

Meeting Name:

## Parent Advisory Council Meeting

October 10, 2018

6:30



# NEIL CAMPBELL PAC

**In Attendance:** Cortney Pachet, Jacqueline Shortridge, Erica Mahood, Barbie Sweeney, Erin Wright, Alison Gudmundson

**Regrets:** Christi Qua

### Meeting Minutes

<b>1. Call to Order</b>	6:35
<b>2. Approval of Minutes</b>	Approved as circulated.
<b>3. Additions to Agenda</b>	Introductions
<b>4. Chairperson's Report</b>	<ul style="list-style-type: none"><li>• Several positions on PAC remain open, namely secretary. Parents interested in joining PAC executive (i.e. a voting position) can also join as Members-at-Large.</li><li>• Christi has asked teachers to submit funding requests to PAC. Depending on the requests received, we may adjust our fundraising plans for the spring.</li><li>• MAPC Chairperson's Breakfast is Saturday, February 2, 2019. Cortney will attend and would like either Jacqueline or Erica to consider attending as well.</li><li>• MAPC is canvassing for a venue for their annual Chairperson's Breakfast; this year we don't have the capacity to host but we should consider it in 2019-20, as the breakfast hasn't been hosted in RETSD/north side of the city in a long time, if ever.</li><li>• Teacher Excellence Awards nominations are now open; we will solicit nominations through the newsletter (Deadline of November 30, 2018).</li><li>• We have a solid number of volunteers for all our events/initiatives this year –the parent involvement form was hugely successful.</li></ul>
<b>3. Treasurer's Report</b>	<ul style="list-style-type: none"><li>• Current general account balance is \$7537.90. Some expenses (including \$3036 for Peak of the Market) will be coming out this month.</li><li>• Greening account (playground fund) has \$377.75 after adjustment.</li><li>• We're working with Lonni to get the Hot Lunch account sorted.</li></ul>
<b>4. Administrator's Report</b>	<p><b>School Improvements:</b> Room 22 (grade 4/5 English) is being renovated and news cabinets have been installed in the Maker's Space.</p> <p><b>Staffing:</b> Mrs. Nicole Workman will be teaching grade 1/2 every Friday; Mme. Dufort has taken a 20% leave.</p> <p><b>School Events:</b></p> <p>October 18 – Grades 1/2 heading to MTYP in the morning.</p> <p>October 19 – SAGE conference for MTS members – no school.</p> <p>October 24 – Bus evacuation.</p> <p>October 25 –French grades 1-5 heading to CCFM for a French play.</p> <p>October 31 – Hallowe'en</p> <p>November 6 – Picture retakes and pictures for one K class</p> <p>November 9 – Remembrance Day Assembly 10:45</p>
<b>5. Committee Reports</b>	
<b>5.1 Hot Lunch</b>	<ul style="list-style-type: none"><li>• Booster Juice went well; no complaints or confusion.</li><li>• Overall, great feedback for MunchaLunch. It has significantly reduced the time PAC spends on counting money and tallying orders.</li><li>• Orders for Boston Pizza are due on October 15. Late orders will not be accepted. We have good participation for both upcoming lunches.</li><li>• Old Spaghetti Factory is confirmed for January; Cortney, Jacqueline and Erica to start thinking of/contacting additional vendors for the subsequent four lunches.</li></ul>

	<ul style="list-style-type: none"> <li>Discussed possibility of a Booster Juice “snack day” on April 12.</li> </ul>
5.2 Fundraising	<p><b>Peak of the Market</b> We made roughly \$3100, which is the high end of what we’ve historically raised with Farm to School. We sold 225 bundle As, 123 bundle Bs for pick up and 17 bundle As and 21 bundle Bs for donation. Next year we should consider adding phone numbers to forms or having a teacher/admin present so PAC can contact people who have yet to pick up their bundles by 5:30.</p> <p><b>Bothwell Cheese</b> Order forms for Bothwell Cheese will be sent home soon. Orders due by November 10 and will be delivered on November 22 (student-led conferences). Erica will make a poster. Cortney filled in divisional fundraising plan form listing all events and fundraisers.</p>
5.3 Spirit	Hallowe’en Dance – Everything is ready/confirmed for the dance. Posters are going up on Thursday and advertised on Facebook and in parent e-mail. Thanks to the large number of volunteers, we will have a slime station (with mix-ins). Erica and Cortney will pre-make and bag the slime.
5.4 Parent Relations	Cortney will prepare text for school newsletter; Erica will design/format our page.
5.5 Appreciation	Cortney will purchase snacks for November 22 (veggies, hummus, guacamole, chips, pretzels, etc) and organize cards and small gift for teachers.
<b>6. Next Meeting</b>	Wednesday, November 14, 2018 at 6:30.
<b>7. Adjournment</b>	7:45