

**Harbour View Elementary School**  
**PARENT ADVISORY COMMITTEE**

<b>MINUTES</b>	Tuesday, October 18 <sup>th</sup> 2011
<b>1. Call to Order</b>	<p>Welcome and Introductions.</p> <p><b>In Attendance:</b> Kim Nelson, Megan Stowe, Cindy Nedo, Patrik Ingelman, Patricia Melo, Paul Berry, Wendy Yu, Marissa Dalbo, Mia Fiorito, Michelle Head, Trish Svangtun, Deb Dobson, Indi Shoker, Judy Harder, Katherine Dickey, Angela Killins, Susan Doucette, Lori Holdenreid, Marissa Larmer, Suzanne Kennedy, Susan Brooks</p>
<b>2. Adoption of Minutes</b>	<p><b>Angela Killins/Cindy Nedo: MOTION</b> to accept the minutes from September 27<sup>th</sup>, 2011</p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
<b>3. Executive Reports</b>	<p><b>President</b>– <i>Susan Doucette</i></p> <p>Introduction: Susan and the rest of the PAC hope to make PAC more accessible to all parents this year. Please use the following email for communication: <a href="mailto:harbourviewpac@gmail.com">harbourviewpac@gmail.com</a>. Updates and minutes are also posted on the school's website:</p> <p><a href="http://www.sd43.bc.ca/elementary/harbourview/Parents/PAC/Pages/default.sapx">http://www.sd43.bc.ca/elementary/harbourview/Parents/PAC/Pages/default.sapx</a></p> <p>There are openings on this year's PAC for Secretary. Elections will be held at the end of the meeting.</p>
	<p><b>Vice President</b> – <i>Lori Holdenreid</i></p> <p>No report</p>
	<p><b>DPAC Representative</b> – <i>Mia Fiorito</i>:</p> <p>The DPAC monthly meeting will be held next Wednesday, October 26<sup>th</sup>.</p> <p>DPAC Orientation is on October 20<sup>th</sup>. This is open to everyone and will include information on how to run school PACs smoothly.</p>
	<p><b>Treasurer</b>— <i>Marissa Larmer</i></p> <p>Money to Terry Fox foundation from Pac Hot lunch has been transferred.</p> <p>School performances have been paid.</p> <p>Teacher incidentals and PAC school paper contributions have been paid.</p> <p>PAC dues (\$75 have been paid).</p>
	<p><b>Secretary</b> – <i>Susan Brooks</i></p> <p>No report</p>
<b>4. School Reports</b>	<p><b>Principal</b> – <i>Ms. Wendy Yu</i></p> <p><b>We Day</b> (Free the Children): Harbour View sent 18 children this year. This event inspires students to change the world. Many Harbour View students came back very inspired and are doing fundraising to raise money for this cause. Fundraisers include and upcoming movie night and collecting old batteries.</p> <p><b>Construction:</b> Should be done by end of month, (inside of school). Heat and lights are mostly working now.</p>

