school held our funds during a time when we one had one acting PAC member and the school held the funds to assist in proper distribution of funds when quorum could not be met. That time has passed and it's appropriate to move the funds to our Vancity accounts. A vote was held and passed to approve the transfer of funds at 6/6 votes. The office will cut two cheques to the Carleton PAC - one for the fundraising funds for a total of \$1000.00 and one cheque for the gaming funds for a total of \$1691.92. The cheques will be issued on June 23/17 and deposited into the Vancity accounts on June 24th 2017.

c) Graduation boat trip - While we had budgeted up \$1040 to cover the cost of 100% of the cruise tickets; it was decided covering a portion to provide the tickets at rate of \$20 per ticket

to families was more appropriate. We have received the invoice and the final total comes to \$352.55, a cheque will be delivered to the office on June 23rd 2017.

d) Gymsense balance - Receipts and invoices for the final Gymsense and Badminton totals have been received. The final total come \$153.00 and a cheque will be delivered to the office for that amount on June 23rd 2017.

e) Reimbursement cheques - A reimbursement cheque was issued on June 20th 2017 to Ella totalling \$148.82 for the cost of popcorn and juice for pizza days.

f) Executive Elections - Elections for the 2017-2018 school year PAC executive were held and the results are as follows: 5:00pm

- PAC Chair: - Ella Ngo (5/5 votes)
- Treasurer: - Denise Fong (5/5 votes)
- Secretary: - No nominations - position will be held for election again in September 2017
- Fundraiser: - Denise Fong (5/5 votes)

g) Executive Meeting - an executive meeting is to be held on **Wednesday June 28th 2017 @ 8:30am** in Mr. Cortens office. This meeting is so Joni and Keegan may return all PAC documents and be dissolved from the PAC held bank accounts. Further a letter will be issued to add Denise Fong to the bank accounts as the incoming treasurer.

h) Next PAC meeting will be our first PAC meeting of the 2017-2018 school year - Wednesday, September 21st 2017 @ 5:00 pm in the Library

Subject: Re: Gaming PAC Application - Online link
Date: Tuesday, June 27, 2017 at 4:17:08 PM Pacific Daylight Time
From: Joni Erlam (sent by joni.leighg@gmail.com <joni.leighg@gmail.com>)
To: John Christopher Cortens
CC: Ella Ngo, pac.carleton@gmail.com

I have submitted the gaming funds application on behalf of Ella and Denise - Ella is the application submitter, the primary contact and an officer ensuring proper use of funds. Denise is listed as a secondary officer ensuring proper use of funds. I also updated the banking information to the new Vancity PAC held gaming account (submitted a scan of a void gaming account cheque).

Enrollment numbers were not required.

Application ID # 1098745 should you need to inquire about the application and the results will be available in September.

On Tue, Jun 27, 2017 at 1:25 PM, John Christopher Cortens <jcortens@vsb.bc.ca> wrote:

I believe all you need is the enrollment data

Let me know if there is anything else

<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants#one>

Mr. John Cortens

Principal

Sir Guy Carleton Elementary School
The Board of Education of School District No.39 (Vancouver School Board)

3250 Kingsway, Vancouver, BC, V5R 5K5
Phone: [604-713-4810](tel:604-713-4810)

Email: jcortens@vsb.bc.ca

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