

**PORT GUICHON ELEMENTARY SCHOOL  
PAC MEETING**

**MONDAY, March 9, 2015  
7:00 P.M.**

**School Library**

**\* AGENDA \***

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Call to Order

1. **Approval of Agenda** – March 9, 2015
2. **Approval of Minutes** – February 16, 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. PAC Calendar – DRAFT
7. **NEW BUSINESS**
  - a.
  - b.
  - c.
8. **CONFIRM UPCOMING MEETING DATE**

Tentative date set as Monday, April 20, 2015

**PORT GUICHON ELEMENTARY SCHOOL PAC MEETING**

**MONDAY, Feb 16, 2015**

**7:00 P.M. in the School Library**

**\* MINUTES \***

	<p><b>Call to Order</b> – 7pm, by Alan Evans – PAC Chair</p> <p><b>Attendees:</b> Laura Clemente, Mark Douangchanh, Alan Evans, Carmen Joost, Tia Litz, Tracey Lundell, Rosemary Marra, Lesley Millward, Tim Nickel, Rosemary Marra, Carmen Joost, Karen Sabourin, Kevin Tarumoto, Lynne Tarumoto, Kari Zantolas</p>
1.	<b>Approval of Agenda</b> – Feb 16, 2015 (moved by Carmen, 2 <sup>nd</sup> by Kari)
2.	<b>Approval of Minutes</b> – Jan 19, 2015 minutes (moved by Rosemary, 2 <sup>nd</sup> by Tia)
3.	<b>Pending Action Items List – Reviewed</b> (see attached for updates)
4.	<b>Receipt of Correspondence</b> (nothing to report)
5.	<p><b>REPORTS and UPDATES</b></p> <p><b>a. Principal’s Report:</b> see attached principal’s report for details</p> <ul style="list-style-type: none"><li>• Parent connect: Grade 7’s will be set up first as they will be needing to prepare for proceeding to grade 8. Other student families will follow ASAP</li><li>• Child’s PEN # can be found on their report cards</li></ul> <p><b>b. PAC Executive:</b>Treasurer’s Report</p> <ul style="list-style-type: none"><li>• Current balance: \$36,293.86 9 (Net balance after outstanding cheques clear)</li><li>• Playground fund savings account balance: \$12,710.33 (interest has been accruing)</li><li>• Purdy’s fundraiser made \$292.15, awaiting on 2 cheques to clear – Possible final = \$503.20.</li></ul> <p><b>c. Fundraising update:</b></p> <ul style="list-style-type: none"><li>• Lynne Tarumoto stepped down from fundraising coordinator for personal reasons. Thank you Lynne for all of your hard work!</li><li>• Lesley Millward stepped in for coordinator until the end of the year</li><li>• Purdy’s order for Easter to come out soon. An addition to package may be included.</li><li>• There shouldn’t be many additional requirements for fundraising once the Easter and Spring fair fundraising is done.</li><li>• Adding fundraising events to calendar will enable clearer vision</li></ul> <p><b>d. Hot lunch Committee:</b></p> <ul style="list-style-type: none"><li>• Munch-a-lunch online ordering program – continued information on trial program.</li><li>• Proposed letter to be sent out as discussed</li></ul> <p><b>e. Scholastic Book Fair Committee:</b></p> <ul style="list-style-type: none"><li>• Another successful year. Record amount of approx. \$1700 raised in books for library</li><li>• Posters will be arriving very soon. If you paid for something and have not received anything, you will get them very soon. There were some minor delays.</li><li>• Grade 7’s did a great job helping out</li></ul>

- Book swap mentioned – will update further

**6. DISCUSSION ITEMS**

**a. Communication of PAC related issues**

- Creating a combined calendar with administration was discussed to enable a greater communication thread
- A calendar meeting was discussed which would possibly follow the administrations calendar so we can have ready for presentation to school board for publication

