

Meeting Name:

**Parent Advisory Council Meeting**

January 9, 2019  
6:30pm



**Attendance:** Cortney Pachet, Barbie Sweeney, Christi Qua, Erica Mahood, Jacqueline Shortridge, Corrine Dufort, Mandy Buss, Anushka Sotiriadis

**Regrets:** Jen Armstrong

**Meeting Minutes**

<b>1. Call to Order</b>	6:35 pm
<b>2. Approval of Minutes</b>	Approved as circulated
<b>3. Additions to Agenda</b>	Under New Business #3 Funding Request
<b>4. Chairperson Report</b>	MAPC Chairperson Breakfast – February 2, 2019 – Cortney to attend and Erica pending confirmation of scheduling. Good networking and info gathering opportunity.
<b>5. Treasurer's Report</b>	<p>No significant expenditures in the past month. Request for PAC meeting babysitting funds for February March and April initiated.</p> <p>General Account Closing Balance: \$6904.03 Hot Lunch Account: (\$17.25)</p> <ul style="list-style-type: none"><li>• Transfers were made in December to resolve outstanding negative balance. Stripe Fees from Munchalunch were determined to be higher than initially estimated as variable amounts are charged based on the amount of transactions occurring ranging from 7% to 40% fees. Stripe fees deemed a reasonable expenditure given the significant ease and use of program. A/R funds from 2 families outstanding from Fall Session: \$7.00 A/R resolved prior to winter break. Will process fund transfer from General Account.</li></ul> <p>One family has \$10.25 outstanding and in consultation with school administration letter to be mailed home, suspending hot lunch ordering privileges. Letter drafted and emailed to office for mailing.</p> <p>Playground account: \$377.75. Upcoming Event Expense:</p> <ul style="list-style-type: none"><li>• Valentines Dance (DJ, decorations, concessions → Kernels Popcorn, pretzels, water, juice, chips, freezies, etc.). Charge \$1 at the door per child to cover DJ costs.</li></ul> <p>Future events pending include: Grade 5 Appreciation, Dunk Tank (field day), staff appreciation in spring, Bus driver appreciation, and field day snack.</p>

<p><b>6. Administrator's Report</b></p>	<ul style="list-style-type: none"> <li>• School Improvements: Our heating system is being replaced next summer. All of the classes in the north wing are currently having cupboards removed and walls repaired in preparation. This remains ongoing. Discussion regarding schools overall Winter/Summer Heat issues discussed. Some issues can be addressed by school administrations and Mrs. Qua has initiated calls to the divisional maintenance to be addressed these. Lack of air conditioning a concern raised – with parent writing letters to local government and division requesting response – unable to upgrade school air conditioning due to the capacity of the electrical grid.</li> </ul> <p>Classroom computers are being refreshed in February will require some downtime with positive outcome of new hardware.</p> <ul style="list-style-type: none"> <li>• School Event report: Students in grade 1 attended Miles Mac Winter Arts Festival in December. It was excellent and enjoyed by all.</li> <li>• Upcoming School Activities: Grade 2s will be attending WSO January 14, 2019 With weather being cold outside lots of activities ongoing inside. Lots of clubs are being offered throughout January. Yoga (grade 3) Cross Country skiing (grade 5), Cine Club (all FI students), Maker Space and coding (all grades), gymnastics (grade 4 and 5). Encourage your child to get involved.</li> </ul>
<p><b>7. New Business</b></p>	
<p><b>7.1 Health &amp; Wellness Night</b></p> <p><b>January 17, 2019 6-8pm</b></p>	<p>Confirmed Events: Yoga with Tamara – 2 sessions Dance with Catherine - 2 sessions YMYWCA information table Dr. Mandy - Interactive info table The importance of feeding your child Healthy foods and Getting enough Sleep Healthy Eating School Snacks and Lunches: How Much Sugar is in the Foods you consume? Flu Vaccine information/ General Immunization information</p> <p>Pending: Cyber safety presentation with WPS</p> <p>Other items; Free Water to be offered (use all current supplies from PAC events)</p> <p>Poster boards for interactive input by attendees: Favourite Ways to Stay Active in Winter Create a handout for Parent Self Care Primary areas: Gym and Library with some display tables in hallway</p>

