



Minutes for November 14, 2018

Attendance Jacob Buurma, Jasmine Haere, Tiffanie Hanoski, Vanessa Lloyd, Cindy Harte, Julena Lovegrove, Ian Wish, Lara Abreu, Caren Morris, Angelina, Breena Blazkow, Muti Gozel, Leann Trenchard, Sharon Tang

Call to Order at 7:02 pm by Jacob

Adoption of meeting agenda by Jacob- Seconded by Tiffanie

Meeting minutes from October- Jacob moved to accept, seconded by Tiffanie

Request for additional agenda items by Jacob

Standing Items

Administration Report (Cindy)

- Admin: Leann Trenchard will be acting VP (teacher in charge) while Tiffany Poirier is on mat leave. Pamela Campbell has been hired to replace Mrs. Beck. Shannon Miller is working in other Grade 4/5 class to replace Tiffany- she will stay on until Christmas. Tracy Rankin has been hired as the music teacher.
- Portable Update: Portable is getting moved to Torquay on Friday November 23rd (PRO-D Day) and will likely not be ready for occupancy until February.
- School budget & school supply/picture day allocations: 80% of the operational budget is given in the Spring for the upcoming school year and then in late October the final budget is given. Funding is broken down to general supplies, equipment, instructional supplies and inclusive learning. Allocation is varied each year and any purchase \$100+ is voted on at monthly staff meetings.

Treasurer's Report (Tiffanie)

- Budget review: Monthly budget is healthy, earthquake funds have been carried forward as not used last year
- Finance approval thresholds: All purchasing decisions will be made in scheduled PAC meetings
- PAC bus fund: \$100 per division per school year (divisions travelling together can combine their funds)
- Funding request form: Going to use the request form with an April 30th deadline for the 2019/2020 school year
- Donation drive brought in about \$4600 this year. Will get divided up among the 14 divisions for this school year
- Halloween Howl brought in about \$1900 this year
- Hot lunches bring in about \$5000
- Suggestion to purchase some additional sports equipment for the year and replace the basketball nets and review the equipment room and see what is needed for replacement/purchase
- Smile Card from Thrifty Foods and Gift Cards from Fairway: schools get 5% back from preloaded amounts on the card. Thrifty Foods is a maximum of \$1200 to the school. The funds go directly into the library.

New Business:

- Sheepdog Self Protection Classes: About \$2500 to run the program for all divisions. We'll qualify for 1-2 free parent sessions. Vote was taken and majority are in favour. Cindy to organize the dates that will work for the organization and the school.
- Dates for Winter/Spring events (pancake breakfast, movie night, staff appreciation luncheon):
- Parent Education Nights: Four elementary schools, Torquay, Hillcrest, Frank Hobbs and Campus View, are discussing each planning a parent education night and inviting families from all four schools. Some would be free and some would have a nominal charge. There would be one presentation per month. There is a government funded presentation available on gaming/social media that Caren is proposing for Torquay. Each school has chosen a different theme for their discussion.
- Julena presented samples of the "pick up after your dog" signs. Working with \$200 budget, 6-7 signs will be made.
- Suggestion for PAC news/upcoming events calendar on a board in the school. Julena offered to take on design.

Meeting adjourned: at 8:25 pm by Jacob

Actions To Be Carried forward from May 9th/October 3rd meetings-

Get list of emergency supplies to have one hand from Marketa Lund (Cindy)

Discuss necessary supplies for each classroom in the event of lockdown (PAC and Admin)

Purchase dog dropping removal signs for fields (Julena)

Audit emergency kiosk and approach retailers for donations (Kimberly)

Discuss Treat Day (Jacob)- deferred from October 3rd agenda

2018/2019 PAC Meeting Schedule:

Wednesday October 3rd, 18

Wednesday November 14th, 18

Wednesday January 9th, 19

Wednesday February 13th, 19

Wednesday April 10th, 19

Wednesday May 8th, 19 (AGM)