

MEADOWBROOK P.A.C. MINUTES

Monday, September 16, 2019

6pm to 7pm

Meadowbrook Library

Attendees: Steph, Leila, Christine, Alisha, Rob, Keri, Alejandrina, Fedrica, Lisa, Nayeli
Tara (Administration)
– see attendee sign-in

1. President's Report (Stephanie)

- Welcome to first PAC meeting and overview of agenda
- Housekeeping items: attendance list is circulated at beginning of meeting for sake of votes primarily and communication, hard copies of agenda and past minutes are available for sharing during the meeting as well as on website
- Introduction of PAC Executive as volunteered/nominated/voted in during AGM in May (positions in **bold** are required for lottery grant):
 - **President:** Stephanie Rothman
 - **Vice-President:** Leila Harrison-Clarke
 - **Treasurer:** Alisha Enns
 - **Secretary:** Christine Viray-Luk
 - DPAC Rep: Keri Rutter-Marko
 - Emergency Preparedness: Rob Fournier
 - Other Volunteers:
 - Facebook: Aubrey Marshall
 - Newsletter: Salina Buchan
 - Hot Lunch (Munch a Lunch): Sarah Beer
 - School Fruit & Vegetable Nutrition Program (Healthy Snack): Claire McCrea
 - Treat Day: Keri Rutter-Marko
 - Winter Family Dance: Alisha Enns & Leila Harrison-Clarke
 - Book Fair: Leila and Stephanie
- Review of PAC role to act as a discussion forum for parents and educators, voting for expenditures of funds raised by PAC events
- Review of PAC goals for the 2019/20 school year: installation of swings along with grant writing, meeting budget, inclusive events, increase financial support towards school initiatives
- Recommend moving PAC meeting time 30 minutes later to 6:30pm

2. Treasurer's Report (Alisha)

- Gaming grant report in June and application completed for 2019/20 school year
- Family donations currently at \$780 for both online and cash/cheque donations
- Cheque requisition form is now required for reimbursement for PAC expenses - all requisitions need to be in before mid-June

3. Hot Lunch Program Update (Stephanie on behalf of Sarah)

- Munch a Lunch introduced last school year, which successful reduce administrative portion - please direct issues to PAC email
- Preorders for Open House concession due tonight
- Hot lunch order closes on Wednesday
- Those students that will utilize the hot lunch helper program will be completed via hard copy forms by Tara
- Reminder to volunteer on Munch a Lunch to help out with hot lunches

4. Fundraising Update (Stephanie)

- Following vendors offer Meadowbrook PAC donations by way of partial proceeds of their sales:
 - Thrifty's - obtain 'Smile Card' from Treasurer, load card, and use for groceries
 - Mabel's labels - order labels online and select Meadowbrook Elementary under support a fundraiser
 - Cobs Bread at Sutterbrook and Sunwood locations - mention Meadowbrook during purchase
- ASIDE: Funds from bottle return at 'Return It Depot' are donated to Meadowbrook Nature Power Club, just need to attached label to bag of donated bottles - use school phone number at specific machine within Depot to get label(s)
- Upcoming Events:
 - Open House this Thursday from 3:30 to 6pm - concession will close at 5:30pm
 - change reference of 'BBQ' to concession on Facebook (Keri)
 - volunteers are needed for concession starting at 3pm - please let Stephanie or Leila know if you can help
 - Wednesday is hot lunch
 - Friday is treat day
 - Oct 4 - Movie Night showing Coco - Leila to send out introductory movie night letter
 - Oct 17 - Parent Social Night at Roo's - Tickets are \$20 for burger and drink, and can be purchased on Munch a Lunch
 - Nov 27 - Family Winter Dance - looking for volunteers please email Alisha and Leila

5. Principal's Report (Tara)

- 204 kids currently registered at Meadowbrook - lower than anticipated 218, reason being kindergarten enrollments are lower than originally estimated
- Thank you to PAC for additional financial support
- Thank you to all parents for patience with staffing transition at start of month, challenge was due to hiring for temporary position – staffing updates
 - Theresa Tsai (currently TOC) has accepted position for grade 4/5

- Marianne Robinson has accepted permanent position for grade 3/4
- Susanne Ragone has accepted temporary position for grade 3/4
- Current counsellors are fulfilling temporary position, counsellor who fulfills permanent position is on maternity leave until April
- Five education assistants this year, staff is pleased as this is higher than the three from last year
- Academic / Reggio plans for this year:
 - Professional Development Days this school year will focus on literacy
 - Seven staff members will be attending Reggio conference
 - Three staff members are working on masters in Reggio education, Nathan MacDonald already has masters in Reggio education and will be leading documentation initiative within Meadowbrook with a few other staff members
 - Tara will be attending international Reggio conference in Italy with district representative, which will be a 6 day conference with intensive learnings
- For PAC spending:
 - Staff has booked Gynsense for the 2 weeks before spring break
 - Wheel chair basketball, which was successful last year, has been booked for an additional week this year - 2 weeks targeted for January
- Upcoming Events:
 - Sept 19 Open House will be open door format with a scavenger hunt with a draw for front row seats at winter concert
 - Oct 21 DEAR Day - Drop Everything And Read - engaging local author to hold book talks on their new chapter books - will discuss what it takes to write a book with older learners and will read the book for the younger learners

6. Emergency Preparedness Update (Rob)

- Thank you to Meadowbrook and district for improving the safety of the stairs leading down to the playground from the school
- Shelves still need to be put up in emergency room; however, Administration will requisition this work after completion of outstanding requisition - this is to manage priorities and workload on district resources
- Remediation of missing or expired classrooms supplies still outstanding and follow-up actions are currently underway
- Radio protocol is still in practice by Meadowbrook administration
- Emergency release information needs to be kept up to date by parents

7. DPAC Update (Keri)

- DPAC is offering PAC 101 Orientation on the evening of October 2nd, need to RSVP online on DPAC site by September 26

8. New Business (action items in bold)

- a) Parents have shared concerns about monitoring of learners during lunch period inside classrooms. Staff is currently discussing possible options and need a bit more time to discuss and decide. Other options:
 - o pilot program at neighboring school where teachers eat lunch with kids and get dismissed early
 - o kids all in one room e.g. gym for ease of supervision - emphasis is to sit and nourish bodies, calmly
- b) Suggestion by parents is that welcome letter include communications regarding dismissal procedures and lunch time monitoring be include, to provide parents with opportunity to set expectations with learners and avoid confusion.
- c) Winter safety in accessing school from parking lot / street is a concern of parents, further options may discuss offline

Summary of Action Items:

- Stephanie to update calendar with move of PAC meeting from 6pm to 6:30pm - DONE
- Christine to update 'About' page on PAC website with new PAC Executive information – In progress
- Keri to update Facebook Open House to remove reference to BBQ, noting only concession available - DONE
- Tara (or Salima) to note on donation letters if cheque or cash was received
- Tara to include notes regarding dismissal procedures and lunch monitors in future welcome letters
- Tara to move/acquire container that can be used for doggy bag dispenser to lower playground near parking lot
- Salina to include upcoming events and request for doggy bag donations in next newsletter
- Leila to send out introductory movie night letter - DONE