

Trafalgar Elementary School
2012/2013 Parent Advisory Committee

Meeting Minutes: PAC Meeting #2 – 9 October 2012

Attendees (20): Gord Lau, Jane Caddick, Amanda Vincent, Gail Neale, Adrienne Martin, Elisa Campbell, Bronwyn Maclean, Janet McWilliams, Georgia Aliphtiras, Stephanie Campbell, Cheryl Gravkin, Kate Power, Adele Tremblay, Victoria Lorieau, Jessica McAlpine, Victoria Newitt, Dorjie Zlindre, Liz Hudson, Kathy Groves

1. Call to order / Approval of Agenda

Call to order at 7:10 pm, introductions, agenda approved

2. Approve minutes from previous meeting (Sept 18) - hard copies of minutes were available on desks for review).

Motion to approve: Jessica, 2nd: Kate : approved

3. School Report - Principal & Vice Principal

The year is off to good start – very busy time for teachers and administration but everyone is very enthusiastic

- Meet the Teacher - success
- ProD 24 Sept- including Traf is part of Canucks autism network (workshop)
- Terry Fox Run was a success – raised almost \$4k donations to Foundation
- Bike & Walk to work week – prizes are a hit
- Friday 5 Oct assembly – Principal Tremblay received the QE2 diamond jubilee medal for service (parent nomination). Canadian Senator M. Jaffer came to school assembly to deliver medal and address the school assembly discussing/encouraging service to community.

Near term focus/activities:

- support and integration of ESL students; support for students and families with special needs including activities with resources such as community links teacher and practicum student coming as youth & family worker; integrating the French immersion and English stream students – combined sports & other activities
- 30 Nov ProD day – Trafalgar Elem hosts district wide workshops for French immersion teachers
- Request for support from PAC funding (~\$500) to provide cooking supplies for cooking club

4. PAC Chair Report

- Hot Lunch Program – is starting up and should be in progress by end of October. PayPal is being set up (and can be used for Direct Appeal also). Hot Lunch team will meet separately to finalize program details and make decisions relating to menu and payment (for example whether to only use PayPal or to also accept cheques).
- VSB District PAC (DPAC) – Cheryl is going to city-wide workshop on 11 Oct. There are links to many good resources for PAC members on the DPAC website.
- Kindergarten tea – went well, thanks to volunteers
- Movie night (13 Sept) was a success with ~ 200 attendees – thanks to coordinators Sarah and Chantall

5. Bike/Walk to school month

- Coordinated by Bronwyn. Good participation. Daily Prizes.
- Bike safety check - thanks to Lucy Chang and team from More Bikes.
- Request for PAC funding for a prize at end of the program: \$25 agreed amount.

Motion: Bronwyn, Sarah 2nd. Approved

6. Safe Arrival Program – program is running now and volunteer sign up calendar is on line. Have ~10 volunteers but need ~ 10 more for program to run well. Please lobby other parents to consider volunteering (once/month, 1.5 h)

7. Communications

- 159 signed up to school list for newsletter. Need to encourage others to subscribe as the school newsletter only goes out by Email now. Follow link and instructions that are on the Trafalgar School website.
- Need more Division reps (only 11 div with reps so far) - Email lists per class will be set up for div reps
- School website is being updated. Trafalgar twitter account has been set up.

8. Events Committee

Halloween Carnival & Dance – scheduled for 25 October

- Victoria Newitt is organizing - more volunteers needed!! Aiming for family event + fund raiser + link to Direct Appeal. Last year had ~300 people and expecting similar good turnout.
- This year the gym and stage will be used for activities and stations like apple bobbing, fortune teller, spooky walk, costume contest etc. Dancing will be in the activity room with Bret as DJ.

- Proposing to have food available this year – grills set up for buns and bratwurst etc. Need volunteers for grills. Freybe have offered to provide meat products at near cost.
- Cake bakers for cake walk/raffle needed: Bronwyn will coordinate
- Need to recruit Gr 7 volunteers and some Gr 8 alumni may also be interested to help.
Motion to amend resolution at PAC mtg#1 (\$1,000 for DJ) to permit application of these funds to expenses related to this event such as food, decorations etc – motion Sarah , 2nd Kate. Approved.

Pumpkin patch fundraiser – scheduled for 26 Oct after school

Pumpkins donated by and fundraiser coordinated by Marty Pospichill. Donations go to PAC Direct Appeal.

9. Direct Appeal – 15 Oct – 9 Nov

Tree of dreams theme – letters with a “leaf” go home – parents send leaf back with cheques and the leaves are posted up on the Tree in the school foyer.

Posters/newsletter/morning announcements/Table will be set up at Halloween Dance.

Campaign end date set to allow for tax receipts to be issued by VSB.

Target – last year raised \$21.5 direct appeal plus related fund raisers brought the total up to \$25k.

Motion to approve \$25k as 2012 target and to include recommendation to parents to consider \$50/child donation (505 students). Motion: Stephanie, 2nd Kate power, Approved

10. Treasurer Report

- 1 September – 9 October financial summary presented. Gaming Grant received for coming year: \$10,220 based on \$20/student. Funds must be used for activities that benefit students such as extracurricular activities.

Motion to approve 1 Sept – 9 Oct financials: Motion: Liz, 2nd Sarah, approved

- The 2012/2013 annual budget proposal will be prepared for presentation/review/approval at PAC mtg #3. The available budget will depend on 2012 Direct Appeal amount. Stephanie will meet with Principal to review teachers’ wish list and will meet with greening committee, technology committee, other committees to review forecasts etc.
- Treasurer requests approval for the following expenditures/funding allocations to be included in the budget and may be drawn prior to approval of remainder of annual budget:
 - Miscellaneous \$750 (coffee, social, volunteer tea, \$350 hot lunch software, traffic cones)
 - Performing Arts events: booked by School (4 events per year, total \$3,000)
 - Teacher discretionary funds (\$250/FTE teacher) – \$6600 last year similar this year
 - \$300 for Teacher dinner in December
 - School safety – traffic cones \$200
 - Cooking class - \$500

Motion to approve budget for these items: Motion: Stephanie, Kate 2nd, approved.

11. Upcoming Events

- 10 Oct - Pocket Market - Div1 running the pocket market
- 9 – 12 Oct - Walk to school week. Free transit for children this week
- 19 Oct – ProD day
- Fruit & Veggie program is running
- Need parent volunteers to assist with clean up/safety sweep of school grounds on 1 November after Halloween.

12. Other

- Amanda Vincent has marketing connection with chocolate supplier and offers to contact supplier to help with specific PAC fundraising activities in the coming year.
- Fundraiser idea – fluorescent vests for cycling/riding to school
- Winter seasonal concert and activities – these events are coordinated by the school and strive to reflect and respect the cultural and religious diversity of the school population. Typically have a school assembly where parents are invited to attend: individual classes may perform songs (class participation is up to teacher), the junior and intermediate choirs sing, and school sing-a-long. There is also Music in the Mornings in school foyer in week before winter break. Principal Tremblay encourages parents to discuss their ideas with class teachers.

13. Next PAC meeting 13 November at 7 pm (Trafalgar School Library)

Motion to adjourn: Cheryl, 2nd: Liz. Meeting adjourned: 8:50

Minutes prepared by: Kathy Groves, Liz Hudson (PAC Co-secretaries)