

## **PAC General Meeting Minutes**

### **February 10, 2016**

Suncrest Elementary School Library

<b>Minutes</b>	Rozsika den Haan
<b>Chairperson</b>	Corina Kuban
<b>Attendees:</b>	Quorum Met - 12 members

<b>Topic</b>	<b>Details</b>	<b>Action Items / Votes</b>
<b>Call to order</b>	7:05pm by Corina Kuban	
<b>Approval of January Minutes (Corina Kuban)</b>	<ul style="list-style-type: none"> <li>• Addition by Mr. Lee that the EDI stats may be looked at, but not circulated or published (January minutes, back page line 4)</li> <li>• Question regarding iPads: due to a mix-up, were not ordered before Christmas as first thought but are currently on order, will be arriving in the next few weeks.</li> <li>• Question: when we have 10 iPads, is there any way we can take inventory in case of loss? Yes, there are measures put in place to determine which one.</li> </ul>	Winnie moved to approve. Gadis Approved.
<b>DPAC Report (Gadis)</b>	<ul style="list-style-type: none"> <li>• April 25 &amp; May 13 are the extra Pro-D additions.</li> <li>• New speaker Salima Noon gives sexual education presentations to schools or classes. Lessons are tailored to curriculum levels. Ultimate goal is to get children to understand what is safe, and what is OK or not right to talk about, and how to communicate unsafe situations.</li> <li>• Discussion about PAC funded events and parent decisions vs. teacher/school decisions.</li> <li>• (Andrew) If decisions are made during PAC that affects in-school time, it has to go through the teachers, even if it is PAC funded.</li> <li>• Every year DPAC has a school visits.</li> <li>• This happened at our school last year and occurs every other year at our school. When it occurred last year, a principal from the district attended, someone from DPAC, and some people from our PAC were present. There was a discussion about events, ideas we have tried, new things to implement, fundraising, etc. It is a collaboration to learn and find out what works at different schools.</li> <li>• There is a list of schools and times/dates with contact people for other schools in the district who are hosting this event.</li> </ul>	Andrew to meet with staff and discuss if this is something that would be of benefit.  List of host schools available to anyone who is interested in visiting another school in the district to see how they run. Contact Gadis for further information.
<b>Treasurer's Report (Rebecca)</b>	<ul style="list-style-type: none"> <li>• (Treasurer) We have a budget, and have an invoice from district this year for \$1900.16. Two years ago the district has invoiced us \$1234.20. Discussion about the allocation of funds for the jump math and who will be paying for the invoice.</li> <li>• (Andrew) No resources from the school were allocated to Jump Math this year based on the decision from last year to use.</li> </ul>	From Feb 10 <sup>th</sup> moving forward, any large expenditures or allocations of funds over \$500 need to have a motion for use and approval.

