

Parent Advisory Council (PAC) Meeting Minutes

Meeting Sept 13, 2017 7:00pm – 8:25pm	Next Meeting Wednesday, Oct 11, 2017 @ 7:00pm Staff Room
Attendance Parveen Hastings, Lorraine Harrison, Kristie Campbell, Leanne Shortridge, Karen Jensen, Tara Bode, Jason Siemens, Lana Vijay, Catharine Russell, Mandy Jones, Crystal Kandler, Nikki Neall, Kim Stringer, Alka Jawanda, Pam Lauzon, Anita Powar, Sharon Rukos, Parm Panesar	

Agenda Item	Discussion	Action
1.0 Call to order and welcome		
1.1 Welcome	<ul style="list-style-type: none"> • Parveen called meeting to order. 	<ul style="list-style-type: none"> • None.
2.0 Previous minutes		
2.1 Review of previous meeting minutes	<ul style="list-style-type: none"> • Minutes from May 2017 reviewed. 	<ul style="list-style-type: none"> • Approved.
3.0 Reports		
3.1 Principal	<ul style="list-style-type: none"> a) Welcome back to school and outdoor classroom update. b) Lucky to have gone in to classes on Friday. A good start to the school year. c) We have lots of combined classes, not split classes. The new curriculum is all about combined learning at your own stages. d) New Class Sizes – <ul style="list-style-type: none"> i. Intermediate classes are no more than 23 students ii. Primary are no more than 21 students this year. e) 5/6 Class posting closes this Friday. Should have a teacher in this position shortly. We have placed an intermediate band and music teacher now. f) Mrs. Cauldron will be running the cross country meet this year. Possibly later in October. Looking for parent help. Please contact her. g) Mrs. Harrison will be leaving for surgery September 25th. Past principal, Wendy Shields, from Annville will be stepping in temporarily. h) Grand opening for the outdoor classroom before the Welcome Back BBQ i) Mrs. Landhal wrote a book about our learning circle trees and the mural will be painted based on that, on the wall by the outdoor classroom. 	<ul style="list-style-type: none"> • Plants & Soil delivered for the outdoor classroom. Cost \$486 ~ Catharine motion to pay for, Kristie seconds. All in favour. Passed • Kristie will look into umbrellas for outdoor tables. If anyone knows of tall table umbrellas for outdoor classroom please contact the school.

<p>3.2 Treasurer</p>	<p>a) Kristie presented budget and discussed general PAC funding items</p> <p>b) Funds are lower at the start of this year as the PAC paid for the outdoor classroom tables.</p> <p>c) Outdoor area PAC Maintenance - \$500 budget item to be added for annual upkeep of the outdoor classroom area and yard areas. Garden/planting and maintenance of the outdoor classroom, arranged for and used as needed by the PAC to maintain outdoor classroom area. Catharine motions, Lana Seconds, all in favour – passed</p> <p>d) 2017/2018 – Budget items – Roughly 314 Students this year x \$20 for field trips to be paid by PAC = \$6280. Lorraine to confirm once numbers settle over the first few weeks. Kristie motions Catharine seconds, all in favour. Passed</p> <p>e) 2017/2018 – Class support. \$250 per class x 15 classes = \$3750. Kristie motions, Catharine seconds. All in favour. Passed</p> <p>f) Alka brought up increasing the grade 7 grad budget. Discussion about Gr6 parents taking on the Grade 7 grad as a pass on to the next year. Lorraine discusses how the Grade 7 Grad is a teacher/student plan and not something the PAC needs to be responsible for. Alka motions, Tara seconds. Increased to \$500. Grade 7 fundraising – will need to be run by the grade 7 teachers. Will be planned more in the new year.</p>	
<p>3.3 Hot Lunch</p>	<p>a) Catharine – Munch a lunch is up and running. Items need to be paid prior to delivery this year. We cannot keep floating unpaid accounts and delivering food throughout the year.</p> <p>b) Healthy options were discussed. If anyone has ideas and can bring in costing for reasonable prices. Please email them into the PAC email.</p> <p>c) Hot lunch volunteers, arrive Friday's at 11:30-11:35am please contact Catharine or email the PAC if you are able to help out.</p>	
<p>4.0 Upcoming Items/Events</p>		
<p>4.1 Welcome Back BBQ</p>	<p>Catharine & Lana</p> <ul style="list-style-type: none"> • The lions were unable to BBQ this year. We have had to rent out own unit at a cost of around \$300. Price increase for BBQ items due to this. Event is aimed at school spirit, not to be a fundraiser. However it would be good to break even. • Volunteer Request – Support Needed • We need lots of volunteers for tickets, BBQ-ing and concession during the event. 	<ul style="list-style-type: none"> • Updated needed on Facebook for event timing. BBQ is to start after opening ceremony for the outdoor classroom.
<p>4.2 Winter Market</p>	<p>Kim & Lana</p> <ul style="list-style-type: none"> • 15 tables have been sold already. • Date set for Nov 18th • Have booked a “coffee truck” for outside the gym as a vendor. Will not be offering coffee/tea at concession this year. 	

