

PORT GUICHON ELEMENTARY SCHOOL

**PARENT ADVISORY COUNCIL
MEETING**

**Monday April 25, 2016
7:00 P.M.**

School Library

*** AGENDA ***

Call to Order

- 1. Approval of Agenda – April 25, 2016**
- 2. Approval of Minutes – February 29, 2015**
- 3. Priority Action Items List – Review**
- 4. Receipt of Correspondence**
 - a. Corporation of Delta – Naturalized Playground Program

5. REPORTS and UPDATES

- b. PAC Executive
- c. PAC Committee's
- d. Principal's Report

6. DISCUSSION ITEMS

- a.

NEW BUSINESS

- a. PAC Executive Election – Nomination Committee Chairperson
- b. First Call for Nominations

8. CONFIRM UPCOMING MEETING DATE

Tentative: May 30, 2016 (PAC AGM)

PORT GUICHON ELEMENTARY SCHOOL PAC MEETING
Monday, February 29, 2016
*** MINUTES ***

Call to Order: 7:35 pm - Alan Evans, Chair

Attendees: alan chris rosemary tracey tia mary angela mcgregor Nicole north Keziah

1. Presentation of Agenda

Motion to amend the Agenda for the February 29, 2016 meeting.

Moved (Rosemary)

Second (Tracey)

Carried

Motion to accept the amended agenda for

Moved (Alan)

Second (Tracey)

Carried

2. Approval of November 23, 2015 minutes

Amend January minutes to read 2016

Moved Keziah

Second tracey

Carried

3. Priority Action Items

- Parking lot signs – stop sign installed
- 4 square and hopscotch on back paved area will be coming as soon better weather allows
- Communication with parents
 - Talked to school district about protocol – case by case as to what can be disclosed.
 - There are of course privacy concerns that need to be considered
 - Wouldn't be bad idea to to thank Mr. D for hearing the PAC's concerns
- Parking lot safety – Mr. D will be policing with Const. Doulan

4. Correspondence

Nil

5. Principals Report (circulated report attached)

- Nil

6. Reports & Updates:

Hot Lunch – 2 parents stepped up – Barb Auwens, Denise Scott

Spring Fair – raffle tickets out, sign up genius

Discussion Items:

Election Process

- April first call to nominations
- May – AGM – second call followed by elections
- Word will go out – via email from Mark
- Encouraged to spread the word that at least 3 of 7 exec will not be returning as their children move on to the high school

Communication:

- Communication ways to reach parents – need to work on outreach
- Facebook – advertise
- Munch-a-lunch has an option
- Hand out in September
- Job for the new Executive

Playground:

- Playground improvements
 - Dave at Habitat playgrounds (conventional) has been approached to bring some info forward
 - Conventional – what we are used to seeing – primary colours – pipes, surfaces etc
 - Natural – incorporating environment to create a play space – there are more funding opportunities available for this option – natural play areas allow for adding on at later date without the issues that arise with the conventional
 - Naturalized space can be limitless as to how they go in, and how they can be used
 - How will it be decided?
 - There has been a playground committee struck
 - Planning an open house for people to see options
 - Before end of March
 - Plan to have an info room at Spring Fair (would be nice to have something relatively solid in place to present)
 - Need to be have things in place by year's end so that by September planning is underway for spring installation
 - \$35,000 is committed
 - We're 1st on the list for \$45,000 from the Municipality
 - A Go Fund Me Page has been suggested or similar
 - Put to informational session to get feed back
 - Donation box at Spring Fair in presentation room
 - Munch a lunch has fundraising option – will be looked into
 - Freezie Sales at Spring Fair – proceeds to playground – sell at concession

Fundraising

* option raised to have Spring Fair go towards the playground

- Concern that as our number 1 fundraiser to earmark all funds for playground it would hurt the general coffer and hinder the budget for our usual expenditures

7. New business

Play locations – concern about where children can play at the front of the school – students have been made to understand that they are allowed to play on the basketball court, but not on the gravel area next to it?

Ask Mr. D to clarify.

