**DATE: 22nd November 2011**

**LOCATION: Trafalgar School Library**

**ATTENDANCE:**

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| --- | --- |
| Holly Yoos | Shelly Yang |
| Bronwyn MacLean | Cheryl Gravkin |
| Julia Stachowiak | Elisa Campbell |
| Amy Wai | CJ Wu |
| Elaine Cotton | Tamara Levy |
| Teena Sim | Shaleena Jeraj |
| Abbey Westbury | Karen Sager |

**SCHOOL REPS:** Adele Tremblay (Principal), Tim Krug (Vice Principal)

**AGENDA:**

1. Meeting called to order 7.09 – Elisa Campbell

Motion: To approve agenda as presented – Julia Stachowiak

Seconded: Bronwyn MacLean

Passed

1. Welcome & introductions
2. Review & approve minutes 18th October 2011
* Correction: Correction to name Shelly Yang

Motion: Move to approve minutes with correction - Abbey Westbury

Seconded: Karen Sager

Passed

1. Reports

**Administration Report - Adele Tremblay**

* Job action continues, with minimal effect to day to day operations of school
* Report cards likely to be student record of attendance only no performance summary
* Teachers are in phase 1 action and have been advised that direct communication with parents is allowed, and can occur outside school hours, although encouraged to be briefly before/after school or during class time (when supervision aids are available to cover class)

**Administration Report - Tim Krug**

* Teachers are working with students directly on setting up rules for behavior in halls, this is working well
* Grade 7 girls volleyball started

**PAC Chair – Elisa Campbell**

* Direct appeal ended, thanks to all who helped and donated, raised around $21,000, numbers to be confirmed shortly. Higher than normal family participation was good to see with many families donating.
* Next big campaign is volunteer recruitment. Need to fill position of treasurer as well as need hot lunch recruits. Need to find a way to get the message out to parents about how they can volunteer time in small ways to help the school/children. Potential to source more volunteers via class reps.
* Hot lunch will continue in current format for 2011/2012 with plans to put committee together to better research options for the future. Feel two programs running at same time will just split sales and cause confusion. Karen Sager & CJ offered to assist in spearheading a committee to review Hot Lunch, space, set-up and volunteering needs for different programs as well as financial returns.

**PAC Treasurer Financial Statement Review – Elaine Cotton (temporary treasurer)**

Presented up to date statements for review.

* Major disbursements for Teachers Discretionary Funds as approved in previous meeting. Money for Gaming now in as well as money for Hot Lunch purchases. Direct appeal soon to appear on next statement. Slight amendment to move $710.15 from Misc to Parent Participation on statement

Motion: To approve financial statement as amended above – Elaine Cotton

Seconded: Tamara Levy

Passed

**PAC Communication – Holly Yoos**

* Working with google account to arrange a direct email that can be sent from PAC to all parents direct, rather than via reps. Getting emails in place then testing.
* Updates going out about Grade 7 Quebec fundraiser and Osbourne book fair
* Will update with general summary on fund raising number this week.

**Draft Budget 2011/2012 – Elisa Campbell & Elaine Cotton**

* Draft budget presented for discussion. Various debate and discussion around different areas. Clarity provided that while the budget is in place prior to moving forward with expense greater than $200 the actual expense will need to be approved at PAC meeting for items not budgeted in teachers wish list. Teacher Wish List items are spent at the approval of the principal in discussion with staff.

Motion: to approve draft budget as presented – Abbey Westbury

Seconded: Shaleena Jeraj

Passed

**Upcoming Events**

* Movie afternoon in December to raise money for Quebec trip, this is planned for coming months
* Spirit week for 2012 plans just starting for this event, more to come

**Other**

* Abbey Westbury advised Grade 6/7 still no rep for one class, will continue to try locate a candidate
* Recent survey of students found almost 50% of Trafalgar students ride or walk to school, great work. As part of survey school received 50 free pedometers.
* Teena Sim highlighted issues surrounding school safety. Suggestions to have a talk with students about safety as school. Tim/Adele setting up cones at front of school to improve visabiltiy of key areas of concerns and parents encouraged to tell others about safety around the school to address some current issues.

Motion: to adjourn meeting – Amy Wai

Seconded: Tamara Levy

Meetings close 8:40

Co-Secretary

Bronwyn MacLean