

PORT GUICHON ELEMENTARY SCHOOL

**PARENT ADVISORY COUNCIL
MEETING**

**Monday February 29, 2016
7:00 P.M.**

School Library

*** AGENDA ***

Call to Order

1. **Approval of Agenda** – February 29, 2016
2. **Approval of Minutes** – January 25, 2015
3. **Priority Action Items List – Review**
4. **Receipt of Correspondence**
 - a.
 - b.
5. **REPORTS and UPDATES**
 - c. PAC Executive
 - d. PAC Committee's
 - e. Principal's Report
6. **DISCUSSION ITEMS**
 - a. PAC Executive Election Process (attached)
 - b. Playground Improvement – Next Steps & Project Timeline
7. **NEW BUSINESS**
 - a.
 - b.
8. **CONFIRM UPCOMING MEETING DATE**

Tentative: April 25, 2016

PORT GUICHON ELEMENTARY SCHOOL PAC MEETING

Monday, January 25

* MINUTES *

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

Attendees: Chair Alan Evans, Vice Chair Tracey Lundell, Treasurer Mary Neef, Recording Secretary Keziah McCrystal Rothlin, DPAC Rep Tia Litz, Executive Members-at-Large Rosemary Marra Tattrie and Chris Wilson. Laura Clemente, Angela McGregor, Chad McGregor, Alax Painter, Lynne Taramoto, Kevin Taramoto, Mark Duongchanh, Claire D'Aoust, and Delta Police School Liaison Constable Doulan.

1. Presentation of Agenda

Amend agenda to include H.Chan, Book Fair

Motion to approve the Agenda for the January 16, 2015 meeting.

Moved (C. Wilson)

Second (R. Marra Tattrie)

Carried

2. Approval of November 23, 2015 minutes

Amend November 2015 minutes – correct date under motion to approve minutes.

Motion to accept the November 2015 minutes as amended.

Moved (T. Lundell)

Second (C. Wilson)

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
- Last chip sales \$173
 - proceeds of these sales proposed to go to each class – at end of year proceeds divided by number of classrooms to make it equal.

Motion to use proceeds from chip sales to go towards end of year parties for each classroom monies raised to divided for year from sales to be divided by number of classes and each class receives equal amounts.

Moved (R. Marra Tattrie)

Second (T. Litz)

Carried

- Walk-a-thon – District ok'd – if it is something the PAC would like to initiate that is ok.

4. Correspondence

2 items – Lynne Taramoto, Heather Chan

- Lynne Taramoto – Parking Safety Issue
- Heather Chan - Grade 7 year end celebration

Moved to receive the correspondence (T. Lundell)
Second (T. Litz)
Carried

1 – Parking Safety

- parents are parking on the side walk, its become a serious safety hazard
- kids are having to walk in the roadway as sidewalks are full of cars
- Constable Doulan – Ladner School Police liaison\
 - agrees that this is an unacceptable situation
 - schools were built 60s and 70s and the infrastructure is no longer adequate
 - because the school is set back, it is an issue for drop off
 - signs are erected by the school board not municipally – this gives no authority to police to enforce
 - school volunteers with high visibility to help reinforce where cars should be
 - it comes down to constantly reminding parents
 - if there are certain ‘repeat offenders’ Constable Doulan is happy to go and speak with them
 - if there are cars that are an ongoing issue, take a plate number and C. Doulan can follow up
- Mark said that the education of parents can be slow process
- The suggestion that pylons go up is the best option for now and see how that works – that will be put into place right away
- Social media would be a good tool as well to get the word out
- the round-a-bout is full of water – it deters parents from dropping kids there
- Mark has spoken to some parents and has been mostly well received
- Mark asked to make a list of options where we can start acting on this issue
 - immediate actions – pylon, notices out to parents, advising students to coordinate, police presence, having volunteers out reinforce