8. CONFIRM UPCOMING MEETING DATE

Next meeting April 25, 2016 - 7:00 pm, Port Guichon Library

PAC Meeting adjourned 8:15 pm

Port Guichon PAC

Pending Action Items

Revised February 29, 2016

#	Action Item	Comments/Notes	Date Originated	Assigned To	Completion Target Date
a.	Parking Lot	Finalization of signs for school drop-off zone –directional signage	March 2015 PAC	Mark D	Spring 2016
b.	Playground – Game Markings	Timeline for painting of additional 4-square game hopscotch markings around	March 2015 PAC	Mark D	Spring 2016
c.	Emergency Prep Requirements	Purchase of tents	October 2015 PAC	Rosemary T	Spring 2016
d.	Play Areas Around School	Confirm where students are permitted to play on school grounds during recess and lunch breaks	February 2016 PAC	Mark D	April 2016
e.					
f.					



April 25, 2016 PAC Meeting
Correspondence
Item A:

Parks, Recreation & Culture

File: 14000-01

February 16, 2016

Mr. Mark Douangchanh, Principal
Mr. Alan Evans, PAC Chair
Port Guichon Elementary School
4381 – 46A Street
Delta, BC V4K 2M2

Dear Mr. Douangchanh and Mr. Evans,

Re: Natural Play Spaces – Community Initiative Cost Sharing Project Program

Thank you for your letter of January 19, 2016 expressing interest in the Natural Play Spaces - Community Initiative Cost Sharing Project program.

Delta is currently developing a process whereby staff, Delta School District representatives and Parent Advisory Committee members will work in partnership to create a playground design for school applicants, which engage children through natural play and provide an opportunity to safely learn and experience risk. Once the process has been finalized, I will be in contact with you to discuss how we can work together through this program to create an engaging and interesting play environment for the students at Port Guichon and the residents of Delta.

If you have any questions, please do not hesitate to call.

Thank you,

Linda Nielsen
Park Planner
604-946-3375
lnielsen@delta.ca

cc: Ken Kuntz, Director of Parks, Recreation & Culture

LN/cb



The Corporation of Delta
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2
604.946.4141

www.delta.ca

EXECUTIVE POSITION ELECTION PROCESS

April 2016 PAC Meeting

- First Call for Nominations

May 2016 AGM Meeting

- Second Call for Nominations
- Executive Position Elections (Secret Ballot)
- Tabulation and Reporting of Ballots

June 2016 PAC Meeting

- Newly elected Pac Executives will begin one (1) year term.

EXECUTIVE POSITION NOMINATION PROCESS

Parents who:

- Have children attending Port Guichon Elementary School for the coming school year; and
- Are interested in being nominated for a PAC Executive Position for the coming school year

Should do one of the following:

- Email their desire to be nominated for a PAC Executive position to the Nomination Committee Chair (to be appointed at the April 25, 2016 PAC meeting), by May 29, 2016; or
- Attend the May 30, 2016 Annual General Meeting and declare their intent to be nominated for a specific PAC Executive position for the 2016/2017 school year.

It is important to note that election by proxy is not permitted. All those wishing to be considered for PAC Executive Position through the election process, must be in attendance at the May 30, 2016 Annual General Meeting.

PAC EXECUTIVE POSITIONS – Duties and Responsibilities

The Chairperson will

- speak on behalf of the PAC
- consult with PAC members
- preside at membership and executive meetings
- ensure that an agenda is prepared
- appoint committees where authorized by the membership or executive
- ensure that PAC activities are aimed at achieving the purposes set out in the Constitution
- be a signing officer on the PAC bank accounts
- submit an annual report

The Vice-Chairperson will

- support the Chairperson
- assume the duties of the president in the Chairperson's absence or upon request
- assist the president in the performance of his or her duties
- accept extra duties as required
- be a signing officer on the PAC bank accounts
- assist with the PAC annual report

The Secretary will

- ensure that members are notified of meetings
- record and file minutes of all meetings
- keep accurate copies of the constitution and bylaws, which are accessible to members
- prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of the PAC
- ensure safekeeping of all records of the PAC
- may be a signing officer on the PAC bank accounts

The Treasurer will

- be a signing officer on the PAC bank accounts
- ensure all funds of the PAC are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- report on fundraising outcomes and budget spending progress during PAC meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive, draft an annual budget
- submit an annual financial statement at the annual general meeting

The DPAC Representative will

- attend all DPAC meetings, represent, speak, and vote on behalf of the School's PAC
- report regularly to the membership and executive on all matters relating to the DPAC
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC

Members-at-Large will

- serve in a capacity to be determined by the PAC Executive