	<p><b>Staff Parking lot:</b> The district is still waiting for the permit. The lot will be paved once the permit has been received.</p> <p><b>Playground:</b> the far playground has been slated to come out and will be removed tomorrow.</p> <p><b>Job Action:</b> Teachers still on job action. Interim reports came home. Teachers are allowed to communicate with parents. All students will receive some kind of progress update. Teachers are not allowed to collect money for fundraising purposes. Bins will be placed in classrooms and students should put any money that comes back to the school for fundraising in these bins. Katherine will empty these each day and give the material to the office. If you would like to help with this job, please see Katherine.</p> <p><b>Early Dismissal:</b> October 27<sup>th</sup> has been canceled due to job action.</p>
	<p><b>Teacher Representative – Mr. Paul Berry</b></p> <p>The teachers union has confirmed that Mr. Berry <b>can</b> attend PAC meeting.</p> <p>Staff thanks PAC for classrooms incidentals and performance group funding. The last performance of the year is Thursday (October 20th) at 9:30 am. Parents are welcome to attend.</p> <p><b>Dance week</b> will be the week of November 28 to December 2nd. Joanne Fetcho has asked that decorating for Breakfast with Santa <b>not</b> take place during dance instruction. It is very distracting. There will be one performance at the end of the day on December 2<sup>nd</sup>, so parents can see what the children have been learning. The performance will occur around 2 pm.</p> <p><b>Halloween Parade:</b> October 31<sup>st</sup>. Students will be able to change into costume at lunch. Parade starts at 1 pm. The rest of the afternoon will be movie or other activities.</p> <p><b>Christmas Concert:</b> Mr. Rahn has agreed to do the Christmas concert again this year. There may only be an afternoon performances this year because of the teacher job action. Staff is still trying to determine if they are allowed to have an evening performance. This will be announced closer to date. Two afternoon performances may be possible. Staff is asking PAC for approximately \$700 (\$400 for sound equipment \$300 for props etc) to cover costs of putting on the concert.</p> <p><b>Michelle Head/Patricia Melo: MOTION</b> to approve money to fund school Christmas concert (approximately \$700)</p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>
<p><b>5. Committee Reports</b></p>	<p><b>Fundraising:</b> Katherine Dickey/ Cindy Nedo</p> <p>Any ideas should be directed to Katherine or Cindy. Fund raising groups please identify yourselves to Kathryn or Cindy and provided a list of your contacts, timeline and costs.</p> <p>See attachment for possible upcoming ideas</p> <p><b>Breakfast with Santa:</b> Karen Maconachie If you are willing to help, please contact Karen.</p> <p><b>Hot Lunch:</b> Marisa Dalbo - <i>The</i> hot lunch program is going well. The program makes an average of around \$700 per hot lunch. \$1400 per month.</p> <p><b>Family Photo night:</b> Deena Ungaro. No report</p> <p><b>QSP Magazine –</b> Angela Killins \$2047 of purchases (64 subscriptions) were bought,</p>

	<p>so the school will make about \$600 profit. Magazines can be ordered all year long. The school code is 3023 when ordering online through the QSP website.</p> <p><b>Gift Cards:</b> Suzanne Kennedy - No dates yet. Will probably do two orders in time for Christmas. Look for order forms mid November and at the beginning of December</p> <p><b>Cards by Me:</b> Judy Harder - Packages went home. Orders due next week. Will probably take a year to do well. Orders will be back in time for Christmas. There are samples in a binder in the office if you need ideas.</p> <p><b>Running Club:</b> no report</p> <p><b>Childcare Coordinator:</b> In the past this service has not been well used, so PAC will no longer offer this.</p> <p><b>Montessori Program:</b> Michelle Head - AGM for the CMS is on November 9<sup>th</sup> at 7 pm in music room at Montgomery Middle School CMS is looking at another middle school to integrate the Montessori program on the north side. More details to follow at a later date.</p> <p><b>Neighborhood Program:</b> Do we with need a liaison for this program? Susan and Suzanne will look at what happened in past years and possibly look for volunteers from each of the 14 classes.</p> <p><b>Grade 5 Grade Committee:</b> Marissa Dalbo – The 1<sup>st</sup> meeting went well. Year-end activities have been decided and booked. Hoodies have been chosen and ordered. A fundraising event that happened last summer raised most of the money for the Grade 5 activities, so the committee may not need to do further fundraising. In June students will go to Camp Sasamat for a day. No over night activities have been planned. There will also be a luncheon for the grade 5s in June and parents will be making a yearbook.</p>
<p><b>6. Old Business</b></p>	<p><b>City of Coquitlam Walkability improvements:</b> The traffic safety committee will be formed soon. See Lori if you would like to be involved.</p> <p><b>Playground equipment reimbursement:</b> Invoice went in last March. Marissa will look into submitting reimbursement request and see if it is still possible to receive some reimbursement.</p> <p><b>Fruit and Veggie program:</b> Some waste occurred last time with the pears. Is it possible to evaluate fruit before chopping and distributing, to make sure it is ripe and will be eaten by students? Can left over fruit be sent home or distributed to parents to reduce waste?</p>
<p><b>7. New Business</b></p>	<p><b>Spirit Wear:</b> Are we going to do it this year? Can we do School colours? (Teal, Black, White.). The same company that does the Grade 5 hoodies usually supplies the school spirit wear. PAC will approach Melissa Church and see if she is willing to organize ordering again. Mr. Berry said sticking to school colours has traditionally sold the best in the past.</p> <p><b>Garden Vandalism:</b> Vandalism at school has been up this year. Ms Lil has requested floodlights on motion sensors for the garden area, to try to minimize vandalism. Marisa Dalbo/Lori Holdenreid will look into the cost of buying and installing motion lights.</p> <p><b>PAC goals:</b></p> <ul style="list-style-type: none"> <li>• More accessible to parents.</li> <li>• More info online</li> <li>• Establish a protocol for events and fundraisers.</li> <li>• Consistent dates for meetings. Every 2<sup>nd</sup> Tuesday of the month.</li> </ul>