2 - Grade 7 grad celebration

- Luncheon date Friday, June 24
- gym – teachers are ok with that
- theme being set at the next meeting
 - kids were surveyed for their input
- no core committee group as of yet – being established – put forward that maybe PAC should have input – what is PAC’s role in this
- fundraising has brought in \$2145.55 with the PAC’s contribution of \$300
- to date – the PAC hasn’t been involved in decisions being made, however, there is history of the PAC and Gr 7 Parent Committee working together, at least touching base
- those that can’t attend meeting can still put their names forward
 - don’t want a large group, maybe 3 or 4 core and then they can delegate out
 - if a lot of people put their names forward then they can draw names out of a hat

- In order to be inclusive the email could be sent out via Mark and maybe a hard copy/written notice?

In October 2014 it was established that Grade 7 grad money would not be held by PAC. However, this year money has been handed over to PAC in trust. Should that be reversed?

Heather will send email to Mark re: establishing committee and Mark will send it out to all grade 7 families to ensure that all families have an opportunity to be involved. Although an email went out in November asking parents to reply to the email to be included in future email communications (as due to privacy laws, parents need to give an 'ok'), only a handful of parents did respond. By having Mark send it out from the school it allows parents another opportunity to reply. There is onus on parents to communicate to the committee once established.

Motion that the funds for the 2016 grade 7 graduation celebration continue to be held in trust by the PAC and that there will be 1 person from the Grade 7 Parent Committee, once established, who will submit receipts for all expenses to the Treasurer.

Moved (M. Neef)
Second (L. Taramoto)
Carried

Going forward – once the committee is established, they will be autonomous. The only thing that will have to come forward will be fundraising initiatives.

Motion that in regards to fundraising initiatives specific to one class or grade, including grade 7 grad, all fundraising initiatives must be brought to the PAC for discussion.

Moved (L. Taramoto)
Second (T. Lundell)
Carried

5. Principals Report (circulated report attached)

- Took donations for Christmas concert – Costs incurred for the concert were approximately \$700 – donations brought in \$632
- Ladner Elementary and Port Guichon are having math night, Feb 3 at 6 pm, notice going out Tuesday, January 26
- grant application has been submitted by Ladner Elementary and Port Guichon to cover math night, but the administration at both schools opted to cover it and share the costs
- Spirit ware – funds raised through that will go towards replacing their laptops with the new chrome books, or another option – orders need to be in by Feb 3

6. Reports & Updates:

DPAC

- Online Safety seminars –

- February 15, 2016 in North Delta
- February 16, 2016 in South Delta
- 2 more non-instructional days added to school year February 22 and April 18
- New Academies at the high school: Opera, Softball and Baseball Academy
- Agricultural program (Farm Roots Mini School). Site will be near Boundary Bay. For High School students this program will teach the science of growing produce and how to work the land. This will be a joint effort with local farmers using their tractors and knowledge. The program will also be used as credit for Kwantlen Polytechnic University College. For the K-7 students, field trips out to the farm area will be offered to learn about how our food grows. Program will start late spring early summer.

Discussion Items:

Treasurer \$1845.55 raised by the Gr 7s and being held in trust

Committees

- Playground improvements
- Hot lunch – going well – will be switching pizza provider
Munch-a-Lunch system is going well
- Spring Fair – \$1300 for bouncy castle, joust, cotton candy, and balloon lady is available – Mike's Critters – none booked yet
 - raffle will include giants box, Pandora, local gift certs
 - these will be booked – just wanted to be able to touch base

Playground

- Naturalized play station initiative by the municipality – letter to director of parks and rec attached
- Applications for naturalized play stations will take precedence over alternate play areas
- Before PAC moves ahead, Mr D would like to present to teachers for approval

Motion that Port Guichon PAC move forward with playground initiative for 2016/2017 school year.

Moved (T. Lundell)
Second (R. Marra Tattrie)
Carried

Motion to move an additional \$10,000 from the general account to the playground fund.

