

**PORT GUICHON ELEMENTARY SCHOOL  
PAC MEETING**

**THURSDAY, April 23, 2015  
7:00 P.M.**

**School Library**

**\* AGENDA \***

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Call to Order

1. **Approval of Agenda** – April 23, 2015
2. **Approval of Minutes** – March 9, 2015 PAC Meeting
3. **Priority Action Items List – Review**
4. **Receipt of Correspondence**
5. **REPORTS and UPDATES**
  - a. Principal's Report
  - b. PAC Executive
  - c. PAC Committee's
6. **DISCUSSION ITEMS**
  - a.
7. **NEW BUSINESS**
  - a. Annual General Meeting
  - b. PAC Executive Election
    - a. Nomination Committee
    - b.
    - c.
8. **CONFIRM UPCOMING MEETING DATE**

Tentative date set as Monday, May 25, 2015

**PORT GUICHON ELEMENTARY SCHOOL PAC MEETING**  
**MONDAY, Mar 9, 2015**  
**7:00 P.M. in the School Library**

**\* MINUTES \***

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**Call to Order** – 7:03pm, by Alan Evans – PAC Chair

**Attendees:** Mark Douangchanh, Alan Evans, Tia Litz, Tracey Lundell, Keziah McCrystal-Rothlin, Rosemary Marra, Matt Millward, Mary Neef, Karen Sabourin, Carly Sas, Kevin Tarumoto, Lynne Tarumoto, Bob Thompson, Kari Zantolas

1. **Approval of Agenda** – Mar 16, 2015 (moved by Keziah, 2<sup>nd</sup> by Tracey)
2. **Approval of Minutes** – Feb 16, 2015. Revision to Action list attached to minutes: Addition of parking issue follow up added to list. (moved by Lynne, 2<sup>nd</sup> by Tia)
3. **Pending Action Items List – Reviewed** (see attached for updates)
4. **Receipt of Correspondence:** Reviewed emails received
  - Email from emerg prep committee – update from emergency prep committee will be reviewed next month after their discussion with Mark.
  - Lesley Millward – has stepped down from the interim fundraising coordinator position but will finish off the Purdy's fundraiser.
  - Lesley Millward – has passed on information for the raffle coordinator position. Keziah stepped up to complete the task as she is already liaising with Linda for the Spring Fair. Other volunteers will assist Keziah to coordinate the balance of the position. Motion to appoint Keziah into this position. (moved by Rosemary, 2<sup>nd</sup> by Tracey)
5. **REPORTS and UPDATES**
  - a. **Principal's Report:** see attached principal's report for details
    - Sexual health action item: Bob met with Corinne (NG PAC). They have withdrawn request for sex ed. parent night.
    - Parking lot issue action item discussion:
      - Discussion revolved around the sidewalk being more of a concern than the actual roundabout portion.
      - Many areas of concern including the lack of appropriate space at the entrance and exit points between parking spots thus creating a visual barrier and safety issue. Proposed solutions will most likely increase the lack of parking space issue.
      - Suggestions were discussed for both roundabout safety concerns and parking issues.
      - The roundabout is not a fixed object. It can be adjusted or removed if no resolution is met and safety continues to be an issue.
      - Bob will discuss further with facilities and management to come up with a long term plan.
      - PAC requested that Bob invite someone from the school board to speak to us about our concerns and what could possibly be achieved within budget. (moved by Lynne, 2<sup>nd</sup> by Rosemary)
    - Tax receipt action item:
      - PAC funds can be transferred to a school board account for the targeted purpose of saving for the playground. It is held in trust for that specific school.
      - Tracey will liaise with Nicola Crist. Tracey will look into proceeding down

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- this road and report back. (moved by Kez, 2<sup>nd</sup> by Lynne)
  - If we are to go this route – family donations made to this account can obtain tax receipts
  - Spam regulations action item:
    - Can the school provide PAC with contact info? NO
    - Regulations restrict any commercial correspondence from asking for money. This includes information on fundraisers.
    - We can publish newsletter with all fundraising info and admin can send a link via email contact list. This is allowed.
    - We can go back to previous route. Class rep volunteers can gather parents for contact info directly to create our own list as that will include their permission for contact.
  - Fruit and Veggie program action item:
    - Application has been sent in
  - b. PAC Executive:**
    - Alan spent HOURS on the proposed calendar sample which includes info for last part of this year and marries school and PAC based activities.
      - Bob proposed that admin help to create an electronic version using First Class. Which has an app for viewing on mobile devices. This can also be printed for fridge placement.
      - Bob will ask Linda to put together a sample calendar populated with a few events and bring to next meeting (moved by Tracey, 2<sup>nd</sup> by Tia)
    - Tracey proposed a template form in prep for discussions on upcoming events or fundraising ideas. It can be used by anyone on the PAC to bring forth ideas to be discussed at the next PAC meeting. It will also help Tracey as treasurer to make sure she has nec. funds or float; to make sure gaming license is acquired when necessary.
      - Bringing ideas to the table during PAC meetings is imperative for consistency and while maintaining our goal of clear communication.
      - This format makes sense and will alleviate any misunderstanding while keeping a record for future committees.
      - It was proposed to leave copies on PAC desk in front hall and to have ready copies available at PAC meetings.
  - c. Hot Lunch Committee:**
    - Munch a lunch program has been set up and chqs are already coming in from online orders (who chose chq option)
    - Envelopes for ea div. containing blank forms for manual orders if computer is not available for family. Bring back filled in form with chq.
    - No late payments will be accepted. Orders will have to be cancelled if pymnt not rec'd by last day.
    - Correct Link: [www.munchalunch.com/schools/PortGuichon](http://www.munchalunch.com/schools/PortGuichon)
    - This trial program is free for us until Jan2016. We will hold a survey for feedback before our AGM meeting in May where a majority vote will determine whether we continue this program after the free trial.
    - Please note: as always, families experiencing financial trouble can come to office for assistance in paying for hot lunch program.

