

**PORT GUICHON ELEMENTARY SCHOOL**

**PARENT ADVISORY COUNCIL  
ANNAUL GENERAL MEETING**

**TUESDAY, MAY 26, 2015  
7:00 P.M.**

**School Library**

**\* AGENDA \***

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Call to Order

1. **Approval of Agenda** – May 26, 2015
2. **Approval of Minutes** – April 23, 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. Treasurer's Annual Report
  - b. Election Scrutineer Appointment
  - c. 2<sup>nd</sup> Call For Nominations
  - d. PAC Executive Election
  - e. Call for Destruction of Election Ballots
7. **NEW BUSINESS**
  - a.
  - b.
8. **CONFIRM UPCOMING MEETING DATE**

Tentative date set as Monday June 8, 2015

**PORT GUICHON ELEMENTARY SCHOOL PAC MEETING**  
**THURSDAY, Apr 23, 2015**  
**7:00 P.M. in the School Library**

**\* MINUTES \***

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**Call to Order** – 7:05pm, by Alan Evans – PAC Chair

**Attendees:** Mark Douangchanh, Alan Evans, Tia Litz, Tracey Lundell, Keziah McCrystal-Rothlin, Mary Neef, Karen Sabourin

1. **Approval of Agenda** – Apr 23, 2015 (moved by Tracey, 2<sup>nd</sup> by Keziah)
2. **Approval of Minutes** – Mar 9, 2015. (moved by Tia, 2<sup>nd</sup> by Tracey)
3. **Pending Action Items List – Reviewed** (see attached for updated version)
  1. Sexual Health:
    - At this time, Mr. Jang & Mr. Sowden will be doing the class curriculum for sexual health. They have not moved forward with OPT.
    - As the added sexual health programs are PAC paid initiatives. PAC will, in future, arrange the visit and notify the teachers of the date and they will work this into their schedule. This will be done in the third term to follow curriculum based scheduling of this subject.
    - At this time, it will also be further discussed to add a parent night.
    - Suggested time: End of May 2016
    - OPT will be re-contacted to re-confirm rates
    - It was requested that this amount should be added to the budget for the 2015/16 school year. (moved by Keziah, 2<sup>nd</sup> by Tracey)
  4. Parking lot issue action item discussion:
    - Proposal of district advisor – See principals report for details:
      - Miscommunication on exit only and not entrance issue.
      - Physical mount ie wide speed bum for both visible and physical deterrent in the position of the walkway
        - Would need a very large surface area for appropriate walking surface and drainage. Possibly too expensive for what it will do
    - It was requested that PAC be present at next meeting to avoid further miscommunications of issues at hand. Concern was raised that there would be a further delay at the end of the school year carrying forward to September.
    - Overflow parking: Current staffing was discussed. Things could be much different year. Rushing to solve problem could be potentially detrimental. Thus, action can be left until next year, although the decision needs to be made now to ensure a clear path of action. Needing to move from discussion to resolution and collaborate as a group.
    - Discussion on recently reworked boundaries for grade 6&7's who are allowed to use the basketball court at front. Kids also use the front area during track and field months.
    - Suggestion: drop the chain after a time ie. 8:30-8:45 to allow people to come in and out before and after school but and put chain back up during school hours to avoid movement during this time.
- c. Emergency Prep
  - It was noted that inputting information in the fall is an onerous task. This task should be eliminated with the implementation of parent connect. This will cut down on the Emergency prep volunteer time.
    - It is up to the parents to update their own emergency contact information for the school.
    - In September, Lynne will help to get the parent connect ball rolling
    - Suggestion: school needs to provide more info re: parent connect in

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notices until the end of the year so they are ready for September.

- d. Tax receipts/School board bank acct
  - As it goes into the school based fund to enable the tax receipts we thus relinquish all control or any right to assign detail of that funding.
  - But more importantly, this also eliminates the possibility of receiving any grants or other outside assistance, as it is no longer a PAC project but a school board project.
  - It is unlikely that the funds raised due to ability to offer tax receipts would amount to the funds raised from grants and other outside donations.
  - Motion to hold off on donation based decisions until the May meeting (moved by Alan, 2<sup>nd</sup> by Tia)
- e. Gardening Committee/Pickle project
  - Met with Mike Schneider. Staff in full support of pickle project
  - Ideal spot: 4x8ft area on south side of gym
  - May have a tap plumbed in for easier access to water
  - Mike and crew take care of summer watering too thus parent volunteers are not required
  - What are the costs involved? Basically nothing. Pickle project works on a grant basis. Carly Sas, who initiated discussions, has been updated.
  - School is moving forward with it included in the class curriculum. Start planting by beginning of June.

4. **Receipt of Correspondence:** Nothing to review

## 5. **REPORTS and UPDATES**

- a. **Principal's Report:** see attached principal's report for details
  - School planning council: Waiting on word from government. All planning was held off this year until further notice. Awaiting further information.
- b. **PAC Executive:**
  - Treasurers report:
    - \$34,229.92 acct. balance
    - \$12,732.94 playground savings
      - Awaiting money from munch a lunch. Funds sent via E-transfer. We will see how easy it is to transfer as further assessment of program analysis
      - Purdies fundraising Profit: \$470.59
- c. **Hot Lunch Committee:**
  - Munch a lunch program – opted to defer the survey until after a full run.
  - Needed assistance found for May 8<sup>th</sup> lunch.

