

## Claremont Parent Advisory Committee (CPAC)

### Regular Meeting - Minutes

Tuesday, September 17, 2024 – 7:00pm

*Learning Commons, Claremont Secondary or online via MS Teams*

Richard Anthony was in attendance as presiding officer, Jennifer Magnusson was in attendance as secretary.

#### 1. Welcome & Territorial Acknowledgement

- The meeting was called to order at 7:05pm
- Introductions

#### 2. Adoption of agenda

- A motion to adopt the proposed agenda was made by Jennifer M. and the agenda was adopted.

#### 3. Approval of last CPAC Minutes (May 2024)

- The minutes from the May 21, 2024 meeting were read by Richard A. A motion to approve the minutes was made by Richard A. and the minutes were approved as presented.

#### 4. Administration Update (Aaron B.)

- Cell Phone Policy – Provincial backing for new cellphone policy is why we moved forward this year. Students in general have been doing pretty well with it and it's been a positive experience with few to no power struggles. Each room has a cellphone hotel with clear plastic pockets so students can see their phones, but they're turned around to face the wall; devices can be used if an educator or adult in the room has allowed use for educational purposes; students are encouraged to bring their own tech (laptops, etc.) but to be aware that they are responsible for it
- "The Flood" in the front entry – destroyed hallway TV, ATM, vending machines and even got as far as the costume room; Onside Restoration did a great job cleaning it all up
- Meet the Teacher – Thurs Sep 19 5:30 – 8:00 pm: take a pic of timetable, ask student about the rooms
- Tour de Rock / Cops for Cancer – Thurs Oct 3 (Block 3): Starting a toonie fundraiser (next 2 weeks); [alternates with Terry Fox Run each year]
- Screampfest Event – Mon Oct 28-Weds Oct 30: Looking for parent help with Haunt construction
- Staff Pro-D Focus: Global Citizenship, Equity/Diversity, Building Culture, Proactive use of AI, Anti-Racism, Mental Health; Dr. Gunderson is coming to our Indigenous-focus Pro-D day on Monday

#### 5. President's Update (Richard A.)

- Welcome to the New School Year
- Fundraising updates
  - There is a grant process in place through which teachers can request funds from the PAC
  - Parents make an optional contribution to the PAC through the school fees
  - Community Values Coupon Fundraiser Update – students sell books that include discounts for local businesses; Books are \$35 (PAC gets \$20?) but it can pay for itself quickly; org does a 15-minute presentation to introduce the sales and collection process and students are each given one book to use as a sample; sales split into regions to reduce competition between schools; parents would have to organize the collected orders
    - We would need to decide the timing for kick off, number of weeks of the sale (usually about a month), we could put it online with student fees as well as in-person sales
    - We'll open it up to all grades with an online focus, but any students who are interested in selling them in person can come to the presentation

- Next steps: Richard and Aaron and Bethany will talk about the practicality of it and work with CV to get it started; [coupon book is available to view online](#)
- Modernizing the Banking – this year we will also be set up for electronic banking with two approvers on transactions
- Gaming Grant Submission – Don took care of that as one of his last duties; we should receive it by the end of Sep / beginning of October (usually about \$45,000)

#### 6. Treasurer's Update (Tynke L.)

- Tynke took over from Don who submitted the final Year End Treasurers Report 2023/2024 (included at end of minutes)
- \$4,000+ in general and \$5,000+ in gaming account
- Some PAC donations were collected late last year so we have a cheque for \$1,365 to deposit
- Any teacher requests from last year that were not spent have been cancelled
- Next meeting will be our budget meeting so we will have some things to work through
- We usually keep about \$5K in contingency
- Need to register and pay for BCCPAC to be eligible for grant?

#### 7. COPACS Representative Update (Bernard T.)

- Report from the COPACS meeting on Sep 12 tabled until next meeting due to tech difficulties

#### 8. Open Discussion

- Removal of Marian & Don as banking signatories
  - A motion to remove Marian Greco and Don Mellings as banking signatories was made by Tynke L.; motion passed unanimously.
- Addition of Tynke Landsmeer as a banking signatory
  - A motion to add Tynke Landsmeer as a banking signatory was made by Carol P.; motion was passed unanimously.
- Establishment of dual approval electronic banking
  - A motion to adopt the electronic banking option at Coast Capital Savings was made by Tynke. L.; motion passed unanimously.
- Country Grocer Receipts – last year Carol took it on: we have to collect the receipts, enter the data into the computer, bring the receipts to Country Grocer, then go and get the gift cards. Last year we had a student who needed volunteer hours. Carol is looking for help or to pass one this task. Reet D. volunteered to take on the CG program this year!
- Grad committee? First meeting for grads is coming up soon and we will form a grad committee at that time – announcement will go out in the next Message to Families; it would be great to have a Grad Parent representative on the PAC (Member at Large)
  - How are safety issues managed with some student-led and non-school-sponsored Grad activities (e.g., Gotcha)? School tries to be consistent in their messaging that safety is the number one priority
- Open floor for questions from parents – none raised

#### 9. Adjournment

- A motion to adjourn the meeting was made by Reet D., and the meeting was adjourned at 8:27 pm

**Attendance:**

**In person:**

- Claremont Principal: Aaron Buckham
- President: Richard Anthony
- Treasurer: Tynke Landsmeer
- Secretary: Jennifer Magnusson
- Members at Large: Eagle Su and Reet Dangerfield
- Families: Aiza Gomez, Felicity Mutadi, Samira Sadeghi, Jen Elle Furtado, Carol Pesce

**Online:**

- COPACS Rep: Bernard Tonks
- Families: Satwant, Sybil

**Regrets:**

- Vice-President: Kirsty Hooker
- Members at Large: Kelly Perry, Jenny Eastman

# Year End Treasurers Report 2023/2024

Don Mellings, Treasurer Emeritus, CPAC  
September 12, 2024

## Healthy Balances

The financial situation of the Claremont Parents Advisory Council is healthy with available funds of over \$9,000:

**Available Account Balances**  
**\$4,236.27 General Account**  
**\$5,122.75 Gaming Account**

## Revenues

In the past fiscal year, we brought in revenues of \$38,864.56

## Moving Forward

- Provincial Gaming Funds 2023-24 Request submitted. Funds will be confirmed by the end of October 2024 (usually late September)
- Provincial Gaming Funds 2023-24 End of Year report to be submitted by September 15<sup>th</sup>
- \$1365 in parent donations collected in 2023-24 that will be received shortly

## Financial Commitments

- There are no financial commitments placed upon us by our Constitution.

## Final Thoughts

Moving into 2024-25, CPAC are in a healthy financial position.

A reminder that funds from the Gaming Account are more restricted in their use.