

ATOPIC:	October P.A.C. Meeting
DATE & TIME:	October 1, 2018 from 6:00pm to 7:00pm
LOCATION:	Meadowbrook Elementary Library
CHAIR:	Stephanie Rothman (President)
ATTENDEES:	Leila Harrison (VP / minutes) Alisha Enns (Treasurer) PAC members at large: Ally Guy, Federica Pritz, Christine Viray-Luk (Secretary) Lisa-Marie Bramley, Melanie Norris, Nayeli Erin Gilbert (Emergency Prep) Palmer, Tegan Dahlke Tara Fisher (Principal)
REGRETS:	Rob Fournier (DPAC Rep), Salina Buchan (Fundraising Coordinator)

ID	MOTION	DECISION
A	Motion to accept pass minutes from previous meeting, September 17, 2018	Raised: Stephanie Seconded: Erin Vote: Majority (Passed)
B	Motion to donate \$300 to Backpack Buddies program, in kind for donation of cooler	Raised: Leila Seconded: Erin Vote: Majority (Passed)

ID	AGENDA ITEM	DISCUSSION	LEAD
1	Welcome & Introductions	<ul style="list-style-type: none"> Vote to accept September Minutes Review of minutes from past meeting – still outstanding: <ul style="list-style-type: none"> Recruit volunteer for Hot Lunch Coordinator - ongoing Leila (with Alisha) will complete application for ‘School Life Fund Grant’ which is due on October 31st and will award schools with grants up to \$3,000 <ul style="list-style-type: none"> Tara has asked teacher to submit for ideas for use of grant money by end of next Friday e.g class set ukuleles Tara has info on ‘Sound it Out’ program, meeting with Literacy Team this week and will provide update at next PAC meeting. This year Backpack Buddies is fully funded and divisions will take 2 turns to fill bags. Andrea, Auria and Tara discussing fundraising strategy for next year considering competing fundraising programs - may looking for corporate sponsor, could also choose to a tailored down program e.g. less bags 	Stephanie
2	President’s Report	<ul style="list-style-type: none"> Thank you for parent participation and volunteer support for September events. 	Stephanie

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3	Treasurer's Report	<p>Review of current revenue and expenditures:</p> <ul style="list-style-type: none"> For September: Income \$4,308.54, Expenses \$497.34 Lottery grant approximately \$4,200 includes Saleema Noon Sexual Health Education program cost <ul style="list-style-type: none"> Tara has begun querying staff on ideas for programs to fund with lottery grant money Treat day made \$279.65 profit - record high amount <p>Other financial business:</p> <ul style="list-style-type: none"> Received (green) Donation forms with no funds attached - will follow-up 	Alisha
4	Hot Lunch Report	<p>Munch a Lunch Report:</p> <ul style="list-style-type: none"> 1st Hot Lunch had 80 orders and made approx. \$150 profit – good indication that Subway is a good profit margin Have \$75 in Lunch Helper donations for Tara to follow-up with staff on which learners this can be dispersed to. In the past PAC has funded beyond donations if there is a need. Distributed Quick Reference Guide to help parents with ordering online, will reassess use of manual forms at the end of the year. Next Hot 'Pizza' Lunch is on October 11th, orders due on Oct 5th Will change Munch a Lunch to accept cash payment, parent can submit cash payment through box in office 	Christine
5	Fundraising Report	<ul style="list-style-type: none"> Collected distribution emails (yellow forms) for 129 Families, which covers approx. 165 students and 186 emails Communications be done through weekly newsletter, every Monday, by Salina via MailChimp. Please send all updates meadowbrookpac@gmail.com by Friday each week. Salina to send out more detailed instruction/information shortly. <p>Review of Past Events:</p> <ul style="list-style-type: none"> Treat day - would have liked to see more courtesy and patience in hallway during event. Keri is considering changes to make more of a community/relationship building event and will discuss with Stephanie and/or Tara e.g. use gym with entry and exit, set-up of table so people and enjoy their treats and company, select a class to come early. Open house BBQ - low attendance, may be due to weather, consider moving to right after school for next year <p>Upcoming Fundraisers:</p> <ul style="list-style-type: none"> October 4th - Parent Social at Roo's Pub October 18th - Treat Day 	Stephanie and Christine on behalf of Salina

