

## Trafalgar PAC meeting Minutes

Date: September 12, 2017

### Attendance (in order of written on sign-in form):

Jill Jordan	Kinneret Zilbershtein	Harjot Sidhu	Alison Scarlett
Melissa Cheevers	Hanif Virani	Tze-Wo Leung	Tracy MacLeod
Amanda Magee	Cheryl Moscovich	Ellen Tsang	Christina Liu
Carrie Linegar	Connie Kwan	Lianne Nosyk	Karen Sadler
Shaleena Jeraj	Cristal Egan	Heather Ondersma	Juliet Dong
		Jesse Chen	

### 1. Introduction of PAC executive

- Tracey MacLeod
  - Introduction of all PAC Members and members at large. Tracey encouraged all to please share new ideas and feedback and well as attendance at future meetings with kindness and respect. We have a code of conduct that applies to both parents and students. That applies to meetings and in emails.
  - Babysitters secured for next meeting.
  - Meeting goal to end at 8:30. Secretaries to monitor time of meeting. Will kindly move things along when needed and create **ACTION** item for next meeting.
- Dates of next Pac meetings reviewed.
  - First Tuesday of every month
  - October 3<sup>rd</sup>, November 7<sup>th</sup>, and December 5<sup>th</sup>, 2017

### 2. Update from Admin

- Mme. Lavoie
  - introduction of Mdm Leanne (new grade 1 teacher). Thrilled she is joining us and thank you for coming to meeting.
  - Smooth start of school year. Everyone in their classes.
  - Monday is orientation for ELL parents with multicultural learner for orientation of school.

- Meet the teacher night and Welcome back BBQ next week (Thursday Sept 21st). Teachers will do formal presentation at 5:00 and 5:30pm. Teachers will review classroom expectations. Then the socializing can begin!
- Activities planned.
  - Terry Fox last for day of the month.
  - Pro D Day - aboriginal focus.
  - Presentation on 21st Roberta Kennedy first nations story teller to speak to the students (grant given for this program).
- Mr Rupert teaching 65% and also VP full time. Welcome to your first September.
- Thank you to the PAC for Sensory items that were purchased for the classroom for emotional regulation learning. Tools to help focus and concentrate.
  - 11 kits purchased. Kit includes:
    - Noise cancelling headphones
    - timers (2 min and 5 min)
    - clock
    - wiggle cushions
    - Leg tension for chair.
  - Looking for feedback from teachers to see if they need anything further.
  - **ACTION:** Amanda Magee to research bins and inventory sheet.
- Question for PAC group about empty classroom (old kindergarten classroom). Still up in the air about bringing back an extra french kindergarten class but HR is aware. Tracey and Gord going to a meeting in October for review of the french immersion program. Deadline is usually Sept 30th.

### 3. Traffic update-

- We have posted signs and traffic seems to be flowing nicely!
- Some signs to be moved to the back of the school to prevent people pulling into driveway and backing up, creating dangerous situation for young children to be hit.

#### 4. Band overview

- Jessie Chen
  - Welcome band 8-8:45 and 4. Grades 5-7. Introduction and thanks to teachers. Formal classes will start Monday and Wend next week. Next year we will expand to younger students. Three new teachers. Monday will be wooden instruments and Wend will be brass instruments. Possibly Trafalgar band by Christmas. Over 60 students interested and we need to limit it to 45 students.

#### 5. PAC activities overview

- Tracey Macleod
  - **Direct Appeal**- rolling out this week. Hoping to end it by September 29<sup>th</sup> so we can have the budget ready to present at the October meeting. We do realize it is missing the tax form and will rectify this. Hoping to be done by Sept. 29<sup>th</sup> so we can have the budget ready for Oct 1. The plan is to have the budget available the week before to post on the website by September 25<sup>th</sup> once we have an idea of where we are at with Direct Appeal. Please take a look at it before the meeting if possible because things will run a lot smoother and faster if you have questions prepared.
  - ‘Welcome back event’ next Thursday.
  - Monsters Ball and Pumpkin Patch October 27<sup>th</sup>. Need volunteers for Monsters Ball.
  - Santas workshop December 18<sup>th</sup>- Jennie Farahani running that again this year.
  - ‘Music in the Halls’ Update by Shaleena Jeraj. Last week of school before Winter Holidays. In need of musicians from 8-9am for 5 mornings. This will be put together in October. Whole point is to get people singing and together. Need someone who can play a repertoire of music.

#### 6. Policies and Motions

- Teachers Gifts
  - PAC policy for departing staff. See form in binder for details. **ACTION:** Simplify to not specify when they leave (mid year vs end of year) for all staff.
    - **MOTION TO PASS:** Hanif Virani. Jill Jordan to second. **MOTIONED PASSED.**
- PAC Executive Spending
  - Suggested by Harjut Sidhu: Up to \$500 or less to be spent **AND CAPPED AT 10 SPENDS PER YEAR** (as a stop gap measure) by PAC exec without a vote

by entire PAC. Must be captured in minutes by secretaries. Accountability needs to be main focus to prevent overspend and save funds for bigger budgetary needs in future.

- MOTION TO PASS: Amanda Magee and Jesse Chen to second. MOTION PASSED.
- Motion to approve reviewed budget from last year. All money accounted for and all is balanced.
  - MOTION TO PASS: Karen Sadler. Hanif Virani to second. Motion passed.
- Motion to create Budget committee
  - Alison Scarlett, Annie Li, Tracey MacLeod, Jessie Chen, Sean Rupert, Jacquie Lavoie Motion to accept end of the year budget.
  - MOTION TO PASS: Carrie Linegar. Shaleena Teraj to second. MOTION PASSED.
- Motion to change signatories for gaming accounts:
  - Remove: Gord Lau, Lorie Srivastava, Marlene Tucson-Golinopoulos
  - Add: Alison Scarlett, Annie Li, and Tracey Macleod
  - MOTION TO PASS: Hanif Virani. Carrie Linegar to second. MOTION PASSED.
- Motion to Pass initial Mini Budget:
  - School Start up funds:
    - Back to school party - \$1500
    - Welcome back Coffee - \$200
    - Monsters Ball - \$1500
    - Library - \$2500
      - Wall and projector changes. VSB to come and review and make recommendations. New librarian to come a present. Red cedars and bean bag chairs is covered under the \$2500. More funds given to librarian from VSB. **ACTION:** Hanif to talk to librarian about technology updates in library.
  - PAC operations - \$300
  - Traffic and Safety - \$500
  - Teacher Discretionary Funds - \$4080 (\$3840 in 2016/2017)
    - teacher will like their funds sooner. Sunshine fund \$500
  - Total - \$11,080
  - MOTION TO PASS: Hanif Virani. Karen Sadler to second. Motion passed. MOTION PASSED.
- Motion to purchase GIC for \$10,000 for Capital fund

## 7. Hot Lunch Update

- Connie and Juliet
  - New vendors
  - Sept 29th is first hot lunch.
  - Pizza hut once a month.
  - All other days are Rocky Mountain.
  - Question from attendee: Can we pull the statistics of what is being orders to gage the interest of different ?
    - Can we do a survey monkey?
  - They taste tested a sample of foodie kids. It was a hit. Butter chicken was a hit as was chicken fried rice.
  - No more hotdogs. Possibly Subway as a replacement every two weeks. Feedback from group is that is should be every week.
    - **ACTION:** Will be every Wednesday or on another day?
  - Possibility to eliminate cash sales.