

Carson Graham General PAC Meeting Minutes

October 12, 2016 at 7:00PM

Attendees: (quorum met)

Kumiko Darbyshire, Mark Heieis, Farshchian Bizhan, Chena Binns, Sandra Tweed, Greg Tweed, Lesley Heieis, Jason Montecillo, Wiley Ho, Jalal Hamring, Royu Ghemati, Lucinda Pentin

Staff:

Karim Hachlaf, Rob Watson

1. **Approval of Agenda:** Motion moved and carried
2. **Approval of Previous Minutes (May 18, 2016):** Motion moved and carried
3. **Teacher Presentation by Jane Chappel (Special Educator) and Cory Jocoie (Occupational Therapist):**
 - Requesting financial support from PAC to purchase learning support seats
 - Brought in sample chair cushion and stool (“Hokkie”) for students who need help with self-regulation
 - Both types of seats were demonstrated for efficacy. The special seats would stay in the classrooms. Costs are : \$110 for the Hokkie and \$11 for the cushion.
 - Requesting funding for approx. 40 seats.
4. **The Road to Scholarships – Rob Watson**
 - Special thanks to Rob who provided an extensive explanation of various scholarships available to the student body
 - Emphasis placed on starting preparation for scholarship early in high school, not waiting until senior years
 - There are numerous scholarships available – academic, service, leadership, etc.
 - BC High School Scholarships – January to May every year. Application online.
 - Top 80,000 academic in BC will receive \$1,250 automatically from province
 - Carson Graham Scholarships total \$60,000
 - PAC Scholarships – 4 x \$1,250 STEAM Awards, 4 x \$500 PAC Community Awards, 2 x \$500 PAC School Spirit Award
 - Other scholarships include those from community and employers
 - Check criteria and apply to those that fit
5. **PAC Call for Volunteers**
 - 1) Positions open:
 - 1) Treasurer
 - 2) Secretary
 - 3) Communications – Wiley Ho volunteered and was acclimated. General discussion for need to elevate profile of PAC to engage more parents,

especially those of Gr. 8-9 students. Look into social media and talk to parents to find out what topics would be of interest at future meetings.

- 4) Member at Large for Fundraising – most likely will not happen this school year, due to available funds and lack of interest by parents

6. Financial Report – see Financial report July 1, 2015 to June 30, 2016 and Statement of Revenues and Expenditures as of October 11, 2016

7. Funding Requests

- 1) Thank you letters from four PAC STEAM Scholarship recipients (Sean Tweed, Heather Paynter, Emma Duggan and Joseph Layelin) were received by PAC Chair and circulated during meeting
- 2) Sr. Girls Field Hockey Jerseys \$690.75
MOTION: Moved and carried.
- 3) Santa's Breakfast support – approx. \$500.00 (actual depends on ticket sales)
MOTION: Moved and carried.
- 4) Learning support seats – Hokkie stools and cushions (40) - \$3,700
MOTION: Moved and carried.

8. Administrative Report – Karim Hachlaf

- Grade 8 Welcome BBQ was well-attended
- Grad Committee formed with enthusiasm
- 2016/7 school year off to a great start

Meeting adjourned at 8.30PM

Next Meeting: November 30, 2016 at 7:00PM

If you have any questions or comments regarding these minutes, please contact the secretary at: secretary@carsongrahmpac.ca

Carson Graham Parent Advisory Council Society
General Meeting
October 12, 2016 7:00PM

AGENDA

1. 7:00 PM – Welcome and call to order
2. Introductions
3. Previous Meeting Minutes – call for approval
4. Teacher presentation
5. The road to scholarships begins early in high-school - Rob Watson
6. Call for volunteers
 1. Treasurer
 2. Secretary
 3. Communications
 4. Fundraising
7. Financial Report
 1. See attached
8. Funding Requests
 1. See attached thank-yous
 2. See attached requests – call for approval
 1. Field Hockey jerseys - \$690.75
 2. Santa's breakfast support - \$500.00
9. Administrative Report – Principal Karim Hachlaf
10. Next Meeting April 20, 2016
11. Adjournment

PAC Scholarship Criteria 2016/2017

The PAC is all about giving back to the school community. Hence, all of our awards are to recognize students that have contributed to the school community that is beyond an individual pursuit. It recognizes that there are various levels of achievement and as such hopes that students from a broad spectrum would/could be eligible. It also recognizes the maintenance of academic achievement, while contributing.

