

Leigh Elementary PAC

April 2, 2014

Meeting Minutes

In Attendance: Christine Cyr, Michelle Tuan, Lori Daoust-Chow, Natalie Walker, Christine Knoll, Kelli Forster, Keilli Yee, Shauna Boyd, Allison Sanderson, Ingrid Bahng, Laura Cain

- i. **Approval of Agenda** – Allison motioned, rest approved
- ii. **Approval of Minutes** – motioned and approved
- iii. **Principal Report**
 - a. Ipads complete
 - b. Playground – working on completing, is a bit messy for now, shopping for other playground equipment
 - c. Jump Rope for Heart – March 12th start with fundraising over spring break
 - d. Track and Field dates – May 20th and April 16 – Como relay (grade 3 & 4)
 - e. Childcare room – likely keep as is for next year but will use that space during the day when it is empty. The plans for the following fall (2015) are not finalized. Perhaps Victoria Hall could be an alternative location (believe gym is available 7-9 and 3-6). Allison will write letters to the city for support for portable and then Victoria Hall
- iv. **PAC Chair Report**
 - a. Carnival planning happening
 - b. Grade 5s grad planning
 - c. Call for Nominations – the following positions are now all open for nominations – President, Treasurer and Vice-President (as well as Secretary, if anyone is keen). These positions need new volunteers as the existing incumbents are not returning for another year. *(Additional Secretary note: Thank you very much to the current volunteers for all their hard work! It is very appreciated by us all)*. The vote for next year's positions will be at the next meeting (May 7th). Anyone who would like to be nominated needs to submit their nomination at LPACinfo@gmail.com. Kelli Forster, as Secretary, will be responsible for nomination roster. Will also confirm Hot Lunch and Fruit and Veggie volunteer positions. Position descriptions will be included (out of constitution).
 - d. Traffic and Safety – Natalie is still in conversations with them over relocating the sign. Suggestion made by the group for school to trim the bushes in the parking lot to help visibility of children crossing.
- v. **Treasure Report**
 - a. Reviewed the updated Budget.

- b. Discussed Grade 5 Grad allocation. Look at involving Grade 5s in fundraising for the event. Plant sale event – and get grade 5s to help with unloading all the plants.

vi. Committee updates

- a. Fruit & Veggie – Lori will be running next year and is doing the food safety test shortly.
- b. Hot Lunch – Munch a Lunch renewal coming up soon (\$300). Need volunteers to help with distribution on the Hot Lunch days. A note will be sent.
- c. Boy's Night –April 25th (6:30-9:00) – Great posters up! Lions Club booked. Invitations will go out on April 7 or 8. Need to get back by April 17th and finalized on April 21st.
- d. Teacher Appreciation – Would like \$250 from PAC and would like to ask parents for food and drinks. Luau theme. Each day of the week do something like notes for the teachers. Also possibly appreciation board. Since the amount is under \$300, it does not need to be voted on. The PAC agrees to support and Ingrid will just work directly with Christine.
- e. Plant Sale – will send a notice out and do it through Munch a Lunch. Grade 5s will help with unloading.
- f. Grade 5 – Parents do slide show, the Yearbook and the handprints. Teachers look after other stuff. Laura will be driving for Parents and will talk with Remi about what done in past and different approaches for the slideshow. Remi can support on the technical side. Request digital pictures to newly created email address.

vii. Fundraising

- a. Carnival – had planning meeting at 6:30, prior to the PAC meeting. Have 10 gifts, have 20-25 pieces still needed (although 16 come from the classrooms). Usually PAC covers one big gift. Will use the gym and the multi-purpose room for the Carnival. Christine in charge of gifts, Laura is in charge of food and Lori is looking after class bundles. The exact handling of tickets is still to be determined. The food will be from St Remos and check others. Remi will ask Fox for 20 kids to help. Remi will determine which additional rooms are available for Carnival.

viii. SPF Guidelines (attached) – new guidelines attached and created by Natalie. All agreed to the new guidelines. Shelley will post them for everyone.

ix. Other business

- a. Emergency Preparedness- Allison looked into for this year but the dates didn't work. Planning to do a session in the fall either Allison or City of Coquitlam, around a PAC meeting in Nov or Emergency Preparedness week next May. Allison will get previous information from Laura and then review what other equipment we need. Exploring possibility of a spot outside for emergency equipment, will check with other schools on how they deal with it.

Next PAC meeting is on May 7th, 2014 @7:00 pm in the Leigh Library.

Babysitting provided.