## 6. NEW BUSINESS

- a. Carly Sas proposed an idea for the gardening committee.
  - She would like to introduce raised beds as have been done at other schools. Location: Carly proposed the grassy area on the south of the gym as it receives good sunlight and is close to water source.
  - Carly would like to approach Dunbar Lumber (possible partial donation)
  - Bob will connect Carly with Mike Schneider who is in charge of the pickle project. This is the gardening program being used district wide.

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- Other logistical items to consider: Consider location/grounds; School curriculum/education content; volunteers required to continue watering beds during summer vacation.

## 7. CONFIRM UPCOMING MEETING DATE

Date set for April 20<sup>th</sup> at 7pm.

PAC Meeting adjourned at 8:25pm (moved by Kari, 2<sup>nd</sup> by Tia)

# Principals Report March 9, 2015

## Information and upcoming events

- Kindness Week generated 871 Documented acts of Kindness. Kindness tree to be left up in order to document more acts of Kindness
- Report Cards sent home today
- WE TEAM Bake Sale (to purchase a goat for needy countries) March 10. \$1 per item
- Student Talent Show, April 15<sup>th</sup>. Mentioned in Newsletter. Notice and Permission Form will be sent out Wednesday March 11.
- Still waiting on confirmation from Hip Hop Teacher in order to Finalize Parent Appreciation Assembly

## Pending Action Items

- Neilson Grove PAC contacted by Bob. Initial talk about sexual health education and possible cost sharing took place. Bob is waiting for more clarification from NG PAC (should be coming any day)
- Discussed parking lot situation. Data/Observations recorded during 5 days On average 6-8 cars use the round about. 3 students observed cutting through the roundabout rather using sidewalk crossing.
  - Further emphasis will be placed in morning announcements, newsletters and assemblies regarding traffic safety.
  - Currently 29 parking spots (plus 2 handicap spots)
  - Potentially adjust parking on exit point to increase visibility.
- Tax Receipts: Followed up with DSS. Bob will report out further at meeting
- Email Regulations: We are waiting for clarification from our Communications Manager
- Calendar: District can easily help set up a calendar. Mark can administer/ Populate.

## New Items to be discussed

-None at this time

# Port Guichon PAC Pending Action Items

Revised Mar , 2015

#	Action Item	Comments/Notes	Date Originated	Assigned To	Completion Target Date
1	Sexual Health Speaker	Follow up with admin/teachers to see if they have contacted and booked OPT.	2014	Exec committee	To be raised next PAC meeting
2	Fundraising 2015/16	Proposed meeting for June 2014 to discuss calendar events	Feb. PAC	Alan	June Meeting
3	Budget 2015/16	Proposed meeting for June 2014	Feb. PAC	Exec committee	June Meeting
4	Parking Lot situation	Bob to look into bringing someone from school board to discuss parking safety issues	Mar PAC	Bob	Before next PAC meeting
5	Emergency Committee update	Karen to follow up with Deb post discussion with Mark	Exec meeting	Karen	Next PAC meeting
6	School board bank acct	Liase with Nicola Crist re: school board bank acct for the purpose of tax receipts for donations (playground)	Mar PAC	Tracey	Next PAC meeting
6	Calendar	PG Admin to bring example of proposed online calendar/App	Mar PAC	Mark/IT	Next PAC meeting
7	Munch-a-Lunch	Review usage/interest in munch-a-lunch for further discussion in continuing after trial period	Mar PAC	Bob/Mark	May PAC meeting
7	Gardening committee	Bob is connecting Carly with Mike Schneider AKA the Pickle man re: Pickle project. Discussing moving forward	Mar PAC	Bob/Carly/Mike	Next PAC meeting