Supporting STEAM and SPIRIT is a core strategy of the PAC.

We also want to recognize individuals that have excelled in school spirit leadership and contribution but may not have a high academic record for any number of reasons.

Note: Award does not have to be handed out if there is no suitable candidate for any of the awards. Additionally, the awards are not intended to be stacked with other school based awards.

These awards are intended for supporting post-secondary education and therefore are only payable upon proof of registration in a post-secondary institution. To claim the award, the recipient has:

1. until Sep 30 of the second year after receiving the award. This would cover 3 opportunities for September enrolment in a program.
2. a confirmation of enrolment in a post secondary school program.

Category 1: 4 x \$1,250 PAC STEAM Awards

1. Science or Math - **1 award**
2. Technology or Engineering (all of the various technology and engineering related courses - such as foods, "sewing", woodwork, etc) - **1 award**
3. Arts (2 awards) - **1 each in the following:**
 - a) Fine Arts - Visual (arts), Performance (music, dance, drama), Digital Arts, etc
 - b) Humanities - languages, history , geography and the like.

Recipient must have:

- 1) Must have exemplary ongoing history of School Community Service & School Community leadership skills – Hours 30+
- 2) Excelled in one of the above 3 4 categories - highest mark to in which the candidate is receiving the award in.
- 3) Have maintained \geq 86% overall average

Category 2: 4 x \$500 awards - PAC School Community Awards

Recipients must have:

- 1) Must have ongoing history of strong School Community Service – Hours 30+
- 2) Must have maintained \geq 75% overall average

Category 3: 2 x \$500 - PAC School Spirit Award – 1 each

- 1) Recipient that contributed the most to building and supporting school spirit over the course of their attendance at Carson and who has demonstrable leadership and passion in supporting school based activities.
- 2) Recipient that contributed the most to building and supporting school spirit over the course of their attendance at Carson in athletics and who has a demonstrable passion for leadership and commitment in supporting and/or participating in school sports (eg could be a team manager, student coach, athlete).

CARSON GRAHAM SECONDARY SCHOOL PARENT ADVISORY COUNCIL SOCIETY (CGPAC)
 2015/16 FINANCIAL REPORT – STATEMENT OF REVENUES AND EXPENDITURES
 July 1, 2015 to June 30, 2016

All Amounts in \$

	Fund				Total
	PAC Held		NVSD Held		
	General	Gaming	STEAM	Scholarships	
FUND BALANCE - July 1, 2015	32,832.97	24,839.84	22,006.20	8,637.00	88,316.01
REVENUES					
Interest Revenue	15.90	18.66			34.56
Province of BC Gaming Grant		27,728.00			27,728.00
Parent Donations			6,545.00	3,975.00	10,520.00
Total Revenues	15.90	27,746.66	6,545.00	3,975.00	38,282.56
EXPENDITURES					
General Administration:					
CGPAC Website hosting	399.77				399.77
CGPAC Society Annual Report fee	25.00				25.00
CGPAC Scholarships:					
June 2015 Awards paid				5,000.00	5,000.00
School Funding Requests:					
2014/15 Approvals paid	1,256.00	7,009.18	601.88		8,867.06
2015/16 Approvals paid	2,684.70	11,335.88	7,267.48		21,288.06
Year End BBQ		1,187.11			1,187.11
Total Expenditures	4,365.47	19,532.17	7,869.36	5,000.00	36,767.00
FUND BALANCE – June 30, 2016	28,483.40	33,054.33	20,681.84	7,612.00	89,831.57
OUTSTANDING COMMITMENTS (Note 1)					
CGPAC Scholarships:					
June 2015 Awards outstanding				3,000.00	3,000.00
June 2016 Awards outstanding	3,388.00			4,612.00	8,000.00
School Funding Requests:					
2014/15 Approvals outstanding			2,027.40		2,027.40
2015/16 Approvals outstanding		5,572.37			5,572.37
Total Outstanding Commitments	3,388.00	5,572.37	2,027.40	7,612.00	18,599.77
FUND BALANCE AFTER OUTSTANDING COMMITMENTS – June 30, 2016	25,095.40	27,481.96	18,654.44	0.00	71,231.80

