



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

**PAC Minutes
June 14, 2016, 6:30pm
PME Library**

Meeting begun: 6:30pm

Meeting adjourned:

Minutes by:

Welcome & circulation of Attendance Sign In Sheet

- Introductions and sign in

Review & Acceptance of Agenda

- *Agenda accepted. Motion by Eileen Hurlbert, seconded by Aimee Bilodeau. Approved.*

Review & Acceptance of previous meeting minutes

- *Motion to accept minutes by Aimee Bilodeau, seconded by Eileen Hurlbert. Approved.*

Administration Reports

Principal's Report

- Emergency Plan and prep- the long-term plan (by next June) is to have a district plan in place. The district will put the bin on-site by the end of August, and the administration will have say as to where the bin will be placed. Consideration will be given to the sightlines for play time. The lock on the bin is strong, but no insurance information has been provided.

As for stocking the bin, the district is unable to give a specific list as to what they can/will provide and guidelines as to the quality and quantity of goods included; the district focus has been on personnel and communication tools. Schools have different starting points and different funds available. Priorities to consider would be shelter and water.

The district emergency procedures have been detailed further this year, and consistency should be increased among schools as a result. By September, the information from the district should be ready to share via the website and newsletters.

Luba will bring up emergency planning as a DPAC item at the meeting on Thursday.

- Welcome to K- went smoothly, 44 FRIM K's and 24 English K's participated. They rotated through stations, and received bags with information and goodies (Thanks to Luba for cookies!)
- Looking for a few more parents to help with primary fun day on Thursday morning (we have 24, but 30). Thank you to Arctic meats in Port Coquitlam for providing the hotdogs, and the lunch crew for providing lunch. Intermediates will leave at 8:30 for Cultus Lake.
- Track and Field went well- 3rd place overall (grade 4/5's placed 1st)
- The screen has been installed in the gym, and a wish list item may be for a long-throw projector (\$5000)
- We lost 1 division in French for September staffing- we will have 16 divisions. Mme O'Shea will move to K-portable; Mrs Lemmen will move to current Mme O'Shea

- o room. There will be one room open, in discussion as to how it will be purposed.
- o Thank you to the PAC for the luncheon from the staff-card signed and given

Committee Reports

Chair Report (chaired by Kelly Job)

- o Consider stationary bikes/desks in classrooms- they are in place at Highland Park and Laityview. They are from Gopher, and they are \$1500 each. The intent is for the child who needs to move while working, to increase focus and attention. Stephanie's feeling is that the staff would accept the idea, and that it would be in the sensory or support room(s). Stephanie will inquire at the staff meeting, to see if there is support and/or other recommendations. May look into subsidies/partnerships with BC Sport, highschool tech programs, SSRCC pilot project.

Treasurer's Report (Review by Anthony Hadfield)

- o Yearbook money- cheques and cash to deposit; we will need to write a cheque upon receipt of invoice
- o Letter will be delivered to bank by Aimee, with hope to change of signing authority
- o Subway- approx. \$640; money in the safe needs to be banked
- o Gaming funds will be applied for this month, and we can consider 10% for bin supplies in fall

CPF Report (Nicole Gatto)

- o Crepe truck- grade 6/7's joined high school students for crepes, with funding from CPF- opportunity to see high school and meet teachers/students at high school
- o Summer camp- camp is half-full. Will be facilitated by Mme Whitelock and Mme Cook with the Olympics theme. Must be CPF members to attend, cost is \$175.
- o Membership-renew! Join!

DPAC Report (Luba Andrews)

- o Last meeting was the dinner with internet safety- presenter was informative and helpful.
- o DPAC elections and AGM will be Thursday. They need PAC executive and contact information. There will be a brainstorming DPAC session on Saturday, Sept. 17.
- o Luba will visit the emergency plan issue on Thursday.

Fruit & Veggie Report (Sylvia Shang)

- o

Health & Safety Report (Marcella Boggio/Karen Leslie)

- o

Photo (Kelly Job)

- o Yearbook- 280 ordered (about 12 extras ordered)- request to order 10-20 more. 1 will be donated to the library, 1 to each of coordinating teachers.

Fundraising Committee Report (Lucero Crews and Sue Pasha)

- o Mabel's labels- thought that it may reduce the number of lost items. Labels hold up over time and wear-and-tear. It is a passive fundraiser, with no deadline, free shipping, and 20% comes back to PAC. If we sign-on now, it will be in place for September/back-to-school shopping. Alternative: Oliver's Labels, with the 'found-it' option (registers codes to owners). We can request the 20% at any time with Oliver's Labels. Eileen will register PME for the Oliver's Labels account, and send information out via the newsletter (via the office). We can also ask that Wes post a link on the website via PAC site. We can add to facebook.

New Business

Next PAC meeting:

We look forward to seeing you at the next meeting.

Upcoming Dates to Remember

	When	Where
What		
PAC Meeting	6:30; September 20, 2016	Library

June 15, 2016

CIBC

To Whom It May Concern:

My name is Lianna Henderson and I am one of the Pitt Meadows Elementary PAC Executive who is authorized to sign cheques for our account. We have recently had an election and I would like to request a change to the people authorized to sign our cheques.

Please remove from our list of authorized signatures: Myra Golab, Anthony Hadfield, and Pam Piddocke. We would like the following people to be given signing authority: Kelly Job, Rachel Hess and Aimee Bilodeau.

Thank you for your attention to this matter,

Sincerely,

Lianna Henderson

Secretary, Pitt Meadows Elementary Parents' Advisory Council

