



## Meadowbrook P.A.C. MEETING MINUTES

<b>ATOPIC:</b>	<b>APRIL P.A.C. Meeting</b>	
<b>DATE &amp; TIME:</b>	April 1, 2019 from 6:00pm to 7:00pm	
<b>LOCATION:</b>	Meadowbrook Elementary Library	
<b>CHAIR:</b>	Stephanie Rothman (President)	
<b>ATTENDEES:</b>	Leila Harrison (VP / minutes) Alisha Enns (Treasurer) Christine Viray-Luk (Secretary) Rob Fournier (DPAC Rep), Erin Gilbert (Emergency Prep) Tara Fisher (Principal)	PAC members at large: Federica Pritz, Lisa-Marie Bramley, Juan, Melanie Norris, Keri Rutter,
<b>REGRETS:</b>	Salina Buchan (Fundraising Coordinator)	

ID	MOTION	DECISION
A	Accept meetings from February and March	Raised: Leila Seconded: Erin Vote: Majority (Passed)

ID	AGENDA ITEM	DISCUSSION	LEAD
1	<b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>Vote to accept February and March Minutes</li> </ul> <b>Review of minutes from past meeting – still outstanding:</b> <ul style="list-style-type: none"> <li>Recruit for Hot Lunch Coordinator</li> <li>Query for learners that should receive Hot Lunch sponsorship</li> <li>List for emergency supplies</li> <li>Confirm fundraising for backpack buddies</li> <li>Consider practice release for Spring</li> </ul>	Stephanie
2	<b>President's Report</b>	<ul style="list-style-type: none"> <li>PAC meeting on May 6<sup>th</sup> proposed 2019/20 budget will be presented</li> <li>PAC meeting on May 27<sup>th</sup> is Annual General Meeting including voting for executive team and budget</li> </ul>	Stephanie
3	<b>Treasurer's Report</b>	Review of <b>current revenue and expenditures:</b> <ul style="list-style-type: none"> <li>For April: Income \$33,651.49, Casino \$1,300</li> </ul> <b>Other financial business:</b> <ul style="list-style-type: none"> <li>PAID: Saleema Moon (Sexual Health) and Ultimate Frisbee</li> </ul>	Alisha
4	<b>Hot Lunch / Movie Night Report</b>	<b>Munch a Lunch Report:</b> <ul style="list-style-type: none"> <li>Hot Lunch Coordinator still needed</li> <li>McDonald's letter explaining fundraising aspect to be sent out</li> </ul>	Leila / Christine

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5	<b>Fundraising Report</b>	<p><b>Review of Past Events:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Upcoming Fundraisers:</b></p> <ul style="list-style-type: none"> <li>• April 5<sup>th</sup> – Treat Day</li> <li>• April 12<sup>th</sup> – Movie Night showing Incredibles 2</li> <li>• May 2<sup>nd</sup> – Parent Social</li> </ul>	
6	<b>DPAC Report</b>	<p>Next meeting on Wednesday, April 3, 2019</p> <ul style="list-style-type: none"> <li>• Will raise snow removal questions regarding priorities and responsibilities</li> </ul>	Rob
7	<b>Principal's / Staff Report</b>	<p>Summary of <b>ongoing or past events:</b></p> <ul style="list-style-type: none"> <li>• New staff - Ms Susan Hill selected from group of 5 very strong applicants, to substitute for Ms Natalie Frost</li> <li>• Ms Woodworth - will not be returning in September</li> <li>• Ms Howie and Graves - hope to keep temporary positions as permanent – they applied for positions that were already filled e.g medical leave and maternity leave</li> </ul> <p><b>Upcoming event to note:</b></p> <ul style="list-style-type: none"> <li>• April 16<sup>th</sup> night – Sexual Health presentation for parent - 2 page letter with information to be sent out</li> <li>• April 25<sup>th</sup> – Sexual Health presentation for kids – separated into 3 groups by levels e.g. K &amp; grade 1s together in library etc.</li> <li>• April 15<sup>th</sup> - Como lake relays</li> <li>• April 18<sup>th</sup> - Odyssey of the Mind presentation and Jump Rope for Heart prizes in the gym, parents are welcome to attend</li> <li>• April 26<sup>th</sup> - Visited Opal in Portland, Reggio inspired school, therefore, April 26<sup>th</sup> Pro-D day will be Reggio focus</li> </ul> <p><b>Other business to note:</b></p> <ul style="list-style-type: none"> <li>• Question from Staff - PAC still interested in supporting Cops for Cancer? Or something else? E.g. Backpack buddies? Steph to ask Andrea</li> <li>• With District Maintenance: <ul style="list-style-type: none"> <li>○ In queue for swings installation – would need to have rough number for amount for swing installation before last May PAC meeting for voting of budget</li> <li>○ Use of the forest, removal of chain link fence</li> </ul> </li> </ul>	Tara

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8	<b>Emergency Preparedness</b>	<p><b>Past actions:</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b>New items:</b></p> <ul style="list-style-type: none"> <li>Administration has some ideas from district for emergency preparedness, suitcases on floor e.g. shelving attached to wall, purchase/obtain 2 canopies, tarps               <ul style="list-style-type: none"> <li>- Tara to make list, PAC to purchase and submit a receipt</li> </ul> </li> </ul>	Erin / Tara
9	<b>Other Business</b>	<ul style="list-style-type: none"> <li>PAC and school asked if okay to feature local businesses on PAC Facebook site - feature a business a week and once every month – no objections from PAC or staff</li> <li>Question as to how old kids need to be for track and field, will be announced and discussed with staff</li> <li>For daycare operated at Meadowbrook - parent feedback there are questions regarding the renewal process and ideas for improvements               <ul style="list-style-type: none"> <li>District asking for feedback</li> <li>Written feedback to Tara cc to Parkland Players</li> </ul> </li> <li>PAC may consider setting up of groups of parent volunteers for snow removal help e.g. add to Sign-up Genius volunteer form</li> </ul>	ALL

ID	ACTION ITEM	DUE DATE	LEAD	STATUS
1	Post minutes and next agenda on website under About Us > Documents	Apr 5/19	Christine	DONE
2	Recruit volunteer for Hot Lunch Coordinator	ASAP	ALL	Ongoing
3	Remind parents to submit comments and questions regarding daycare to Tara	ASAP	Stephanie	DONE
4	Query staff and inform PAC on which learners should receive Hot Lunch sponsorship	Ongoing	Tara	Ongoing
5	Confirm number of swings for installation for budget confirmation and vote in May	May 2019	Tara w/ Leila	In progress
6	Discuss extra emergency supply items that school may need that district will not provide	May 2019	Tara w/ Erin	In progress
7	Confirm fundraising strategy for Backpack Buddies next year considering – will PAC sponsor this instead of COPS for Cancer	May 2019	Steph w/ Andrea	In progress



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8	May consider doing a practice release to parents in Spring (May), in conjunction with fundraiser event	May 2019	Tara w/ Erin	To be done
9	Feature of local business on Facebook site – monthly	Ongoing	Aubrey w/ Stephanie	To be done