<p><b>7.2 Gently Used Book Fair</b>  <b>March 14, 2019</b></p>	<p>Advertising to start ASAP requesting donations from school families of used books. Will request advertising in e-memo</p> <p>The event was successful last year and will be held in conjunction with Spring Parent Teacher evening.</p> <p>Request for storage of used books to be reviewed with Mrs. Evans and Mrs. Grimshire Estimated selling costs: Hardcover books \$2 and Paperback books \$1</p>
<p><b><u>Action Items</u></b></p>	<p>Request assistance and support from Mrs. Evans re: location for storage options</p> <p>Storage and organization of books for sale in categories</p> <p>Create poster for advertising request for Book donations</p>
<p><b>7.3 Funding requests</b></p>	<p>One new request from Mme Dufort. Seat back storage for 20 students. Approved. \$</p> <p>Pending funding request from Ms. Halayda → classroom bean bag chairs Reviewing costs and options. Barbie sourced some options, ranging from \$70-\$100 through Amazon, Children's Factory, Scholars Choice, Toys R Us. Chairs must be vinyl in material for public health reasons. Funding request approved pending decision of purchase location of chairs.</p>
<p><b><u>Action Items</u></b></p>	<p>Barbie to ask Carla for contact info for someone named Lorna at RE Access.</p> <p>Christi to contacted Kurt Chapko from the WPS about presenting, he is on vacation at this time however provided name of supervisor who also does presentations. Response pending. .</p> <p>Barbie connected with local YM/YWCA programming, no offers to present however will be able to have a table with information and promotion.</p>
<p><b>8. Committee Reports</b></p>	
<p>8.1 Hot Lunch</p>	<p>All vendors have been secured and ordering options posted on Munchalunch Platform. Deadline for January will be January 17, 2019 Ongoing offers of support provided to families who have indicated challenges with system, no response prior to January PAC meeting.</p> <p>Jan - Old Spaghetti Factory      Feb - JC Tacos March - Booster Jan - Old Spaghetti Factory      Feb - JC Tacos March - Booster Juice                      April - None May - Boston Pizza                      June - TCBY</p> <p>The deadline for the January order will be January 17 and PAC will offer support for families to get orders submitted using school computers.</p> <p>Request from PAC committee: for 3 remaining Hot Lunch Days PAC requests that lunch hour not be split to ensure all students are eating at the same time and outdoor activities follow lunch.</p>
<p><b><u>Action Items</u></b></p>	<ul style="list-style-type: none"> <li>• Christi to inform teaching staff of the decision and change in lunch hour format</li> <li>• Cortney and Christi to inform Lunch Supervision Staff of the decision and structure of lunch hour supervision change for 3 days only.</li> </ul>
<p>8.2 Spirit  Valentine's Dance February 8. 2019</p>	<p>Admission to be \$1/child at the door Parents FREE</p> <p>No craft</p> <p>Glow sticks/bracelets or wands of some kind to be purchased in lieu of craft</p> <p>Movie to be offered in Library</p>

<b><u>Action Items</u></b>	<ul style="list-style-type: none"> <li>• Erica to request cheque for DJ in advance</li> <li>• Erica to purchase decorations</li> <li>• Erica to be on-site by 5pm day of dance for set up</li> <li>• Cortney to review volunteer offers and develop schedule</li> <li>• Erica to purchase concession (possible Kernels popcorn(fundraiser pre-packaged bags in lieu or to compliment chip selection, pretzels, water, juice, freezies,</li> <li>• Erica to prepare posters for advertising</li> <li>• Christi to request 100 chairs from division to be placed around the perimeter of the gym and in hallways for parent seating.</li> </ul>
8.3 Fundraising	<p>Plan for combined fundraiser Bothwell Cheese and Tenderloin Meats Kubasa rings for delivery May 16<sup>th</sup>, 2019 just before the long weekend.</p> <p>Plan to connect with grade 5 teachers re: targeting fundraiser for Grade 5 event support possible consideration Kernels</p>
<b><u>Action Items</u></b>	<ul style="list-style-type: none"> <li>• Jacqueline has initiated email and phone communication with Tenderloin Meats (Jan. 4 and Jan. 9) as requested by lead in fundraising with store requesting delivery fundraiser dates for both May 16, 2019 and November 28, 2019.</li> <li>• Cortney has confirmed with Bothwell Cheese.</li> </ul>
<b>9. Next Meeting</b>	February 13th @ 6:30pm
<b>10. Adjournment</b>	7:40pm