**General Meeting Minutes**

Centennial Parent Advisory Committee (PAC)

November 1, 2022

1. **Call to Order – Caren**

Caren opened the meeting at 7:12pm which was held in-person and via Zoom.  
  
Approval of the agenda: Revision to the agenda under New Business to add bank account clarification.

1. **Approval of minutes from September 20, 2022 - Caren**  
     
   Jane motioned to accept the minutes and Kim seconded the motion. Unanimous approval.
2. **Chair Report – Caren**  
     
   Caren had no new information to share.
3. **PAC Treasurer Report - Fenny**

We received the gaming funds. As of today the PAC funds are:  
  
General account: $343.61  
Gaming account: $27,903.69  
Parent donation account: $5,881.38  
**Total assets: $34,128.68**  
The PAC utilizes the general account as a reserve and the funds are rarely accessed. Typically, the PAC attempts to keep a reserve about $800.00 to $1,000.00 if possible each year.

1. **DPAC Report – Jane**Jane provided a written DPAC report from the meeting held on October 26, 2022 (see attachment).  
     
   The assistant superintendent attended the meeting and explained what the various administrative roles are. The School District Trustees were named as a result of the recent municipal elections. The action plan for learning can be found on each school’s website. The action plan includes an intellectual goal, human and social goal, Indigenous goal and reflection goal. The district is developing a plan for Indigenous student learners. Information was shared regarding the student and family social security funds to be primarily used for food security, fieldtrips, etc. and the district is interested in hearing from parents with ideas for budget allocation of those funds.  
     
   There is a DPAC by-election is being held. DPAC requested the Chair and PAC contact information from the school which has been provided by our PAC as requested.
2. **DAG Report - Robbyn**A representative from the DAG committee was not available at the meeting. The fundraising events have been sent out to the parents. The DAG committee continues to send updates on activities to the parents. Parent feedback has been received indicating this year the communication has been proactive and reaching all parents, not just the graduating families.
3. **Administration Report – Anthony**

Halloween events were fun at the school and no issues arose.

Grab and Go stations are up and running. The stations provide free food and snacks to students. These stations are funded from a Ministry grant to address food security.

Tomorrow is take your kid to work day for the Grade 9 students. Tomorrow local colleges and universities will be at Centennial and all Grade 11 and 12 students are to attend at least three stations to gather information on admission requirements and inquiry on programs offered at the various institutions.  
   
SHARE Society has opportunities for parent sessions. One of the topics of interest often to parents is substance abuse and social media. Anthony said the school is going to explore possibilities for having workshops available in the future from similar agencies. Social media can be difficult for parents to navigate – the use of technology, privacy issues, etc. The school newsletter will start to have a Counsellors Corner to address some topics of interest.  
  
Student leadership program is going well. The program is open to Grade 10, 11 and 12 students. There are currently 80 students in this program and the program keeps growing in popularity.  
  
Parent inquiry arose from the meeting regarding the new timetable this year. There is understanding of the various needs the school is trying to juggle. For those students with a morning block it can be difficult at 7:45am, particularly for a core educational course. It is a long day for the student. Anthony advised there will be a review in the second semester to see what is working and what is not. The school understands there is an impact to many students with the change in timetable. There is also limited space for some classes (i.e. culinary arts). Once the school gains access to the additional classroom space in the new building there could be a possibility for adjustments moving forward when creating the next schedule. The FLEX block was also discussed. Feedback will be reviewed to determine if the block is too short, achieving the goal, etc. Anthony confirmed that in the past when school started at 8:25am the lineups down the street for drop off were down the street. Now that it is not the case. Almost every student is in class on time. The new start time has significantly reduced the late arrivals.

1. **Unfinished Business - Caren**  
   There is no unfinished business from the last meeting.
2. **New Business – PAC Executive and parents**a) PAC Budget 2022-2023  
     
   Discussion around the funds available, the amounts to be allocated for annual expenditures for contribution to the DAG committee, graduation pens, student recognition awards and student bursaries. The total funding request from the school for various departments is $45,057.75. The PAC does not have enough finances to fund every request. Unanimous decision to provide some funding to each departmental request, although not to the full amount. A breakdown of the funding requests and final PAC budget approval is:

