



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

**PAC AGM Minutes
November 7, 2017, 6:30 pm
PME Library**

Meeting begun: 6:35pm

Meeting adjourned: 8:04pm

Minutes by: Eileen Hurlbert and Lianna Henderson

Welcome & circulation of Attendance Sign In Sheet

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Review & Acceptance of Agenda

- o *Agenda accepted. Motion by Kristen McDonald, seconded by Eileen Hurlbert. Approved.*

Review & Acceptance of previous meeting minutes

- o *Motion to accept minutes by Eileen Hurlbert, seconded by Luba King. Approved.*

Administration Reports

Principal's Report

- o Remembrance Day Assemblies: Primary at 9:00am; Intermediate at 11:00am.
- o Teachers are preparing for conferences. Meetings will be at the end of November this year, rather than in December like last year.
- o Good feedback on the Art Cards, if possible a little more time would be appreciated for turnaround.
- o FSA's have been written, and results will be coming soon. They are marked as a district and then parents get to see their child's results.

Committee Reports

Chair Report (chaired by Kristen McDonald)

- o Short term goal-long term review- wanting to target fundraising events, earmarking funds for items. Some goals include outdoor space/play area, blackout curtains, water fountain for bottles, emergency shelters and water, communication boards. Wondering if it is worth it to do a survey (survey monkey?) to get a greater amount and variety of feedback. Teachers have also mentioned that field trip costs are up due to bus costs. Eileen will set up a quick (5 questions) survey to begin in a couple of weeks.
- o PAC brochure- Rose and Kristen will work on it
- o Christmas market- Myra has been organizing vendors- there are 34 confirmed. Amber and her father will be picking up tables from other schools. The entrepreneurs in division 2 and 3 will be down the hall. The PAC table has been sponsored by a community member- thank you! Table set up will be at 2:30pm- any volunteers are welcome. Grade 7's will be running tables in 1hour shifts, but may be available to run Wii room/craft room, or Stephanie can contact Penny Griffin at the high school. Eileen will get last years' numbers for concession and share with Amber and Team

Vadim who will sponsor a portion of the costs. We will raffle off donations by tables- people will purchase tickets and put in bag of choice next to prize. Luba will buy bags and apply for gaming license, and Kim and Luba will sell tickets. Clean up will be folding tables and stacking chairs and giving a quick sweep.

- Bylaws-Kristen will make copies of the 2005 version, and we can review
- Other: green bags in staff room – we will try to use to sort items in the PAC closet
- Dropoff/Pickup safety: people are dropping off and picking up on 119th. Luba will contact the by-law officer. Stephanie will try to patrol 119th for a couple days.
- Communication board: rolling boards are \$600. Reluctant to attach to building due to asbestos, cost of in-the-ground communication board is high. Kristen will continue to explore options.
- Volunteer of the Month: Sylvia Shang!

Treasurer's Report (Review by Luba King)

- There is a \$300 line for bookfest- Diane Simard is hoping to use the money for bus (shared with two other schools) and pizza
- Tried to label all items in the budget: Last year we brought in close to \$39000, which includes gaming and carnival. We spent approx. \$32000; therefore we made approx. \$7000. Currently Gaming holds \$13000 and Chequing holds \$29000.
- Luba will create a form for any fundraisers, and money/floats to be kept in PAC safe; receipts can go in PAC box
- Projects on budget will

CPF Report (Nicole Gatto)

- Parent Survival Night was held on November 2nd- the turnout was only 5 parents, but there was good discussion
- Next meeting is November 15 at ELE at 6:30pm

DPAC Report (Rachel Hess)

- Nothing reported

Fruit & Veggie Report (Sylvia Shang)

- Pears

Health & Safety Report (Marcella Boggio/Eileen Hurlbert)

- Emergency bin water- having difficulty deciding on day 2 water solution. We need to line up hoses to get water into the big bins. The replaceable water will be *Kristen McDonald motions to spend the money required (approx \$240- up to \$300) to purchase the 3rd water bin required for the first 24 hours. Seconded by Lianna Henderson. Approved.*

Fundraising Committee Report (Amber Potter/Lucero Crews)

- Art Card Update (Eileen)- Art cards look great- Eileen will go in and make sure cards are oriented correctly and that the name is ok. Eileen does not think it will take too long. She will send out a 'look for...' the art prints and order form which will arrive next week. Costs to us vs prices: puzzles: 10/15; plaques 18.5/25; phone case 20/25; cards 1each/1.75 each and 1.5 after group of 12
- Movie Night- November 24 and plan to shos
- Ordered 50 to sell the night of the Christmas market; order forms will also go to students and the class that sells the most can win their Christmas Party. Orders will need to come in November 22, and delivered to the school for Dec. 5.
- 240 orders for tomorrow; we made approx \$600. Amber will pick up order tomorrow.
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New Business

Next PAC meeting:

We look forward to seeing you at the next meeting.

Upcoming Dates to Remember

What	When	Where
PAC Meeting	New year: Jan 16, 6:30	Library
Christmas Market	Nov 21 5-8pm	Gym
Movie Night	Nov 24; doors at 5:30	Gym
Pizza Day	Dec 13	
Staff Snacks	Last week	

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