	<ul style="list-style-type: none"> <li>● (Treasurer) PAC agrees to cover the cost as there is a budget line allocations are available under “Supplementary Work Books.”</li> <li>● (PAC members) Discussion about wording of “Supplementary Work Books” and what it includes. Action to discuss this further.</li> <li>● (Andrew) Art Starts catalogue comes out in Spring for events starting in September of that year (continuing into June of that school year). It costs between \$600-\$1400, depending on the event. Will approach teachers and PAC with ideas to give time for future budgeting.</li> <li>● (Gadis) Grade 7 fundraiser funds seem to have discrepancy. (Rebecca) One fundraising there was GST missing, and one order was missing or mis-calculated by accident. Current amounts are correct.</li> <li>● (Gadis) Question about funds for grade 7 graduation. (Rebecca &amp; Corina) Confirmed that \$20/student from gaming funds from PAC. Students also do their own fundraising for events and grad.</li> <li>● Discussion by PAC members about grade 7 fundraiser ideas.</li> <li>● Discussion by PAC about what can be included food related to sell to kids for fundraisers. (Corina) There is a health booklet to be referred to for direct student sales during school hours. (Andrew) After school or other events don’t have to follow this, only in-school direct sales to students.</li> <li>● PAC fundraising checklist is being worked on and will be put in place for people to use in the future. PAC members who are here can take a look at it from Rebecca to provide feedback on the form.</li> </ul>	<p>Rebecca motioned, Gadis seconded.</p> <p>Have future meeting regarding budget to determine if some categories need to be renamed and/or differently allocated or broken up.</p> <p>Andrew to take back to teachers that PAC is willing to allocate funds, how would instructors like to have those funds allocated.</p> <p>Cancel name of “Grade 7 Basket Raffle”</p>
<p><b>Principal’s Report</b> (Andrew Lee)</p>	<ul style="list-style-type: none"> <li>● Missing Item: two new Pro-D days.</li> <li>● Thank you to PAC sponsored/supported events; the kids appreciate and love it.</li> <li>● Literacy week went well and was fun.</li> <li>● Thanks to Pam Hetrick for fantastic Chinese New Year’s assembly.</li> <li>● Basketball season is almost finished.</li> <li>● Upcoming School Events: Burnaby Art Gallery, Grade 7 Public Speaking, Book Fair, District Pro-D Feb 19<sup>th</sup>, Young People’s Concert, Pink Shirt Day, and Primary Days of Music.</li> <li>● Social Emotional Learning update: Zones of Regulations are being used in-class and around the school, and Virtue of the Month is under way. We also use mind-up.</li> <li>● (Gadis) Question: there is an email about Suncrest Info, is it possible to have Suncrest PAC as well? (Andrew) Only one list-serve that we can use, but headings will be used to clarify the content.</li> <li>● School Growth Plan: Addition of academically focused goal</li> <li>● (Gadis) Phone system in the morning seems to be busy and or not going to voicemail. Andrew will look into it.</li> </ul>	<p>More volunteers are needed for the Book Fair. Pass word of mouth to see if we can recruit more helpers for Ms. Ho.</p> <p>Possible problem with phone system being busy, Andrew to look into it.</p> <p>Andrew to discuss with staff and reception regarding method of passing on information regarding student absences.</p> <p>Andrew to send out in upcoming newsletter</p>

	<ul style="list-style-type: none"> <li>● Discussion by PAC members that parents would like to be able to send email to let the school know that a student is sick, to have an alternate method. It was told to some parents by the receptionist that emails aren't accepted. Is this allowed?</li> <li>● Question by PAC: messages to teachers sometimes don't get to attendance sheet or office. How can this be dealt with?</li> <li>● Date for Term 2 Report Cards: March 9<sup>th</sup></li> <li>● Student Led Conferences are mid-April</li> <li>● (Wendy) Will there be any anti-bully messages with the pink shirt day? (Andrew) Yes, there is no formal plan, but there will be a uniform message out there.</li> </ul>	methods to contact school for absences.
<b>Hot Lunch Update (Hilda &amp; Sukhi)</b>	<ul style="list-style-type: none"> <li>● Pizza days very popular, superseding budget, yeah!</li> <li>● Transition moving into hot lunch days with variety. Idea is to have Pizza, Subway &amp; Sushi.</li> <li>● Need a lot of volunteers with firm commitment.</li> <li>● Winnie will be taking on the organization including details of dates, payment, volunteers, etc., with information to come next PAC.</li> </ul>	Sukhi and Winnie to continue organizing and put forward dates and prices.
<b>Upcoming Events (Corina)</b>	<ul style="list-style-type: none"> <li>● Zumbathon Feb 12</li> <li>● Family Movie Night March 4</li> <li>● Clothing/Toy Swap TBA</li> <li>● May 18<sup>th</sup> &amp; May 19<sup>th</sup> Spring Concert</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>● (Corina) PAC Constitution needs to be updated. Date/Time TBA.</li> <li>● (Rozsika) Soap in bathrooms, regular filling is not occurring. What can be done?</li> </ul>	Parents needs to inform students to let their teacher or principal know.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● 9:03pm</li> </ul>	Corina Kuban moves to adjourn meeting. Sukhi seconded.
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>● April 13, 9:00am</li> </ul>	