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Funds Recommended** | **Funds Approved** |
| Staff Appreciation | $900.00 | $900.00 |
| DAG Committee | $5,000.00 | $5,000.00 |
| Grad Pens | $2,000.00 | $2,000.00 |
| Student Recognition Awards | $1,500.00 | $1,500.00 |
| Student Bursaries | $2,000.00 | $2,000.00 |
| **Total** | **$11,400.00** | **$11,400.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Description** | **Funds Requested** | **Funds Approved** |
| Advisory | Art supplies | $1,471.00 | $0.00 |
| Archery Club | Equipment | $1,840.00 | $1,500.00 |
| Art | Field Trips | $78.75 | $78.75 |
| Art | Ink Cartridges | $1,254.40 | $627.20 |
| Athletics - Football | Helmets | $5,000.00 | $2,500.00 |
| Athletics – Hockey | Jerseys/Ice Rental | $2,500.00 | $1,250.00 |
| Athletics – Boys Basketball | Uniforms | $4,000.00 | $2,000.00 |
| Athletics – Badminton/Golf | Uniforms | $5,000.00 | $1,800.00 |
| Business Education | Laser engraver | $1,200.00 | $600.00 |
| Chess Club | Chess Boards | $380.69 | $380.69 |
| Counselling | Gift Certificates – Food | $1,800.00 | $0.00 |
| Equity/Inclusion Committee | Guest speakers and seminars | $3,500.00 | $1,500.00 |
| Leadership/VOX Clubs | Popcorn machine and supplies | $1,702.07 | $851.04 |
| Library | Circuit heat press and streamstand | $977.92 | $367.40 |
| Mathematics | Competitions | $600.00 | $300.00 |
| Mathematics | Polyhydral dice | $44.80 | $0.00 |
| MOVE4MANA Club | Apple Watch/Airpods, camera, gift cards | $1,867.36 | $933.69 |
| Performing Arts – Music | Electric guitars | $733.00 | $366.50 |
| Robotics Team | Startup costs for the new club | $2,981.70 | $2,981.70 |
| Social Studies | Indigenous speakers | $2,300.00 | $1,150.00 |
| Social Studies | Cultural tours | $1,500.00 | $750.00 |
| Student Services | Swinging chair – specialized needs | $1,779.31 | $889.65 |
| Social Justice Committee | Guest speakers and resources | $2,200.00 | $1,000.00 |
| Tech Ed | Wooden clamps | $346.75 | $173.38 |
| **Total Funds** |  | **$45,057.75** | **$22,000.00** |

Anthony advised that the funding request from Advisory for $1,471.00 could be removed as the items being requested (art supplies) could likely be covered/found within the school’s existing items and/or budget. Anthony also advised that the funding request from Counselling for $1,800.00 for the various gift certificates for bus passes, Superstore (food) and providing food items, could be removed as the school received funding from the Ministry. The funding request from Mathematics for the specialty dice of $44.80 can be covered through the school so Anthony confirmed this funding request could also be removed. Therefore, these three funding requests have not been allocated any PAC funds.

Discussion amongst the parents regarding the funding request from MOVE4MANA Club for the purchase of Apple Airpods, Apple Watch, Speakers, Chromebook, mini cameras and gift cards received some debate. These are costly items and only a few students would benefit from receiving them as incentive prices. Parents believed more incentive gifts could be provided if the costly Apple technology items were rethought into a different idea such as gift cards for activities that encourage a physical activities and mental wellness activities.  
  
Parent discussion around what requests could or should be funded in whole. The Robotics Club is new this year and requires startup costs in order for the club to commence. Unanimous decision to provide full funding for this request.

Final summary of assets and the expenditures approved for 2022-2023:

|  |  |
| --- | --- |
| **Total PAC Assets** | **$34,128.68** |
| Teacher Appreciation | $900.00 |
| DAG Committee | $5,000.00 |
| Graduation Pens | $2,000.00 |
| Student Recognition Awards | $1,500.00 |
| Student Bursaries | $2,000.00 |
| School Department Funding | $22,000.00 |
| **Remaining PAC Assets** | **$728.68** |

b) Bank Account Information – Fenny  
  
Fenny reported that the PAC has two banks with different official names registered at the bank. These accounts are:  
  
Centennial School Parent’s Committee (Account number: 06920-31-09119)  
Centennial Secondary School Parent’s Committee (Account number: 06920-48-17435)  
  
These accounts are both for the same business entity. Fenny reported the accounts will be locked unless confirmation of the accounts is submitted to the bank within 10 days from the date of the change (October 28, 2022).  
  
The PAC Executive for 2022-2023 has the following members:  
  
Chair – Caren E.  
Vice-Chair – Kim C.

Treasurer – Fenny S.  
Secretary – Robbyn H.  
  
The executive members with signing authority on the bank accounts are:  
  
Chair – Caren Eigenmann  
Treasurer – Fang (Fenny) Shi

1. **Roundtable – all participants**

There were no roundtable items.

1. **Adjournment – Caren**Caren adjourned the meeting at 8:53pm.

Thank you for taking the time to attend our PAC meeting.

Parent are encouraged to attend in-person if possible.  
  
Although a Zoom option will be available technology glitches and sound issues have been a barrier to active participation via Zoom.

**We look forward to the next meeting on January 24, 2023 at 7:00pm**