## 6. **NEW BUSINESS**

- a. AGM date previously set for Monday, May 25<sup>th</sup> was changed to Tuesday, May 26<sup>th</sup>
  - Nominating committee – Karen Sabourin nominated for committee chair. (moved by Alan, 2<sup>nd</sup> by Keziah)
  - Scrutineer – Mark was nominated as scrutineer.
  - All executive positions open for nomination.
  - Notice to be sent out regarding executive positions and their roles. There is a need for parents with younger children to get more involved. as many of the active members will be leaving school. There is worry that we will find ourselves in a difficult position. Worst case scenario = dissolving the PAC
  - 1<sup>st</sup> call for nomination.
    - Tracey Lundell was nominated for Vice Chair position
  - Any further nominations to be sent to Karen Sabourin at ksabourin9@gmail.com
- b. Concern raised regarding a bag of dollar store items that appeared in the undercover

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area. One child had a reaction to one of the items. Morning opener will be asked if they have noticed anything unusual and to look out for any further items.

- Parents advised to speak with children about not picking up items which they are unsure where they came from. Let a teacher or trusted adult know if they see anything out of the ordinary.

## **7. CONFIRM UPCOMING MEETING DATE**

Date set for AGM: Tuesday, May 26<sup>th</sup>, 2015.

PAC Meeting adjourned at 8:36pm (moved by Mary, 2<sup>nd</sup> by Tia)

## **Principals Report** **April 23, 2015**

### **Information and upcoming events**

- Mrs. Richman has retired. Mrs. Ward is the successful applicant.
- Fruit and Veggie Program to start the week of April 27.
- Math info night April 29<sup>th</sup> at 6:30 in our school library. RSVP by calling the office.
- Trades and Technical Career Fair on April 30<sup>th</sup> for Grade 7 students.
- Spring Fair May 1
- Regional Track Meet May 5 (Back Up Day May 7) – we are looking for 1-2 parent volunteers to help at the meet as place judges (every school must provide). Please let Mr. D know if you are able to help
- Kids Can Move Gymnastics (May 11, May 25, June 8, June 9)
- Hip Hop May 26 to May 29
- Parent Appreciation Assembly June 3
- Year End Assembly Wed June 24

### **Pending Actions**

- Round About/Parking Lot
  - At this point Mr. Vantol is not able to meet with the PAC but has provided the following suggestions for discussion.
    - Eliminate one parking spot at the exit (the one marked small car and furthest away from the school) in order to make the exit larger and increase visibility. One Handicap spot would be painted over and replaced with a regular parking spot.
    - Create a painted mound at both the entrance and exit points of the roundabout to increase visibility for vehicle traffic and foot traffic. A raised mound would also offer a physical deterrent for both cars and people.
    - Drop the chain and block off a section of gravel field (approx. 72 feet long) to make room for about 8 overflow-parking spots. If needed two rows (parallel of each other) of 8 could be considered. Parking spots would be marked cement curb barriers. Overflow lot would have to be marked off and squared off by a physical barrier of some sort. Signage would have to be put in "Staff Overflow Parking".
    - Consider eliminating current chain to gravel field and replace with chains at the entrance and exit points of the round about. This could help prevent weekend traffic that cut through gravel field to get to the back.
    - Mr. Vantol recommends that if we are to seek safety improvement...priority should be widening exit and put in physical mounds at entrance and exit points.

-Emergency Committee Update

-Deb Archbald expressed concern about entering parent info manually. That concern should be relieved due to roll-out of parent connect.

-Calendar

-Firstclass Calendar has been set up

-Muncha Lunch

-Further communications about the program has been sent home. Mark and Bob will await PAC go ahead before sending home survey.

-Gardening Committee

-Mark and Bob met with Mike Schneider and determined most ideal location for beds. Staff is in support. Mike and his crew will set up and hopefully plant by June.

**New Items to be discussed**

-School Planning Council

# Port Guichon PAC Pending Action Items

Revised April, 2015

#	Action Item	Comments/Notes	Date Originated	Assigned To	Completion Target Date
2	Fundraising 2015/16	Proposed meeting for June 2014 to discuss calendar events	Feb. PAC	Exec committee	June Meeting
3	Budget 2015/16	Proposed meeting for June 2014	Feb. PAC	Exec committee	June Meeting
4	Parking Lot situation	PAC to meet with John VanTol	Mar PAC	Bob/Mark	Before next PAC meeting
6	Calendar	Communicating. Will let parents know when it is live.	Mar PAC	Mark/IT	ASAP
7	Munch-a-Lunch	Opted to defer survey until after a full run of program for required feedback. Will check back with Mark for survey at that time.	Mar PAC	Bob/Mark	June Meeting
7	Gardening committee	Pickle Project a go. Spot has been chosen. Planting will begin by June.	Mar PAC	Bob/Carly/ Mike	Finalized