

Highlands Elementary School
Draft Minutes of the Monthly Meeting
 October 23, 2012 at 7:00pm

Present: Cherie Carpenter (President); Dana Cave (Vice President); Andrea Gordon (Fundraising); Alexa McClaren (Secretary); Kathy Bright (member at large); Joanna Woronchak (DPAC Representative); Nina Meredith (treasurer); Anna Archer (SPC Representative)

Regrets: Anna Archer; Christina Carrick

Teacher: Arlie Thomson and Blair Martin

<u>Item</u>	<u>Discussion</u>	<u>Action</u>	<u>Responsibility</u>
<p>1. <u>Welcome and Executive Introductions</u></p> <p>President – Cherie Carpenter Vice President - Dana Cave Secretary - Alexa McClaren Treasurer - Nina Meredith Fundraising - Andrea Gordon Communications - Christina Carrick SPC - Anna Archer DPAC - Joanna Woronchak Member at Large – Kathy Bright</p>			<p><i>Alexa.</i></p> <p><i>Arlie and Class Reps.</i></p>
<p>2. <u>Administration Report</u></p>	<p>Annual school tour for next year is coming up next week</p> <p>Tomorrow night is the information night for incoming kindergarten students at the centennial theatre tomorrow</p> <p>We will be bringing in our young actors project (this comes under our school fees umbrella of “fees for enrichment”. People come into the school and give three experiences of drama to the kids. They are excellent with both primary and intermediate children. This will be in November for 10 days (notices will be coming home about this).</p>		<p><i>Blair Martin.</i></p>
<p>3. <u>Fundraising Update</u></p>	<p>MJM Photos went well with the exception of collecting parent cheques and Theresa Born will be leaving the school next year so somebody will need to take it over next year (she has all the notes)</p>		

<p>4. <u>SPC Elections</u></p>	<p>School planning committee identifies agenda items for next year. We meet about 5/6 times/year with an objective of having a plan done and into the district by May. Kathy Bright, Anna Archer and Eva Veraghert-Alexander are voted in by acclamation.</p>	<p><i>Vote approved.</i></p>	
<p>5. <u>Fundraising Update</u></p>	<p>Parent social is going on in November and there are already 62 tickets purchased so don't miss out! Good dance floor, good food but not like a sit down dinner. You can make it from 7-12 or auctions will be complete by 10:30 if you need to leave earlier. Please bring a cheque or cash or otherwise there will be a time delay.</p> <p>Book Fair is also a fundraiser to the school (November 19-22). First day is a preview. First day open at lunch and then the rest of the week it is open before and after school for everyone.</p> <p>Gingerbread decorating is coming up on December 7, 2012 and on December 8 there will be the Christmas Tree Sale. We are hoping to have the fliers made up in time for the Parent Social.</p> <p>Sophia Bella – if you purchase anything at Sophia Bella 3% will be donated to the school (PAC fundraiser).</p> <p>Mabels Labels is also a great fundraiser.</p>	<p><i>Still do need more donations.</i></p>	
<p>6. <u>Father / Daughter Dance</u></p>	<p>This event has been happening at Cleavland School for the last 6/7 years. Held in the school gym in the May/June timeframe. Cleaveland has always broken even but now they are making money. It is usually a themed event. It has been very popular and has sold out every year (a nominal fee for DJ; photo booth; food</p>	<p><i>We can add it as a budget item to this year's budget.</i></p>	

<p>7. <u>Strategic Plan</u></p> <p>8. <u>Thoughtstream</u></p> <p>9. <u>Budget Report</u></p>	<p>and drink). Food is provided by the parents (organized by class reps). Volunteers help to deliver the food throughout the evening. Over the last seven years 3-4 people have been doing it. If we go forward with it we will also need about 10-12 people to help with door/ photo booth and cleanup.</p> <p>Cleavland is willing to lend us their mirror ball. They have a great DJ we can use.</p> <p>We are meeting at my house at 9:30 on Thursday for the first meeting.</p> <p>We have had great participation. Dana will be working with the thoughtstream team to organize and consolidate the thoughts. Questions were very general initially but the intent is to use it in a more directed manner for all sub-committees in the school (ie. food days; strategic planning; covered play area, etc...).</p> <p>Nina Meredith.</p> <p>Budget Report is on the tables. Nina has been the treasurer for the PAC for the last 3 years. Whenever there is a fundraising event I take all of the funds in and take them to the Bank with a detailed accounting. This means reviewing all cheques to ensure that they are properly made out and if there are issues I track down the parents for a new cheque. Anyone who wants money from Nina gives receipts with a cheque requisition form. Nina takes all the inputs and funds into a reconcillation and sends them into the accountant (Cynthia) and she balances the budget. Every time there is a fundraising event I always look at what we project and also how we did. Nina presents 4 copies of the Financial Statements from July 2012.</p> <p><i>Nina Reviews the Budget.</i></p> <p><i>Total estimate funds to spend</i></p>	<p><i>If you are interested in participating and have not been able to do so you can do so next time.</i></p> <p><i>Budget Approved</i></p> <p><i>See Budget</i></p>	<p>Parents</p> <p>Nina</p> <p>Grade 7 Grad Committee</p>
--	--	--	--

<p><u>DPAC Update</u></p>	<p>\$39,182.95</p> <p><i>\$63,981 is the amount to be spent</i></p> <p><i>\$39,182 = Balance</i> <i>\$31,016 = what we have to spend from last year</i></p> <p><i>at the end of the year we will have a surplus of \$6217.00</i></p> <p>Discussion regarding an allocation for grade 7 graduating students. Some deliberation about whether the proposed budget item meets the PAC objectives/mission statement – some concern expressed about the idea of providing a benefit to a select group in the school (ie. grade 7’s). Original request was to allocate an amount to cover the meal for each student (\$10/student) or alternatively provide something as a take away item (ie. sweatshirts or t-shirts or yearbook).</p> <p>Meetings coming up on November 15 (how to best support and advocate for your child).</p> <p>On November 14 and 21 meetings – parents as career coaches</p> <p>Demystifying your PAC is the other meeting which is to be held on November 15, 2012.</p>	<p><i>Grade 7 Parent Grad Committee to decide how the money allocated for the Grade 7 Grad should be spent</i></p>	
	<p>Next meeting will be Tuesday November 13th 2012 at 7:00 pm</p>		