



## Minutes for April 10<sup>th</sup>, 2019

**Attendance** Jacob Buurma, Vanessa Lloyd, Cindy Harte, Leann Trenchard, Julena Lovegrove, Tuire Tammilento, Kimberly Douglas, Teresa Bubela

**Call to Order** at 7:08 pm by Jacob

Adoption of meeting agenda by Jacob

Adoption of meeting minutes from previous PAC meeting first by Jacob and second by Kimberly

### **Standing Items**

#### **Administration Report (Cindy & Leann)**

- Big thank you for the reading recovery book purchase! Former black and white books have been repurposed.
- Kiosk is now looking more robust and everything we ordered has come in- granola bars will get donated 30 days prior to best before date.
- Trolls performance were generally well received by the students
- Next performance is Victoria Ballet on April 21<sup>st</sup>
- Yearend events are all booked- beach day, fun day (PAC sponsored)- list will be coming out shortly
- Literacy week is coming up April 23<sup>rd</sup>-26<sup>th</sup> (parents can suggest guest readers to attend)
- Student led conferences and scholastic book fair also week of April 23<sup>rd</sup>- 26<sup>th</sup> and read in/PJ day on April 26<sup>th</sup>
- Welcome to Kindergarten event coming up
- Parent/teacher appreciation tea coming up on June 5<sup>th</sup>

#### **Treasurer's Report**

Tiffanie absent from meeting

- There will be a formal purchase request coming from Ben Koning for maker space- stop motion animation, green screen and building with Kiva (sp.?) planks (robots, apps, dash robots with lego, ozobots, motors and robotics).
- There may be another request for some new outdoor gear coming (soccer balls etc.) The new after school soccer league is currently using rubber soccer balls. Leann to research the cost per ball, PAC has pre-authorized up to \$600 for soccer balls.

### **New Business:**

#### **-Communications audit:**

Jacob presented a communications audit on the following forms of communication: website, email, Facebook, Twitter, PAC Communications- discussed current issues, suggestions and potential ideas to optimize future communications.

Facebook is currently being maintained by Shannon Tong and Clare Randell

Twitter is mostly being done by Caitlin Baker- parents may like to see more photos of school events but there has to be considerations made on privacy rules of students

-Hot lunch discussion:

Hot lunches are the top dollar school fundraiser- run by Christina Apa who is currently on maternity leave (returning in June). Suggestion to have the hot lunch program open all the time so parents can order less total lunches, try out the different options, make changes etc. This will reduce emails to the hot lunch coordinator throughout the school year, parents wanting refunds, etc. Other schools have the hot lunch program open all the time with a 2 week deadline for each lunch. Admin is to check if Christina still wants to do the task and Tuire has offered to take this on for 2019/2020 if she is trained by Christina. Another suggestion was to see if each division wants to rotate running the distribution of the lunches (booked through the class rep).

-PAC Executive Roles for 2019/2020 school year:

Come to the next meeting to propose any new positions and vote- call to vote to go out to all parents

Spring Fair committee would need to be established in the first month of the upcoming school year to run a successful event- needs a lead coordinator and 6-8 volunteers for planning games, approaching vendors for refreshments, silent auction sponsors, coordinating volunteer sign up for set up/during event/ take down and clean up, finances (game and refreshment ticket sales, security of monies, financial recap to PAC post event). Without an established committee in the first month of the school year this event will not be able to take place.

Suggestion for class reps to play a bigger role in driving the event (parents reminding other parents)- possibly change name to PAC Rep

Suggestion for google doc sign up for volunteering

Suggestion to get the reverse permission class rep letter ready for the start of the school year to go out with the school start up package

**Meeting adjourned:** at 8:07 pm by Jacob

**Actions Requiring Follow Up:**

None

**Carried forward from February 9th meeting-**

-Exec roles for 2019/2020 school year

**Next meeting:**

AGM May 8<sup>th</sup>, 2019 7-8 pm