Note 1: Outstanding commitments reflect CGPAC approved items that are not yet paid. Commitment amounts are estimated pending receipt of invoices.

Note 2: CGPAC committed to \$10,000 for scholarships in the May 2015 AGM Budget, reduced to \$8,000 based on the Scholarship criteria approved at the February CGPAC meeting. Source of funds will be the Scholarships fund, with any balance covered by the General fund.

CGPAC 2016-17 BUDGET

	2015-16		2016-17
	Budget (May 2015)	Actual (June 2016)	Budget (May 2016)
REVENUES			
Interest		34.56	250.00
Province of BC Gaming Grant	25,000.00	27,728.00	25,000.00
Parent Donations:			
<i>STEAM</i>	7,500.00	6,545.00	7,500.00
<i>Scholarships</i>	2,500.00	3,975.00	2,500.00
Fundraising Events and Activities	30,000.00	0.00	30,000.00
Total Revenues	<u>65,000.00</u>	<u>38,282.56</u>	<u>65,250.00</u>
EXPENDITURES			
CGPAC General Administration	500.00	424.77	500.00
Fundraising Expenses	12,000.00	0.00	12,000.00
CGPAC Scholarships			
June 2015 Awards		5,000.00	
June 2016 Awards	10,000.00	0.00	
June 2017 Awards			8,000.00
CGPAC Sponsored Events:			
<i>Year End BBQ / Gr 8 Welcome BBQ</i>	2,000.00	1,187.11	2,000.00
<i>Student Events</i>	2,000.00		2,000.00
School Funding Requests:			
2014/15 Approvals		8,867.06	
2015/16 Approvals	50,000.00	21,288.06	
2016/17 Approvals:			
Ongoing PAC Supported Programs:			
<i>Cinderella/Cinderfella Fund</i>			1,875.00
<i>Big Brothers/Sisters</i>			360.00
<i>Boys Club</i>			750.00
<i>Choices Program – Outward Bound</i>			2,625.00
<i>Choices Program – Monthly Family Meal</i>			400.00
One-Time Funding:			
<i>Team/Group/Individual Accomplishments</i>			5,000.00
<i>Other School Funding Requests</i>			38,990.00
Sub-total School Funding Requests	<u>50,000.00</u>	<u>30,155.12</u>	<u>50,000.00</u>
Total Expenditures	<u>76,500.00</u>	<u>36,767.00</u>	<u>74,500.00</u>
CHANGE IN CASH (Revenues – Expenditures)	<u>(11,500.00)</u>	<u>1,515.56</u>	<u>(9,250.00)</u>

CARSON GRAHAM SECONDARY SCHOOL PARENT ADVISORY COUNCIL SOCIETY (CGPAC)
 2016/17 FINANCIAL REPORT – STATEMENT OF REVENUES AND EXPENDITURES
 As of October 11, 2016