	<ul style="list-style-type: none"> • Kettle Corn & Cotton Candy options for table vendors. Pam to email in contacts • Gift Baskets - we will be doing the gift baskets again this year. However Kim & Lana are requesting a team to run this. Need volunteer team. If you are interested please contact Lana/Kim. 	
5.0 Old Business		
5.1 Check in about items:	<ul style="list-style-type: none"> • Christmas Card Art Work - \$247.50 upfront costs <ul style="list-style-type: none"> ○ General Discussion. Lorraine would like to run this in the spring. To allow the teacher more time for planning. Joanne Howard will be here. And we could use the art from her classes. ○ Would like to have a add on option for parents to buy in for younger kids not in school yet. Take home and bring in completed art work by cut off. • Selima Noon – every two years – Kristie will look into dates to book <ul style="list-style-type: none"> ○ Pricing is roughly \$800. She is not available at this time. However a team member will be. iGirl & iGuy booking for grade 4-7 \$1200. Kristie will look into booking both. • Alka is still looking into options for a play/concert in a few years. <ul style="list-style-type: none"> ○ Centennial high school in West Van. She is reaching out to her theatre contacts. Should have some more information for the October meeting. • Jessie Miller or White Hatter – cyber safety presentation option. If funds are available could be PAC funded. 	
6.0 Old Business		
6.1 Classroom Designates	<ul style="list-style-type: none"> • Request to set up at parent teacher conferences. May make this easier for the teachers that would like it to organize as a sign up during meetings. Would be nice to have this for not only PAC information to go out, however for the teachers to utilize in class to send out updates/information. <ul style="list-style-type: none"> ○ Will not go ahead at this time. 	
6.2 New Fundraisers Idea	<ul style="list-style-type: none"> • Lana – Pasta Fundraiser – Option to have them sell at the winter market. All pasta profits from market will go to the Brooke PAC. Fun shaped pasta from picnology. They have a gluten free option, however not in shapes. • Kristie will set up Neufeld Farms fundraiser to run prior to market. As discussed last year, she will run this twice. Once in the fall and again in the spring. This is a popular fundraiser that lots of parents utilize. 	

<p>6.3 Other items</p>	<ul style="list-style-type: none"> • Parveen will need to step away from active duties. Will be available as needed and to help pass on the roll. She will assist as needed throughout the year. • Emergency Preparedness – An inventory has been done of the canister. However we need some volunteers to run re stocking. Please contact Lorraine to make arrangements. • Lana/Alka will work on folding emergency cards on a Monday after photo day for classroom kits. 	
<p>6.1 Next Meeting</p>	<ul style="list-style-type: none"> • Meeting date scheduled • We need to set a full school year calendar of dates for all our events to post for parents. 	<ul style="list-style-type: none"> • Oct 11th – 7:00pm • Please email all agenda requests to Lana one week prior to meeting