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		<ul style="list-style-type: none"> October 26th- Movie Night - Hotel Transylvania 3 - poster to be hung around school this week, will take suggestions from learners on ideas for movie for next movie night November 30th – Winter Social – will have photographer onsite; will query song requests; grade 5 leadership volunteers for party planning; and food & decor budget under discussion. Keri could help with sound. Maggie could help with band. Emphasize that this is a family event aka no drop off. Consider activities outside of dance. 	
6	DPAC Report	Next meeting coming up on October 3 rd , DPAC Orientation – to be updated at next PAC meeting	Rob
7	Principal's / Staff Report	<p>Summary of ongoing or past events:</p> <ul style="list-style-type: none"> BOKS no cap because consistently at 25 to 29 students. High school students that run program are doing well and are learning lots. Starts right at 8am. Met with staff regarding new report card template - still a proficiently scale for K to 5 but have added refinements from suggestions made by teachers over the summer from June trialed report card For past Professional Development Day learnings were focused on exploring the Concentric rings of care and trauma <p>Upcoming event to note:</p> <ul style="list-style-type: none"> Both fire and earthquake drill in September went well, adjustments are being made from lessons learned. Next earthquake drill is on Oct 18th to coincide with 'Great BC ShakeOut' Four staff have recently attended Reggio seminars and six staff will attend a seminar on October 19th & 20th in downtown Vancouver. Attendees are expected to report learnings at information night. Please note and communicate that October 22nd is individual photo day, which is a Monday after a Professional Development Day 	Tara
8	Emergency Preparedness	<p>Past actions:</p> <ul style="list-style-type: none"> Tara has district emergency program meeting this Thursday After district meeting Tara and Erin will meet to discuss extra items that school may need that district will not provide. Will keep in mind space constraints as outdoor pod is no longer available e.g. consider Crank flashlights 	Erin

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		New items: <ul style="list-style-type: none"> May consider doing a practice release to parents in Spring (May), in conjunction with fundraiser event 	
9	Other Business	<ul style="list-style-type: none"> Info on United Way 'Local Love' program: https://www.uwlm.ca/actsoflocallove/ for Tara to consider for 'Random Acts of Kindness' 	ALL

ID	ACTION ITEM	DUE DATE	LEAD	STATUS
1	Recruit volunteer for Hot Lunch Coordinator	ASAP	ALL	Ongoing
2	Send to event leads with detailed guidelines for Weekly Newsletter content	Oct 1/18	Salina	DONE
3	Change Munch a Lunch to accept cash payment, parent can submit cash payment through box in office.	Oct 2/18	Christine	To be done
4	Query staff and inform PAC on which learners should receive Hot Lunch sponsorship – have at least \$75 to disperse	Oct 8/18	Tara	To be done
5	Include reminder of photo day on October 22 nd	Oct 8/18	Salina	To be done
6	Issue \$300 donation to Backpack Buddies (via Andrea)	Oct 10/18	Alisha	To be done
7	Discuss changes to treat day to transform into more of a community building event	Oct 10/18	Keri w/ Tara & Stephanie	In progress
8	Follow on (green) Donation forms received with no funds attached, after receiving final set of forms from Salima	Oct 12/18	Alisha	In progress
9	Confirm plans and communication requirements for Winter Social	Oct 12/18	Maggie w/ Leila	In progress
10	Discuss extra emergency supply items that school may need that district will not provide	Oct 12/18	Erin w/ Tara	In progress
11	Complete application for 'School Life Fund Grant' - get input from teachers (via Tara) regarding ideas for use of grant	Oct 31/18	Leila w/ input from Alisha and Tara	In progress
12	Update Literacy Team programs at next PAC meeting e.g. 'Sound it Out'	Nov 5/18	Tara	In progress
13	Query staff on ideas for programs to fund with lottery grant money	Nov 5/18	Tara	To be done
14	Update at next PAC meeting on report card changes after teacher review	Nov 5/18	Tara	In progress
15	Confirm fundraising strategy for Backpack Buddies next year considering	Nov 5/18	Andrea w/ Tara	In progress



Meadowbrook P.A.C. MEETING MINUTES

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16	Confirm agenda for information night including PAC representative and Reggio seminar update	Nov 5/18	Tara	To be done
17	Share info on United Way 'Local Love' program: https://www.uwlm.ca/actsoflocallove/ and consider for 'Random Acts of Kindness' program	Nov 5/18	Tara w/ Stephanie	To be done
18	May consider doing a practice release to parents in Spring (May), in conjunction with fundraiser event	Dec 3/18	Tara w/ Erin	To be done