

## **Leigh PAC Meeting**

**February 5, 2014**

### **Meeting Minutes**

**In Attendance:** Shelley Verbeek, Christine Cyr , Christine Knoll , , Natalie Walker, Kelli Forster, Lori Daoust-Chow, Keelli Yee, Michelle Tuan

**Approval of Minutes of last meeting:** Approved

**Approval of Agenda:** Approved by committee

**i. Principle Update**

- a. Kindergarten registration – 90 students registered so far (last year was 77).
- b. FSAs have started
- c. Feb 26<sup>th</sup> - pink shirts
- d. Student Led conferences – Tues, Feb 18<sup>th</sup> – 1:55pm early dismissal

**ii. PAC Chair Update**

- a. Covered in the committee updates

**iii. Treasurer Update**

- a. No major change on the financial balance (no key events in January)
- b. Misc – is a little over because paid for pancake breakfast (agreed from last year)
- c. Teacher Appreciation – no additional budget. Food is brought by parents as well as decorations etc. Ingrid organizing the event (hopefully use decorations from last year)
- d. May be some additional money in Pay Pal from Munch a Lunch (which will change the balance on budget report)
- e. Made 3,000 on Entertainment books, kids did a great job of selling them

**iv. Committee updates**

- a. Fruit & Veggie – Still need a new volunteer with food safety certificate (or who is interested in getting it) for next year. Will go in the Newsletter next time. Lori may help out with it but still need a second person.
- b. **Hot Lunch** – Shelley is beginning to manage the Munch a Lunch and Mary is doing Hot lunch (taking over from Robin) so transition is occurring now.
  - i. Next hot lunch is now on Thursday, Feb 27<sup>th</sup> (due to field trip to VSO), automatically moved in Munch a Lunch
- c. **Snowflake Ball**
  - i. 77 RSVPs as of today, may get more this week
  - ii. Beautiful Posters are up around the school (thank you, Ingrid)
  - iii. All on schedule and coming together well
- d. **Carnival - May 30th**
  - i. Christine Knoll will help coordinate and organize the carnival committee.
  - ii. Will advertise for Carnival committee first meeting. Many volunteers and sponsors/ prize donations will be needed

- e. **Boy's Night – April 25th**
    - i. Will be a Mobile Lazer tag event
    - ii. Toy exchange for the boys
- v. **Newsletter**
  - a. Next newsletter will go out at the end of the month
  - b. Will mention Boy's Night and need for volunteers
- vi. **Emergency Preparedness**
  - a. Natalie and Coquitlam in discussions about the traffic by school and specifically moving the sign. May need to go to council.
  - b. Allison is still doing review of our current equipment versus requirements.
- vii. **Special Purpose Funds (SPF) Guidelines** – previously known as Classroom Fund
  - a. Need guidelines for teachers so they understand the purpose of the fund (extra supplies for the classroom such as art and craft supplies etc.) Include pre-approval etc.
  - b. Not reimbursing for items not already approved and definitely not over-allocating funds
- viii. **Symphony Field Trip**
  - a. \$500 contribution for approval – likely to come from SPF and the gaming grant (from last two years)
  - b. \$300 to approve – motion to approve: Christine, seconded: Michelle and passed unanimously
- ix. **New Business**
  - a. Clarifying Grade 5 event plans, split of activities by PAC and Teachers and level of PAC financial support
  - b. New playground – no news, it is budgeted and we are waiting for school board
  - c. Lori to contact Jessie regarding Social Responsibility session(already budgeted) , was very good in the past

Elections are in May for the 2014/2015 PAC. Please start to consider if you would be interested in joining.

**Next Meeting:** March 5<sup>th</sup> @ 7:00 in the Leigh Library. Babysitting provided.