**b. 2015 Spring Fair Organizing Committee:**

- Volunteers being recruited from the high school as they are able to use the time towards volunteer credits they require.
- Secretary doing a great job advertising on the PA system at high school
- Parent volunteers will be needed – how to get volunteers is an ongoing issue especially with new SPAM regulations limiting email / class rep use. Sign-up genius, paper notices and possible incentives were all discussed. To be discussed further.
- Rosemary Marra and Alax Painter are coordinating the organization of the fair and have things underway
- Keziah McCrystal-Rothlin will be the communication and liaison between the committee and the school including parents.
- Raffle tickets are being sent home this week
- Karen Sabourin will add sign up genius for volunteers for the fair

**c. Playground Committee discussion**

- Update since last playground meeting
- Long term goals were discussed vs the need for possible short term goals
- Target age range 5-12
- A starting target budget will be discussed by the committee.
- Possible field trip to options in Lower Mainland
- Work in kind from School District would cover removal of any structures already in place.
- Potential funding from Corporation of Delta is limited to 50% of project cost, to a maximum of \$35,000
- Further meeting to be held. Will update further.

**7. NEW BUSINESS**

- Concern was raised regarding recent parking shortfall, with expanded number of teachers assistants now at school. Mark will discuss further with Bob and will report back with some possible resolutions.
- Safety concerns related to the drop-off/pick-up loop entrance and exit driveways, previously raised by Lynne and Kevin Tarumoto were raised again. Concern is directly related to visibility of pedestrians walking along sidewalk and motorists not being able to see them behind parked cars. Mark will discuss with Bob and will report back.

**8. CONFIRM UPCOMING MEETING DATE**

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

Principals Report  
Feb 16, 2015

**Information and upcoming events**

- Kindergarten Registration, Feb 17th
- Basketball season well under way. Boys Tournament March 3, Girls Tournament March 5
- Kindness Week starts Feb 23<sup>rd</sup> (Assembly Approx. 11:30), Pink Shirt Day Feb 25
- Report Cards go home March 9
- WE TEAM Bake Sale (to purchase a goat for needy countries) March 10<sup>th</sup>
- Student Talent Show, April 15<sup>th</sup> (More info to be sent home soon)

**Pending Action Items**

- Remaining Spirit Days
  - Pink Shirt Day (Feb 25)
  - Green Day (April 22)
- Parent Connect
  - Notices / info has been sent home
- Hip Hop Booked for Last Week of May
  - Parent Appreciation Assembly to be moved to earlier date as a result
- Freezer Now Unpacked and Plugged in
  - Shelving in PAC Storage Room will be added

**New Items to be discussed**

- None at this time

# Port Guichon PAC Pending Action Items

Revised Feb 16, 2015

#	Action Item	Comments/Notes	Date Originated	Assigned To	Completion Target Date
1	Neilson Grove PAC invitation to share cost of parent night (sexual health)	Mark/Bob to confirm exactly what Neilson Grove PAC is proposing as a cost share.	Jan. PAC	Mark D / Bob T	next PAC meeting
2	Fundraising 2015/2016	Meeting to be set in June 2015 to discuss potential fundraising strategy for 2015/2016	Feb. PAC	Alan	Before June PAC Meeting
3	PAC Budget 2015/2016	Meeting to be set in June 2015 to discuss and establish Draft 2015/2016 budget	Feb. PAC	Alan	Before June PAC Meeting
4	Parking Lot situation	Bob/Mark to respond regarding Taramoto's safety concerns of entry and exit points of drop off route	2014 / Feb PAC	Bob/Mark	next PAC meeting
5	Emergency Committee update	Check on Deb and Sharon to see if continuing on next year and check on what the current requirements are	Exec meeting	Karen	Next PAC meeting
6	Tax Receipts	Follow up with Bob on why tax receipts are provided for DSS families	2015 Feb	Mark/Bob	Next PAC meeting
7	SPAM regulations	Clarify rules regarding email address disclosure / use policy (school District)	2015 Feb	Mark/Bob	Next PAC meeting
8	Calendar	Rough format of calendar of events	Exec meeting	Karen	Next PAC meeting