All Amounts in \$

	Fund				Total
	CGPAC Held		NVSD Held		
	General	Gaming	STEAM	Scholarships	
FUND BALANCE - July 1, 2016	28,483.40	33,054.33	20,681.84	7,612.00	89,831.57
REVENUES					
Interest Revenue	0.32	0.14			0.46
Province of BC Gaming Grant		26,300.00			26,300.00
Parent Donations (Estimated):			1,800.00	650.00	2,450.00
Total Revenues	0.32	26,300.14	1,800.00	650.00	28,750.46
EXPENDITURES					
CGPAC Scholarships:					
<i>June 2015 Awards paid</i>				500.00	500.00
<i>June 2016 Awards paid</i>				3,250.00	3,250.00
Total Expenditures	0.00	0.00	0.00	3,750.00	3,750.00
FUND BALANCE – October 11, 2016	28,483.72	59,354.47	22,481.84	4,512.00	114,832.03
OUTSTANDING COMMITMENTS (Note 1)					
CGPAC Scholarships (Note 2):					
<i>June 2016 Awards Outstanding</i>	888.00			3,862.00	4,750.00
School Funding Requests:					
<i>2014/15 Outstanding approvals</i>			2,027.40		2,027.40
<i>2015/16 Outstanding approvals</i>		5,572.37			5,572.37
Total Outstanding Commitments	888.00	5,572.37	2,027.40	3,862.00	12,349.77
FUND BALANCE AFTER OUTSTANDING COMMITMENTS – October 11, 2016	27,595.72	53,782.10	20,454.44	650.00	102,482.26

Note 1: Outstanding commitments reflect CGPAC approved items that are not yet paid. All outstanding commitments relate to prior year approvals, and are estimated pending receipt of final invoices.

Note 2: Scholarships are funded from the NVSD held parent donations account, with any balance from the general fund. Parent donations in the year are applied to the year end scholarship awards (ie. 2016/17 parent donations will go toward the June 2017 awards).

Mark Heieis
Chair
Parent Advisory Council
c/o Carson Graham Secondary School
2145 Jones Avenue
North Vancouver, B.C.
V7M 2W7

Dear Mr. Heieis,

I am writing to thank you for awarding me with the STEAM Award. I was incredibly happy to learn that I was receiving this award and I would like to thank you for your generosity.

I begin my education at Simon Fraser University in the fall where I will be striving towards a Criminology major. I have thoroughly enjoyed my time at Carson Graham and would like to thank the school for everything it has done to get me to where I am today.

This award will help me pursue my academic goals as it will allow me to focus on my education and allow me to achieve as much as possible. This award has also inspired me to help others more and I hope to one day give back like you have given to me.

Sincerely,
Sean Tweed



Dear Mr. Mark Heieis,

Thank you so much for the STEAM award scholarship from the Carson Graham Parent Advisory Council. It is a great honour to receive such support for my future education.

I plan to use the money to pay for tuition at Langara College. I will be applying to Langara for fall of 2017. There I hope to take the Fine Arts diploma program. After I complete that program I may continue my education at Emily Carr University or possibly OCAD University in Toronto. Art is my passion and I hope to one day enter into a career involving fine arts.

Thank you once again,



Heather Paynter

Dear Mr Mark Heieis,

Thank you so much for the PAC STEAM award! It means so much to me to have been chosen ~~to~~ to receive this award. I will be using the money from this award for my studies at Simon Fraser University where I will be studying environmental resource management. As this will help pay for my schooling I will be able to continue volunteering and being involved in my community to the extent that I currently do. Once again thank you so much. I really appreciate it!

Kind regards,

Emma Duggan

Dear Mr. Heieis,

I would like to personally thank you @ the pac for the generosity you displayed by granting me this scholarship. I have always said that Carson has done so much for me so I am glad you think I have contributed to it. I can't tell you how honoured I am to accept this

Sincerely,

Joseph Loyell

**CARSON GRAHAM SECONDARY SCHOOL PARENT ADVISORY COUNCIL SOCIETY
2016/17 PAC FUNDING REQUEST**

Department:	Contact Name (Requester):
<i>Athletics</i>	<i>Carol Donald</i>

Description of Funding Request and Rationale:
Describe what funds are needed for and how the proposal relates to one or more of the PAC strategic priorities. What will be the specific benefits or outcomes for students?

