

Chalmers Parent Advisory Council
Meeting Minutes

September 28, 2016

In Attendance: 14 present

Principal- Ken Levenstein

Vice Principal- Tony Weber

Teacher Representative- Patrick Klassen

Chair, Hot Lunch Coordinator, & Playground Committee- Michelle Flett

Treasurer- Denise Beaudoin

Secretary- Teresa Zickefoose

Fundraising Coordinator- Ranita Kajla

Quebec Fundraising Coordinator- Julie Hanna

Parents: Carla Psachas, Sophia Kim, Kornila Vaivaka, Tina Matsalla, Mandy Kaila, Sandra Macedo

1. **Call to Order** @ 6:40 pm. Minutes recorded by Teresa Zickefoose.

2. **Approval of Agenda**

"Motion to approve the agenda."

Motioned: Michelle Flett Seconded: Teresa Zickefoose

No further discussion noted. All in favor.

Motion passed and agenda approved.

3. **Review of June 14, 2016 AGM Meeting Minutes**- Michelle Flett

a) Emergency Kit to be addressed this year.

b) Budget set for 2016/2017.

c) New Executive Committee: Michelle Flett (Chair), Denise Beaudoin (Treasurer), Teresa Zickefoose (Secretary), Ranita Kajla (Fundraising Coordinator).

d) Vacant Executive positions: Vice Chair, & DPAC Representative (District Parent Advisory Council Representative)

4. **Principal's Report**- Ken Levenstein

a) New Report Cards and Guidelines discussed- optional implementation this year to be voted on by staff. This was explored on the last Professional Day. The new format will be mandatory next year, however staff may vote to start this year. The format is very different from our current system.

b) Staffing update- We have increased to 20 divisions (470 students). We now have 2 full Kindergarten classes, and 1 K/1 split. We have 11 new staff currently, and additionally two EA's were hired last week, for a total of 13 new staff members. Over two years, 25 staff have been hired due to growth.

c) Thanks given to all the parents and staff that attended the Welcome Back BBQ and the Teacher Meet and Greet. More parents attended the Meet and Greet, after the BBQ, this year.

d) Sport Teams- Cross Country (Grade 2-7). Volleyball (Grade 6/7) starts in October.

e) Grade 7 Camp Jubilee- 71 kids going camping next week (Mon/Tues/Wed). This will be a great way to build community.

f) Chromebooks were purchased with PAC Fund donation (\$4000). They were purchased through the District, as they get a group discount. 11 were purchased with the PAC funds, and the school purchased 4 more to total 15. The Google Doc Program offers many collaborative options, accessible technology, and is an excellent educational tool.

g) The CPF Representative position is currently vacant, and it's an important position to fill. Any parent who has a child in French Immersion may be eligible to fill this role. Beneficial grants, and opportunities for the students, can be explored.

5. **Vice Principal's Report-** Tony Weber

a) There has been a smooth start this year. Classroom placements were well thought out. We have some Syrian Refugees at our school, as well as many new students.

b) Mr. Klassen is now in our Mainstream Support position.

6. **Teacher Representative Report-** Patrick Klassen

a) The teachers are very thankful for the new technology purchased with PAC Funds.

b) Encourages parents to continue signing up for their child's Google Apps for Education Acct. on Parent Connect.

7. **Chair's Report-** Michelle Flett

a) In 2018, we are eligible for up to a \$35,000 grant from the District, to match our PAC fundraising funds for a new Primary Playground. When our turn is available, we present our plan to the corporation. Other grants will be explored as well.

b) The North Delta Reporter is our community newspaper. Michelle will be meeting with the editor to do a story on our PAC's fundraising efforts.

c) Fundraising options discussed. There are some big businesses that the PAC can approach with a request for donations. We will be using an official letter from the PAC for these requests, and will compile a file with companies who have been asked. This will eliminate the potential for duplicate requests and provide accurate record keeping.

d) The DPAC Representative, and CPF Committee Position are vacant.

8. **Treasurer's Report-** Denise Beaudoin

a) Provided a copy of the budget provided at our AGM in June. Will provide a more detailed report, including fundraising info, at the next meeting.

9. **Fundraising Coordinator's Report-** Ranita Kajla

a) All, except for a few items, sold out at the BBQ. Thankfully, the Lions brought 100 more burgers than planned.

b) Requested to set a date for our Fun Night. (i.e. Thursday). Sports Day date options reviewed. Discussed with members, and decision made to discuss further at an Executive meeting.

c) Food Fundraiser- discussed option of using a different company, that doesn't require that we handle and store the food.

d) Considering a Craft Fair, and a Dance.

10. **Safety Committee Report**- Dave Dunn unable to attend (update provided)

a) Our Emergency Supply Kit expires March 2018. A letter will be sent out to families, requesting \$5 to contribute towards this upcoming purchase. Also, due to the increase in students and staff, we will be updating and adding to the existing supplies in this emergency kit.

11. **Hot Lunch Committee Report**- Michelle Flett

a) First Hot Lunch will be on Friday (Pita Pit). Parents are encouraged to offer ideas, however there are guidelines we must follow, and profit margins to consider. Subway and Fresh Slice are being considered. A&W brought up by parent as being successful at a different school. Discussed option of "Survey Monkey", which may help parents to contribute thoughts and ideas. Sometimes order discrepancies occur, and usually we order extras to accommodate for this.

b) We will be implementing the Lunch and Munch Program this year. The first 3 months are free. The time it takes currently to count all the money is too long; therefore this program will be very beneficial to us.

12. **Quebec Fundraising Coordinator's Report**- Julie Hanna

a) Discussion of approved fundraising plans, from September until January, for funding the Grade 7 Quebec Trip: Friday Follies= Treat Days (not on Hot Lunch Days). This will include Smenzles, which are eco-pencils for \$2, Themed Lollipops for Halloween and Xmas, Bursting Balloons that have prizes inside, Pretzels, Jelly Bean Guessing, & Tortures. Also, a clothing drive will be held in October, and Gift Card sales will be offered in October and November. The Poinsettia Fundraiser will start in November, and be delivered in December.

13. **New Business**

"Motion made to remove Therese Mawdsley from PAC signing authority, and add Denise Beaudoin."

Motioned: Michelle Flett Secoded: Ranita Kajla

No further discussion noted. All in favor.

Motion approved.

a) "Survey Monkey" will be initiated as a way to gather helpful input for PAC efforts, and review Hot Lunch ideas.

b) Discussion regarding creating our own PAC website with a direct link for parents to access. Encouragement given to celebrate our successes.

c) Executive Meeting will be held to review upcoming plans, and determine dates of future events and PAC meetings.

14. **Adjournment**- Meeting adjourned at 8:20 pm by Michelle Flett

Next PAC Meeting TBA