



Meadowbrook P.A.C. MEETING MINUTES

TOPIC:	September P.A.C. Meeting	
DATE & TIME:	September 17, 2018 from 6:00pm to 6:55pm	
LOCATION:	Meadowbrook Elementary Library	
CHAIR:	Stephanie Rothman (President)	
ATTENDEES:	Leila Harrison (VP / minutes) Alisha Enns (Treasurer) Rob Fournier (DPAC Rep) Erin Gilbert (Emergency Prep) Tara Fisher (Principal)	PAC at large: Ashleigh Turner, Tanis Anderson, Nayeli Palmer, Keri Rutter-Marko, Ally Guy, Adriana Navarrete, Joaquin Rincon, Benjie Santos Naval, Janet Naval, Moni Klassen, Tiffany Harrison, Juan Demasco, Alejandra Zibes, Federica Pritz, Alejandina, Guardado, Maggie Karpilovski
REGRETS:	Christine Viray-Luk (Secretary), Salina Buchan (Fundraising Coordinator)	

ID	MOTION	DECISION
A	<ul style="list-style-type: none"> Alisha discovered that we had some Campbell's Soup labels collected as part of a fundraising initiative. As this fundraiser is closing Alisha made a motion to use our points to buy 19 meals for children over seas. It was seconded by Erin and passed. 	Raised: Alisha Seconded: Erin Vote: Passed

ID	AGENDA ITEM	DISCUSSION	LEAD
1	Welcome & Introductions	<ul style="list-style-type: none"> Roundtable self-introductions Review of minutes from past meeting 	Stephanie
2	President's Report	<p>Goals for the year:</p> <ul style="list-style-type: none"> Focusing on funding things that the kids can use for annual enrichment program e.g. Gym Sense, Stream of Dreams etc. Use the principle of building community from Reggio influenced program e.g. discourage door to door sales. Focus on building relationships and fundraising through family movie nights, parent socials, school carnival, etc. <p>Empty executive positions as of AGM in May include:</p> <ul style="list-style-type: none"> Fundraising Coordinator position and Hot Lunch Coordinator. Salina Buchan has volunteered to fill the Fundraising Coordinator position. Christine, Alisha and Leila are jointly filling the Hot Lunch Coordinator role, until a volunteer steps forward to fill Grade 5 Trip coordinator(s) is needed to plan the Grade 5 final field trip. Two Grade 5 parents have offered to co-coordinate the event with Ms Johnson. 	Stephanie

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3	Treasurer's Report	<p>Review of current revenue and expenditures:</p> <ul style="list-style-type: none"> Received \$550 in family donations thus far. Munch a Lunch deposit has been made, detailed breakdown to be reviewed at next PAC meeting Fundraising expenditure budget has been set at \$2000 The PAC will provide \$150/teacher to be claimed by the end of December for classroom supplies and \$200/teacher to be used towards field trips. The PAC allocated \$500 for art supplies, which went unused last year. Receipts for supplies purchased this year will be provided to the PAC. <p>Update from gaming grant/license applications:</p> <ul style="list-style-type: none"> Alisha and Stephanie completed the Gaming Grant Summary Report as scheduled, on September 1st. Anticipate receipt of funds around November 1st, approximated \$4000 We were accepted for a Class 'D' Gaming License, which allows us to hold 50/50 draws at our fundraising events. <p>Other financial business:</p> <ul style="list-style-type: none"> This year we have engaged Saleema Noon to provide sexual education. We do this every other year, and it is paid for using the Casino grant. Sessions will be provided both the learners, staff and parents Salina has suggested that we bring in a literacy program called 'Sound it Out'. Salina and Tara will meet to discuss and we will revisit at next meeting. 	Alisha
4	Hot Lunch Report	<p>Munch a Lunch Report:</p> <ul style="list-style-type: none"> Hot lunches can be ordered and paid for through this website as well as other for fundraisers. New to school. Executive PAC team have been supporting parents through registration and ordering online. Clarification that the District Lunch Program and Hot Lunch are separate, as there have been emails going out about both. A more fulsome report will be done next meeting 	Stephanie on behalf of Christine
5	Fundraising Report	<ul style="list-style-type: none"> Ongoing fundraisers: Thrifty's, Mabel's Labels, Cobs, Return It <p>Upcoming Fundraisers:</p> <ul style="list-style-type: none"> September 20th – Open House & BBQ (volunteers still needed) September 27th – Bottle Drive & Hot Lunch September 28th – Treat Day October 4th – Parent Social at Roo's Pub October 26th- Movie Night November 30th – Family Dance 	Leila

