

Meeting Name:

**Parent Advisory Council Meeting**

May 22, 2019

6:30



**NEIL CAMPBELL PAC**

**In Attendance:** Cortney Pachet, Jacqueline Shortridge, Erica Mahood, Barbie Sweeney (recorder), Christi Qua, Kyle Donnelly, David Reimer, Erin Jordan, Amanda Scaletta, Tom Ryan, Isela Arroyo, Erin Wright, Charlene Hatch

**Regrets:** Jen Armstrong

**Meeting Minutes**

<b>1. Call to Order</b>	6:30
<b>2. Approval of Minutes</b>	Approved as circulated
<b>3. Additions to Agenda</b>	Warranty on benches out side
<b>4. Chairperson's Report</b>	<ul style="list-style-type: none"><li>• Kernels popcorn fundraiser for grade 5 students was a huge success. The students raised \$1292.79, PAC contributed \$300 for a total of \$1592.79. Total cost for camp this year: \$2485.50 (camp: \$2149.50 Bus: \$336) Balance to families: 892.71 (divided by 55 students) Total owing from each child: \$20</li><li>• Dates for school use permits have been sent to Lonni, we will not publish dates in calendar to be able to have flexibility on what we can and cannot feasibly do.</li><li>• PAC needs to decide whether to continue our contract with MunchaLunch for 2019-20. MunchaLunch has many benefits besides facilitating hot lunch, particularly when it comes to fundraising. Decision made to continue with Muchalunch for the upcoming year and reassess next spring.</li><li>• Cortney attended both spring musical nights to create interest in PAC and felt it was successful in recruiting new members. We should continue to represent ourselves at school functions like this in future.</li><li>• Outdoor tables and benches purchased by PAC last school year have some wear and cracking on them. Ms. Macdonell is looking into this, as they are still under warranty.</li><li>• Cortney would like to attend a Staff meeting early next year due to the high turnover in staff this coming year. Ms. Qua suggested attending the October meeting.</li><li>• Long time PAC member leaving, Jacqueline will look in to amount spent on last PAC member appreciation gift and match.</li></ul>
<b><u>Action Items</u></b>	Cortney to follow up on PAC purchased tables and benches. Cortney and Jacqueline to follow up on PAC appreciation.
<b>5. Treasurer's Report</b>	Current general account balance: \$7375.56 <ul style="list-style-type: none"><li>• Bothwell Cheese and Tenderloin fundraiser brought in \$2362.00 in profit (\$20.00 received in lieu of fundraising)</li><li>• Kernels fundraiser brought in 1292.27 with \$300 matched with PAC contribution: \$1592.79 towards Grade 5 camp.</li><li>• Pending: Dunk tank (\$262.00) and snacks for Field Day Pickleball equipment</li></ul>