Moved (L. Taramoto)
Second (C. Wilson)
Carried

7. New business

Angela and Chad McGregor –

- Overall experience the kids are having - Safety issue

- Code of conduct not being implemented at school
- What is the forum for parents to be able to talk about issues at school
- An awareness needs to be made
- Mr. D – the school is working on better ways to communicate with parents, they are working with the District Police officer and Superintendent
 - code of conduct being revamped
 - Mr D to get information from the school district regarding incidents and what is allowed to be communicated to parents

Book fair

February 12 to 16 – during student lead conferences

Volunteers needed for afterschool Monday, Tuesday, and Wednesday

No one needed for lunch time slot

Fundraising

- Spring Fair – April 29, 2016
 - Coordinating Committee – Tia Litz, Kelly Elmer, Keziah McCrystal Rothlin, Rosemary Marra Tattrie, and Laura Clemente
- Easter Purdy's fundraiser

Motion that Purdy's Chocolates Easter Fundraiser be approved

Moved (C. Wilson)

Second (T. Litz)

Carried

8. CONFIRM UPCOMING MEETING DATE

Next meeting February 29, 2016 - 7:00 pm, Port Guichon Library

PAC Meeting adjourned 9:30 pm

Alan Evans

From: Lynne Tarumoto [tarumoto@telus.net]
Sent: Wednesday, January 20, 2016 6:16 PM
To: alanevanspgpac@gmail.com
Subject: Fwd: Port Guichon Parking

Please add this correspondence to the PAC meeting Agenda for next meeting.

Sent from my iPhone

Begin forwarded message:

From: Lynne Tarumoto <tarumoto@telus.net>
Date: January 15, 2016 at 8:40:10 PM PST
To: Mark Douangchanh <mdouangchanh@deltasd.bc.ca>, Doug Sheppard <dsheppard@deltasd.bc.ca>
Subject: Port Guichon Parking

Good evening Mark.

I am writing this letter to you tonight very disappointedly. Both Kevin and I have, on numerous occasions, taken the time to approach you and to advise the PAC that there are issues with the way people park around the front of the school. People are parking nose in, blocking the walkways at the front of the school. The hoods of their vehicles are near the school and the rear of the vehicles are right up to the road way. This area is signed as a Fire Zone and very clearly marked for no parking. The vehicles that park in the area are very much the same vehicles that park there daily. This morning Kevin approached a lady in a gold colored Honda Accord when he was forced to walk onto the street with Samuel (kindergarten). The woman stated that she had your permission to park in this location as she is handicapped and can't walk from the handicapped parking spots - after which - she walked her grand kids to the back of the school to drop them off.

After school Kev was forced to walk around the vehicles parked on the walkways at the front of the school to get Sam out to our legally parked vehicle. A beige coloured pickup truck began reversing into the only empty area on the walkway to which Kev had to tell at Sam to stop - the pickup truck had no clue a child was around them as they didn't react like they were about to run over a child. Kevin was approaching from the back of the school near the chain link fence - and the truck reversed right at them.

Last week I was angered by a small coloured maroon SUV that pulled up on the walkway, In front of the office, to drop off their child and nearly hit my child who was 'safely' walking on the walkway. That same afternoon I approached you and the office regarding the after school parking on the walkway. I made the complaint at the office and to you directly.

Frustrated, by repeated offenders, last week I parked in the roadway blocking these people from moving until the majority of children had passed, although I don't believe that I should be taking on this issue for the school.

The family that owns the gold van with a wheel chair caddie on the back parks right up to the front of the school and their wheel chair caddie hangs into the roadway forcing children to walk into the roadway to go around it.

Children should be able to walk on walkways nearest the school with out fear of them being hit by vehicles. I have been walking pretty much down the centre of the roadway to get back to our vehicles as it is the safest route currently - at least we are easily visible.

Please - I am asking for the safety of all children - put a stop to the people who insist on parking on the walkway nearest the school impeding children from walking safely.
Perhaps a couple of mornings with a Liaison Officer parked at that location would be a good idea.