	<ul style="list-style-type: none"> <li>• Improve communication.</li> <li>• Coordinate PAC events with school calendar.</li> <li>• All PAC related info will be distributed to parents through the PAC email account that has been set up. (harbourviewpac@gmail.com)</li> <li>• Cheque request forms will be available online. If you need reimbursement, then you can fill out this form and submit it to a member of the PAC executive.</li> </ul> <p><b>Fundraising Goals:</b> PAC can become a non-profit society so parents who would prefer to simply donate to PAC, will be able to receive a tax receipt. This is possible but it will take a bit of work. Marissa is looking into what this will involve. It would not be meant to take the place of fundraising, but would give parents another opportunity to contribute. Other schools are doing this. Are parents interested? Would this create a situation where the PAC would lose volunteers? After much discussion, it was decided that the Harbour View PAC is not interested in pursuing this option at this time.</p> <p><u>Long term goals:</u></p> <p>Outdoor classroom, update Library, replace aging playground equipment have been some suggestions. (These will be prioritized and voted on at the next meeting)</p> <p><u>Short term goals:</u></p> <p>Offer workshops to parents, find programs directed at each grade level and implement them each year, offer family events (carnival, movie night, dances etc.), after school programs</p> <p><u>School addressed needs</u></p> <p>Projectors for laptops, document camera, projection screens. Wendy will cost out the price of projectors and having them mounted.</p> <p>We will prioritize goals at a later meeting. Will look at meeting teachers, students and parent needs and tying them all together.</p> <p><b>Elections for Secretary Position:</b> Megan Stowe nominated by Susan Brooks. <b>Elected unanimously.</b></p> <p><b>Elections for School Planning Committee:</b> Susan Doucette nominated by Suzanne Kennedy <b>Elected unanimously.</b></p>
<p><b>8. Adjournment</b></p>	<p><b>Suzanne Kennedy/Michelle Head: MOTION</b> to adjourn meeting</p> <p style="text-align: right;"><b>MOTION CARRIED</b></p>

**Harbour View Fundraising Schedule  
2011/2012  
Co-chairs: Katherine Dickey and Cindy Nedo**

September 2011- Year Start up

October

- QSP Magazines
- Greeting Cards (Oct. 14 – 24)
- Family Photo Night (October 27/28)

November

- Gift cards

December

- Breakfast with Santa (December 3<sup>rd</sup>)

January 2012

- Coquitlam Express Hockey Game – Friday, January 27<sup>th</sup>, @ 7 pm
- Afterschool Programs

February

- Valentines Dance – Friday, February 10<sup>th</sup>, 3 – 5:30 p.m.
- Afterschool Programs

March

- Spring Break – March 10 – 25

April

- Silvercity Movie Day
- Afterschool Programs

May

- Afterschool Programs

June

- Spring Fling Carnival – Friday, June 1<sup>st</sup>

\*Afterschool Program Possibilities: Fine Arts, Crafts, Animation, Theatrix, Lindber, and Sports

\*\* School Wide Spirit Days: Crazy Hat, Jersey Day, Backwards day, Crazy Hair Day