	Hot Lunch Account Closing Balance \$403.03 (pending snack withdrawal)
	Play ground Account at \$377.75
<b>6. Administrator's Report</b>	<p>School renovations</p> <ul style="list-style-type: none"> <li>• Old heating pipes being removed; will continue until July.</li> <li>• As of July 1<sup>st</sup> the school will become a construction site and staff cannot enter building until August 26<sup>th</sup>.</li> <li>• Office renos complete, including new conference room, supply room and both admin offices. Staff room renovations should take place in the fall.</li> </ul> <p>School news</p> <ul style="list-style-type: none"> <li>• Local actor Stan Lesk came and worked with all students. Everyone enjoyed their time; children who are shy and introverted came out of their shell and played silly improv games.</li> <li>• "Dig it" was very successful, "sold out" both nights.</li> </ul> <p>Staff news</p> <ul style="list-style-type: none"> <li>• Many staff changes come September, as per e-mail sent out to parents. School is still working on class lists and an e-mail will be sent out soon regarding the staff roster for 2019-2020.</li> </ul> <p>School events</p> <ul style="list-style-type: none"> <li>• Many field trips planned in the next month.</li> <li>• Field Day June 13<sup>th</sup></li> <li>• Recognition assembly June 14<sup>th</sup></li> <li>• Grade 5 farewell assembly June 21<sup>st</sup></li> <li>• Grade 5 camp June 24<sup>th</sup></li> </ul>
<b>7. Committee Reports</b>	
7.1 Hot Lunch	<ul style="list-style-type: none"> <li>• TCBY June 7<sup>th</sup> at 3 pm (in consultation with staff). Barbie will pick it up from Kenaston location, Erin Jordan and Cortney will hand out to classes. Suggestions for communicating the last day to order: morning announcement on Friday, having students write it in their agendas, in addition to the e-memo.</li> <li>• Current complement of PAC cannot take on hot lunch next year. Looking for a possible hot lunch Coordinator to commit for the entire school year (coordinate menus, communication with parents and vendors, be present at each lunch/snack).</li> </ul>
7.2 Appreciation	<ul style="list-style-type: none"> <li>• PAC will put out snacks around report card time for staff to enjoy.</li> <li>• Discussion about acknowledging staff who are retiring or leaving school.</li> </ul>
7.3 Spirit	<p>Movie Night</p> <ul style="list-style-type: none"> <li>• Ralph Breaks the Internet. PAC arrives at 5:30 to set up.</li> <li>• Erica purchasing snacks (chips), Kool-Aid Jammers instead of juice boxes (on sale), yogurt-covered pretzels, and jelly candy.</li> </ul> <p>Year End Party</p> <ul style="list-style-type: none"> <li>• All Fun and Games and bouncers are lined up.</li> <li>• Discussed possibility of doing tie dye (families bring shirts, we help tie dye, place in baggie and they take them home). Ultimately, PAC decided not to do this, as it would take too many resources (human and financial).</li> <li>• In lieu of DJ, we will use a Party Rocker and kid-friendly playlists from Spotify.</li> </ul> <p>Motion by Cortney to purchase a Party Rocker for school events, seconded by Erica. All in favour, motion carried.</p>

<p><b><u>Action Items</u></b></p>	<p>Cortney to follow up with Christi re: best date for teacher appreciation snacks</p> <p>Cortney to coordinate with staff (Mr. Reimer) about social committee plans so as to not duplicate efforts.</p> <p>Cortney to purchase field day snacks, appreciation snacks, Party Rocker, canopy, etc. on behalf of PAC.</p>
<p><b>Other Business</b></p>	<p>1. Field Day</p> <ul style="list-style-type: none"> <li>• Snacks: after discussion, decided on mini granola bars and Fruit to Go (fruit leather).</li> <li>• Needing extra bodies to staff "PAC Tent" (administer minor first aid, snack distribution, and monitor dunk tank). Jen Armstrong can do morning, Barbie Sweeney can do part of the middle of the day, Cortney Pachtet will be there the whole day.</li> </ul> <p>2. Babysitting</p> <p>Background: PAC provides onsite babysitting at a rate of \$10 for the duration of the meeting, regardless of the length. This fee hasn't changed in recent memory.</p> <p>Motion by Cortney to increase babysitting fees for 2019-2020 PAC meetings as follows:</p> <p>\$10 for first hour of meeting (with a 15 minute grace period)  \$5 for each subsequent ½ hour</p> <p>Takes effect on Wednesday, September 11, 2019</p> <p>Seconded by Erin Jordan. All in favour, motion carried.</p> <p>3. Elections for 2019-2020 Parent Advisory Council:</p> <p>Chairperson: Cortney Pachtet (let name stand)  Vice-Chairperson: Erica Mahood (elected)  Treasurer: Jacqueline Shortridge (let name stand)  Secretary: Erin Jordan (elected)  Hot lunch Coordinator: Vacant</p>
<p><b>6. Next Meeting</b></p>	<p>Wednesday, June 12, 2019 at 6:30. Babysitting will be provided.</p>
<p><b>7. Adjournment</b></p>	<p><b>7:40 pm</b></p>
<p><b>8. Attachment to meeting minutes</b></p>	<p>Cortney Pachtet, Jacqueline Shortridge, Erica Mahood, Barbie Sweeney met (during the May 24 movie night) and discussed the possibility of purchasing a pop up canopy for PAC to be used during PAC events and other outdoor activities PAC contributes to (field day, end of year party, etc).</p> <p>Motion by Cortney to purchase a pop up canopy for PAC. Seconded by Erica Mahood. All in favour, motion carried.</p>