

# Donwood School Parent Advisory Council

Annual General Meeting  
08 May 2018, School Library

## Agenda

### Welcome and Introductions

Tanya Horton

### Review of Minutes

Deanne Balkissoon

**Administration Report and Discussion** Principal Christine Anderson and  
Vice Principal, Jean-Paul Rochon

### Reports

- Chairperson Tanya Horton
- Vice Chairperson
- Treasurer Linda Hirt
- Secretary Deanne Balkissoon
- Hot Lunch Deanne Balkissoon & Linda Hirt
- Lunch Program c/o Christine Anderson & Jean-Paul Rochon (on behalf of Janice Garofalo)
- Fundraising Jennifer Pattern-Regier
- Other reports

### Bring Forwards

- PAC presence at Open House BBQ Sept. 2018
- Fall 2018 Welcome PACkage for Kindergarten- cont'd prep./planning
- Oct. 2018 PAC guest pres.- *Language & Reading*- cont'd prep./planning
- German support/programming- resource list to share with families- ? status

### New Business

- On plant delivery day (May 17<sup>th</sup>), (food?) will be purchased for the volunteers in appreciation
- The future of Hot Lunch- ? volunteer status for 2018-2019 school year
- September 2018 Accounts set-up
- Donwood School's Fundraising ideas for 2018-2019 school year
- PAC elections – Nominations indicated below:

Chairperson	Tanya Horton
Vice Chairperson	Vacant
Treasurer	Vacant
Secretary	Deanne Balkissoon
Hot Lunch	Deanne Balkissoon & job-share option
Fundraising	Jennifer Pattern-Regier & job-share option

Greening	Jennifer Pattern-Regier
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Close; Next Meeting Date: **October 9, 2018 @ 7 p.m., School Library**

**Donwood School PAC 2017 – 2018 Commitments**

**Book Fair Coupons:** \$ (2016-2017 – allotted \$600; **paid \$261.00**)

**Curling Trailer:** \$ (no curling expenses for 2016/17 & 2017/18 years)

**Staff Appreciation:** \$609.14 (2016-2017 – allotted \$600; paid \$594.27)

**End of year Reading Event:** \$ (2016-2017 – allotted \$1200; **paid \$890.37**)

**Patrols/conflict manager incentives :** (2016-2017 – allotted \$350;  
approved & **paid \$547.52** for  
Patrols Head Gear- Hats & Toques)

**Greening maintenance fund: \$2,500.00** (\*Greening maintenance fund must maintain \$2,500.00/year – top-up may or may not be needed – \$1,000.00 included in budget to ensure that money is available, if needed)

**PAC 2017-2018 additional money committed:**

- German Bilingual Program support- St. Nikolaus Tag/Day- family evening event- approved & **paid \$200**

**Accounts as of May 04, 2018:**

**General Account:** \$2,873.57

**Hot Lunch:** \$1,715.50 (deposit= \$953.90; expenses= \$511.50 plus ~\$100.00 for donuts that has not gone through yet. Therefore, final profit TBA)

**Fundraising:** \$2, 310.96 (plant profit= \$1, 022.00!)

**Greening Maintenance:** \$2,500.00

**CPR/First Aid for Staff:** \$200.00

**School/Student Support Account:** \$721.49

**Total:** \$ 10, 321.42