To cover cost of SR GIRLS FIELD HOCKEY JERSEYS. THIS PROPOSAL MEETS THE REQUIREMENTS OF STUDENT ENGAGEMENT AND SCHOOL SPIRIT. THIS TEAM JUST PLACED 4TH AT THE BRIDGMAN CUP SPORTING THEIR NEW JERSEYS. GOING INTO THIS TOURNAMENT THE TEAM WAS RANKED 15TH. WE ARE HOPING TO ~~TO~~ HAVE THE SAME OUTCOME THIS WEEK AT THE UK TOURNAMENT AND HEADING TO THE PROVINCIALS IN NOVEMBER.

Is a one-time request [] or recurring annual request (provide details) []:

Cost Details & Estimate: *Based on confirmed price quote or purchase requisition*

Item	Quantity	Unit Cost	Total Cost
<i>T-Shirt, Razor Kids (uni form)</i>	<i>17</i>	<i>37.95</i>	<i>645.25</i>
<i>Invoice attached.</i>			
GST			<i>32.26</i>
PST			<i>13.23</i>
Total Estimated Cost			<i>690.74</i>



4482 Juneau Street
 Burnaby BC V5C 4C8
 Phone: (604) 291-8676 Fax: (604) 291-2398
 info@prostock.ca

Invoice

771133

DATE September 29, 2016
 CUSTOMER 188000

BILL TO:

Carson Graham Sec. School
 2145 Jones Avenue
 North Vancouver BC V7M 2W7

SHIP TO:

Carson Graham Sec. School
 2145 Jones Avenue
 North Vancouver BC V7M 2W7

BUYER/P.O. NUMBER	SHIP VIA	TERMS	SALESPERSON	ORDER DATE	WORK ORDER
Margi Spooner	Best way	Net 30 days	Terry Robinson	Sep 29, 2016	50970

Part Number	Description	QUANTITY	UNIT PRICE	EXTENDED PRICE
24FAST406KS	T-Shirt, Razor Kids	17	17.20	292.40
SCR	Crest Youth Shirts	17	5.75	97.75
SCR	Number Youth Shirts	17	3.30	56.10
24FAST406MS	T-Shirt, Razor Adult	7	17.95	125.65
SCR	Crest Adult Shirts	7	5.75	40.25
SCR	Number Adult Shirts	7	3.30	23.10

pay as per M Spooner.

NET AMOUNT 635.25

PLEASE SIGN BELOW AND DEDUCT P.S.T., IF CLOTHING WAS PURCHASED FOR CHILDREN UNDER 15 YEARS OF AGE. RETURNED SIGNED COPY WITH PAYMENT

Signature _____
 Date _____ Telephone # _____

FREIGHT 10.00
G.S.T. 32.26
P.S.T. 13.23
TOTAL DUE 690.74

TERMS: Net 30 days. Interest 2% per month charged on overdue accounts
 Prostock Business Number is 10433 2259 RT0001

**CARSON GRAHAM SECONDARY SCHOOL PARENT ADVISORY COUNCIL SOCIETY
2016/17 PAC FUNDING REQUEST**

Department:	Contact Name (Requester):
Office	Carol Oswald

Description of Funding Request and Rationale:
Describe what funds are needed for and how the proposal relates to one or more of the PAC strategic priorities. What will be the specific benefits or outcomes for students?

To cover cost of food for 2016 Santa's Breakfast
This is a fundraiser for a foster child in Africa.
Also, this is a great community event for students & their families to participate in.
~~Maybe~~ The PAC donation will only be required if ticket sales are down this year.

Is a one-time request [] or recurring annual request (provide details) [✓]:
Possibly recurring to offset cost of Santa's Breakfast.
Depends on purchase of ticket sales each year

Cost Details & Estimate: Based on confirmed price quote or purchase requisition

Item	Quantity	Unit Cost	Total Cost
Santa's Breakfast Supplies			\$500. Approx
GST			
PST			
Total Estimated Cost			\$500. approx