



**Claremont Parent Advisory Council
General Meeting
October 18, 2016**

Attending

Peter Westhaver, Louise Herlinveaux, Brenda Chan, Joanne Buxton, Erica Ingram (student teacher), Tammy Candela, James Taylor, Lynda Mason, Cordell Phillips

Welcome and Introductions and Call to Order

Meeting called to order at 7:04 p.m.

Approval of June 2016 Meeting Minutes

There are no amendments to the minutes

Louise motions to approve, Joanne seconds - all in favour, motion carried.

Approval of October 2016 Agenda as amended

James moves to approve, Lynda seconds - all in favour, motion carried.

Executive Elections

Temporary CPAC President Jen has resigned effective October 11, 2016. Therefore at this meeting we must ignore the quorum rules as there are not 3 executive members.

James speaks to the importance of PACs in the secondary school level.
James (President) COPAC (Confederation of PAC of Saanich).

Positions available:

- All one year term – September 2016 to June 2017
- One person cannot hold more than one position

Vacant Positions are as follows:

President

- Shall preside at all CPAC meetings, unless delegated
- Shall ensure an agenda is prepared and presented
- Shall be one of the signing officers
- Shall be the official spokesperson for CPAC, unless delegated
- Shall ensure actions are taken to achieve the objectives and purposes of CPAC
- Shall appoint committees where authorized to do so by the Executive Officers or the Membership
- Shall review and approve all communication forwarded to parents via email, website, and newsletter
- Shall submit an annual report at the AGM
- Shall ensure all relevant information is passed on to the succeeding President

Vice-President

- Shall assume the responsibilities of the President in his/her absence
- Shall assist the President in his/her duties
- Shall ensure Nominating Committee is formed at least two months prior to Annual General Meeting
- Shall be one of the signing officers

Secretary

- Shall keep accurate and official minutes of all CPAC and Executive meetings
- Shall ensure draft minutes of all meetings are posted on CPAC website at least 5 business days prior to subsequent meetings and repost after the minutes have been approved
- Shall keep an accurate copy of the CPAC Constitution and Bylaws and ensure the School has a current copy
- Shall ensure all minutes of the school year are collected and filed at end of his/her term.
- Shall administer or coordinate administration of parent contact list and PAC page of school website
- Shall post on school website CPAC meeting minutes, messages to parents and other correspondence
- As directed by the Executive shall distribute email to parents on the PAC contact list

DPAC Representative

- Shall attend regular monthly COPACS/DPAC meetings or arrange for alternate when possible
- Shall report back to CPAC and seek input for CPAC
- Shall ensure all relevant information regarding this position is passed on to succeeding DPAC Representative
- Shall manage BCCPAC membership and matters pertaining to BCCPAC membership
- Shall deal with matters relating to BCCPAC

Members At Large (maximum 2 positions)

- Shall serve in a capacity to be determined by CPAC at the time of their election and other times throughout their tenure as the needs of CPAC

President – Brenda Chan volunteers as President

Vice-President -

Treasurer – Lynda Mason has accepted the position of Treasurer

Secretary – Joanne Buxton volunteers as Secretary

Member at Large – Joanne nominates Tammy Candela – Tammy accepts

Member at Large – Barb Columbine volunteers

DPAC Rep – James Taylor

Principal's Report – Peter Westhaver

- Tour de Rock
- Blood Drive
- Orange Shirt Day
- There is a wonderful display in the Learning Commons re: Residential Schools
- Breakfast Club has started up – **Email Gillian for a quick report** – can we partner with Cobbs bread? gmengland@shaw.ca
- If anyone has ideas for Gillian please email her directly
- Grad Meeting – Nov. 3rd
- Renovations to the school coming along slowly but surely
- Google World – Google Classroom – students should have gone through a self-checklist to see what they want to access. Feedback has been positive so far.
- Third week of Nov. first report cards
- Photo retake day – tomorrow
- Wed. Nov. 2, New Curriculum and Strategic Plan – Policy 1100, 7:00 at Bayside Middle School. Refreshments and prizes available.

COPAC Report – James Taylor

- COPAC (Confederation of Parent Advisory Council of Saanich) has had discussions about Breakfast Clubs. What can COPAC do collectively to help with having Breakfast Clubs? Fresh fruits and vegetable? Monetary donations? A committee has been created to address meal programs. Are we 'serving' vulnerable kids?
- Parent Criminal Record Checks – Mostly for drivers for field trips?
- The board creates policy and the policy committee will make policy, it will go to the Board and then it is sent out to the public for consultation.

Student Council Report – N/A

Treasurer's Report – Lynda Mason

- August 31, 2016 balance in the gaming account is \$1563.80
- August 31, 2016 balance in the operating account is \$6185.88
- Bank statement mailing address has been changed to the school address
- \$23,360 received from gaming for this year and it was directly deposited into the gaming bank account.
- Funds are from Parent donations should come in throughout the year
- Lynda and Brenda will need to sign on for banking privileges
- Waiting on Teacher Funding Requests
- Breakfast Club – Lynda will talk to Gillian and Terry. Gillian England is the breakfast club organizer. The June 2016 minutes state that there is \$1300.00 in reserve for the Breakfast Club. A cheque will be given to the Breakfast Club in this amount. Not sure of start date for 2016-2017.
- Budget will be presented and voted on at the November 2016 meeting
- Parent donations – when do we know this amount?
- In our constitution, we support the breakfast club, four \$500 scholarships and dry grad.
- Banking
Also, I checked with the bank and if you fill out the form and have two current signatories sign it then you don't need to take the AGM minutes in with it. As mentioned you will need 2 people to have memberships (accounts at Coast Capital to act as sponsors). Does anyone have CC accounts?
- When we added Teri Van Well I thought that the others had come off, so Kerry Steinman and Catherine Plant along with Teri Van Well and myself, Beth Sangara will all have come off. However, I can sign the form and Teri will too. Teri has moved to Dean Park, so if she is too hard to get a hold of, just take the AGM minutes that Jen Pinkerton has hopefully sent you in with the form that I sign (if not she will). Let me know when you want me to sign that form for you.

New Business

Dry Grad Meeting tomorrow night – monthly meeting till June 2017

Old Business

N/A

Adjournment

Lynda moves to adjourn, Louise seconds - all in favour.

Next CPAC Meeting will be November 15th, 7:00 p.m. in the Learning Commons.