



**Parent Advisory Council  
Pitt Meadows Elementary School  
École Élémentaire Pitt Meadows**

**PAC Minutes  
Feb. 20, 2018, 6:30 pm  
PME Library**

Meeting begun: 6:30pm

Meeting adjourned: 8:05pm

Minutes by: Eileen Hurlbert/Lianna Henderson

Welcome & circulation of Attendance Sign In Sheet

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Review & Acceptance of Agenda

- *Agenda accepted. Motion by Erin Schwartz, seconded by Luba Andrews. Approved.*

Review & Acceptance of previous meeting minutes

- *Motion to accept minutes by Erin Schwartz, seconded by Luba King. Approved.*

### **Administration Reports**

#### **Photo Express- review on feedback**

- Feedback was that the poses were stiff- they are set for 2 shots; might consider taking more natural or more options to offer families a variety of shots. They may need pilot-classes to test these options. Stephanie will inquire if there are interested classes to be pilot/test classes, and Ron will follow up in May.
- Photographers will be the same next year, and experience should build as a result
- Open to the one-and-a-half day shoot, rather than a one-day-shoot which may rush the photo-shoot. In the past a school this size was a two-day shoot, with primary one day and intermediate the other
- Recommended that we not move group shots to the fall- as teams are not set and outdoors is an option. However, we could do class shots on the same day as individuals shots with only the teams and panoramic shot in the spring.
- Day 1: 3 photographers for individuals and classes for 2/3's of the school; Day 2: 2 photographers to complete individuals and classes for 1/3 of the school
- What's new: there will be approx. 50 backgrounds rather than 4-12; the new website will make it easier to order on a phone or personal computer. Payment online is through credit card and PayPal.
- Last year: overall orders were 11% above average; approx. 80% of PME families ordered. Rebate was over \$1100 – a good fundraiser for the school. With more commitment, there is a higher level of return.
- Photo Express also has art options- 'created by kids'- there is no data entry by us, and there is no cost upfront.
- We will renew our contract for 3 years with the expectation that we will review annually so that our concerns can be addressed; that class

photos will be taken in fall; that photo shoot will be done over 2 days; that we will be a pilot school for the 'natural shot'

### **Principal's Report**

- Stephanie spoke to the maintenance crew about putting a realtor's box on the bin so that keys are not all kept in the building. Maintenance thought that it was a good idea, but we are waiting to hear back.
- The extra room beside in the grade 4/5 wing is currently used a storage, but may need to be refitted as an office space. We would like to move Carnival boards (large games) to a different location.
- Kindness theme is next week- celebrate unique you (Monday); kindness activities (Tuesday); pink shirt day (Wednesday)
- Conferencing is next week- Wednesday and Thursday
- Munch-a-lunch- got a good report from other principals

### **Committee Reports**

#### **Chair Report (chaired by Kristen McDonald/Eileen Hurlbert)**

- o Canada Post Community Foundation grants- Sue Greene shared. If we want to apply, we need to apply starting March 1. Grants are up to \$5000. It is for community-minded/technology/etc. projects. Lianna will fill out the application for the purpose of resurfacing the intermediate/gravel playground and improving safety and accessibility. Stephanie will check if we can apply for resurfacing, or whether that is district responsibility.
- o Donations from WCAGFC- president of WCAGFC contacted PAC through email- they donate to schools to promote health and wellness, and they provide a bag of materials for use (balls/hurdles/ball bag). In return, they like a mention in the newsletter and a letter of recognition of their donation. Eileen will look into whether they can provide a class set and offer to link their website and hand out fliers for them.
- o Munch-a-lunch demo- It is an online system. Eileen went through the demo, and it did not appear too complicated to use. It alleviates our responsibility to handle money and set deadlines (we could offer alternatives to those who don't have credit card). STRIPE (external payment system) has an additional cost per order, so if you group orders you can save the costs (ie. Order 3 PAC lunches at once- which may be difficult for families to pay all at once for multiple children). The annual cost is \$300. It will break down the orders, so that it separates profit. We get 3 months for \$30- Eileen was hoping Mar-May. For larger fundraisers- only one can be open at a time. *Motion to approve \$30 for trial by Lianna Henderson. Seconded by Amber Potter. Approved.* We will check what forms/stickers our food suppliers want/need from Munch-a-lunch.
- o PAC handout created- we can send out by email to review before distributing by paper
- o Survey went well- a lot of parents indicated that they didn't understand what PAC is; fairly positive feedback about photos

#### **Treasurer's Report (Review by Luba King)**

- No changes from last month

#### **CPF Report (Nicole Gatto)**

- o Next meeting- tomorrow at PME at 6:30
- o Grant money- for Quebec trip students
- o Film fest planned for March 6
- o Hoping to host CPF summer camp again-details will be coming shortly
- o Thank you to everyone who supported CPF through jerky/pepperoni orders

**DPAC Report (Rachel Hess)**

- Meeting is Thursday this week

**Fruit & Veggie Report (Sylvia Shang)**

- Looking for volunteers to help with kiwis tomorrow

**Health & Safety Report (Marcella Boggio/Eileen Hurlbert)**

- Emergency bin water update- all the water is loaded into the bin
- We need to plan for what we get next (shelter/shovels/...)

**Fundraising Committee Report (Amber Potter)**

- Lucero is unable to run movie nights- Amber will take over in the meantime
- Would like to consider: popcorn day/freezie day/ Mother's Day- hanging baskets/movie nights/frozen yogurt

## New Business

Next PAC meeting:

**We look forward to seeing you at the next meeting.**

Upcoming Dates to Remember

<b>What</b>	<b>When</b>	<b>Where</b>
Lunches	Little Caesars-Apr 4 Pita Pit- Apr 18 Subway- May 2/June 20	
<b>PAC Meeting</b>	April 10 at 6:30pm	library