Thank you,

Kevin and Lynne Tarumoto

Sent from my iPhone

Alan Evans

From: Heather Chan [hmchan@telus.net]
Sent: Monday, January 25, 2016 4:43 PM
To: alanevanspgpac@gmail.com; rothlin5@telus.net; J and Rosie Tattrie; Tracey Lundell; mary22@telus.net
Cc: mdouangchanh@deltasd.bc.ca; millward@dccnet.com; fleursmith@telus.net
Subject: Grade 7 Notes for PAC Meeting Tonight
Attachments: PAC Meeting Notes.docx

Hi,

Attached to this email is the information I wish to cover this evening. Thanks,

Heather MacKenzie

Grade 7 Luncheon Plans

Luncheon date to be Friday, June 24th, 2016

Event is tentatively planned in the gym. Mr D to confirm 100%.

No theme as of yet. To be discussed at Parent Meeting on Wednesday, Jan. 27th, 7pm, in the school library.

Core committee group to be established Wednesday night.

Further fundraising has been tabled. With the PAC's contribution to the luncheon, we currently have \$2133.55.

All monies are currently in the PAC account held in trust for the grade 7's.

If committee decides we need another fundraiser it will most likely be a pub night. Will consult with PAC if another fundraiser is required with regards to date.

Discuss PAC's involvement with the Grade 7 luncheon and Parent Committee.

Principal's Report January 25

Information and Sharing

- Christmas Concert
- Carole Fullerton Parent Night at Ladner El. (Feb 3)
- Spirit Wear
- Const. Doolan

Pending Actions

- Stop Sign installed
- Additional painting of marking on school grounds: Still waiting for better weather
- Playground Application Timeline: Mark will speak to this
- Walk-a-thons: Mark will speak to this

New Business

- None at this time

Port Guichon PAC

Pending Action Items

Revised January 25, 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 PAC	Mark D	February
b.	Playground – Game Markings	Timeline for painting of additional 4-square game hopscotch markings around	March PAC	Mark D	Spring
c.	Emergency Prep Requirements	Purchase of tents	October PAC	Rosemary T	November
d.	Parking Lot Safety	Provide a summary of actions planned by school and Delta Police to address parking safety issues around school entrance	January PAC	Mark D	February
e.	Information to Parents	Confirm with School District the extent of information which can be relayed to parents when a child safety related situation arises when school is in session	January PAC	Mark D	February

Executive Officer Election Information and Process

Executive Officers

- Chairperson
- Vice - Chairperson
- Secretary
- Treasurer
- DPAC Representative
- Member(s) at Large

Term of Office

June 2016 to May 2017

Election Process

April 2016 PAC Meeting

- | | |
|--|-----------------------------|
| 1. Nominations Committee Chair Appointment | PAC Chairperson |
| 2. First Call for Nominations | Nominations Committee Chair |

May 2016 AGM Meeting

- | | |
|--|----------------------------|
| 1. Second Call for Nominations | Nomination Committee Chair |
| 2. Election Scrutineer Appointment | Nomination Committee Chair |
| 3. Creation of Paper Voting Ballots | Scrutineer |
| 4. Executive Officer Elections (Secret Ballot) | Nomination Committee Chair |
| 5. Tabulation and Reporting of Ballots | Scrutineer |
| 6. Vote to Destroy Ballots | Nomination Committee Chair |

**PORT GUICHON PARENT ADVISORY COUNCIL
Executive Officers Election (2016/2017)**

Executive Officer Position <small>(select only ONE)</small>	Fred Bloggs	example	<input type="checkbox"/>
	Jane Doe		<input checked="" type="checkbox"/>

Executive Officer Candidates - Ballot	Chairperson <small>(select only ONE)</small>		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Vice Chairperson <small>(select only ONE)</small>		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Secretary <small>(select only ONE)</small>		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Treasurer <small>(select only ONE)</small>		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	DPAC Representative <small>(select only ONE)</small>		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
	Members at Large <small>(select TWO or FEWER)</small>		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>