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6	Principal's / Staff Report	<p>Summary of ongoing events:</p> <ul style="list-style-type: none"> • First week was a success, starting with a well-planned focus on 'Concentric Rings of Care', with students staying in last year's classroom and teachers rotating throughout school. • Meadowbrook has been invited to take part in a small-scale 'Wonder of Learning' program by Frog Hollow Reggio Inspired Learning Centre. Only elementary school participating. • Not received the \$500 from the District for Emergency Prep supplies. Tara has raised to superintendent, who will resolve. • Coquitlam is rolling out a new Emergency Preparedness program. Our school will get radios to connect all schools. Staff will be trained, including more clearly defined roles. • Erin and Tara will meet to go over Emergency Prep specifics and will share at the next meeting. Will discuss selling of pod that belongs to school • New or returning school clubs: Nature Power, Chess, Dance, Gardening and BOKS <p>Upcoming event to note:</p> <ul style="list-style-type: none"> • School will be holding a fire drill this month. An earthquake drill was already held on September 17th. • Terry Fox Run will be on Thursday, September 20th with an assembly will be held beforehand. • The focus of the Pro-D day on Friday, September 21st will be on the Concentric Rings of Care as well as working with trauma • On September 26th Cops for Cancer will be visiting the school in the morning. • There are plans to recognize Orange Shirt Day, which promotes awareness about the First Nations residential school system and the impact this had on indigenous communities for more than a century. It's held October 1st. • On October 19th and 20th six staff members will be participating in Pedagogical Collaborations with Tiziana Filippini of the schools of Reggio Emilia. 	Tara
7	Other Business	<ul style="list-style-type: none"> • The large fridge in the PAC kitchen is leaking and needs to be replaced. Andrea connected with Backpack Buddies and they have donated a new fridge to our PAC. Andrea has suggested that we donate \$300 to Backpack Buddies in kind. • Federica suggested we create something around Random Acts of Kindness. Usually staff would execute this. Maggie works for the United Way and they have a program called 'Local Love'. She will share this info with the PAC. 	ALL



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ID	ACTION ITEM	DUE DATE	LEAD	STATUS
i	Recruit volunteers for Hot Lunch Coordinator, Fundraising Coordinator and Grade 5 Year end activity	ASAP	Steph with ALL PAC	Ongoing
ii	Finalize communication plan including postcard, opening letter and volunteer form	Aug 31/18	Christine (w/ Leila & Steph)	DONE
iii	Organize Hot Lunch including set-up of Munch-a-Lunch	Aug 31/18	Christine	DONE
iv	Confirm if any grants will be applied for	Sept 17/18	Leila	In progress
v	Review detailed breakdown of Munch a Lunch deposit at next PAC meeting	Oct 1/19	Alisha	To be done
vi	Salina and Tara will meet to discuss 'Sound it Out' program and will review at next meeting.	Oct 1/19	Salina	To be done
vii	Erin and Tara will meet to go over Emergency Prep specifics and will share at the next meeting.	Oct 1/19	Erin	To be done
viii	Decide if donating \$300 to Backpack Buddies in kind, for donation of large cooler.	Oct 1/19	Andrea	To be done
ix	Maggie will share information on United Way 'Local Love' program to see if we can use as a template for random acts of kindness program.	Oct 1/19	Maggie	To be done