

PAC MEETING

Thursday 27 September 2016

Attendees

Gordon Lau	Jesse Chen	Marlene Tecson-Golfinopoulos	Elsie Wong	Hanif Virani
Joanna Duyzer	Nancy Fu	Emma Chen	Andrea Gesner	Lori Svrivastava
Andrea Besner	Rup Kang	Suzanne Fielden	Heather Ondersma	Nuala Cooper
Shaleena Teraj	Alison Scarlett	Tracey Macleod	Jill Jordan	Kim Thé
Leah Desilets	Tze-Wo Leung	Ellen Leung	Ray Miya	Michelle Gemmill
Mme Lavoie	Ms Kramer			

1. Welcome

- Focus on building community within entire school
- Looking to do more social coffees for parents to mix and mingle

2. About our Meeting

- Update from administration
- Talk about initiatives and voting on expenditures
- Largest fundraiser is Direct Appeal in October – important budget meeting will take place in November

3. Update from Administration

- Nothing can happen without parent support – thank you to parents for making school to great place
- Thank you to all who worked on the Welcome Back BBQ – a nice way to kick off the school year
- Meet the teacher night – new format – feedback welcome; goal was to build community between staff and parents
- Developing the school's Code of Conduct – a big focus this school year; build school spirit
- Code of Conduct document – HOWL: Helpful; Open-minded; Welcoming; and Leaders; include kids' artwork in document and Human Rights Code; welcome parent feedback; all schools required to have Code of Conduct
- Student Council – the more leadership we can give to kids, the more involved; 21 grade 6 & 7 kids on Council
- Trafalgar is the only UNESCO school in BC; possibly connect with another UNESCO school in Canada
- Parent class reps – still missing a few; would like to do an orientation with all parent class reps to discuss their role; orientation in October
- Project Chef – will teach kids in the classes of Mr Kabele and Ms Cai how to make healthy choices and learn how to cook
- Planning hip hop dance lessons for all grades; student rehearsals then a performance for parents in October
- Planning gymnastics all grades in April 2017
- Admin's request to PAC(see handout) – art supplies; buckets filled with calming items; Lego robotics kits; 2 iPads and 2 laptops per class; music items and books – will await until Nov 2016 budget meeting to further discuss; will include expenses with updated handout
- Eating off school grounds – grade 5 students very young to cross MacDonald street thus no grade 5 off school grounds; grade 6 & 7 students permitted to leave school grounds only on Mondays provided a permission form from parent is submitted

4. PAC Activities – Overview

- October - Direct Appeal fundraiser; Monster Ball social
- November – important budget meeting
- December – Santas Workshop
- Hot lunch and hot dog sale – fundraisers
- Safe arrival program
- Request from Admin for funding technology, gym supplies, art supplies

5. Mme Elly – Author Michael Kusugak

- Mme Elly spoke of bringing back Aboriginal author Michael Kusugak to present on the Inuit and residential school experience; the author will bring with him Inuit clothing and art for the kids to touch
- Amount requested is \$1,120 (2/3 of \$1680) for the author to deliver 4 sessions to all grades in October

MOTION: To provide \$1,120 to fund Aboriginal author Michael Kusugak to deliver 4 sessions on October 18, 2016 at Trafalgar

Moved: Hanif Virani

Seconded: Jesse Chen

6. Earthbites – Suzanne Fielden

- Garden at the school on the field started five years ago
- Gives kids skills and confidence to grow and forage food and make healthy snacks
- Cost of the program this school year is \$14,160 for 5 sessions which includes garden planning and maintenance
- Will further discuss after the budget meeting in November

7. Direct Appeal – Need Volunteers – Rup Kang (Lead)

- Direct Appeal will take place from mid-October to mid-November
- Jesse Chen volunteered to collect cheques and keep them safe
- Parents can make donations via online Hot Lunch software
- Direct Appeal goal is \$20K

8. Monsters Ball – Need Volunteers – Andrew Konetza

- Monsters Ball will take place Friday October 28
- 26th year of the event
- Looking for an individual to coordinate and schedule the volunteers
- Volunteers needed to run the booths and haunted house

MOTION: To provide \$1,500 budget for the Monsters Ball

Moved: Gordon Lau

Seconded: Rup Kang

9. Art Starts – Kim Thé

- Art Starts is a non-profit organization that provides grants a couple of times each year
- Grant is dependent on a partner organization providing 30% of total monies required
- Diana Davis is a movement story teller
- Explore further at next PAC meeting whether PAC to work with Diana Davis to submit a grant for a sock puppet workshop for English and French grade 1 and 2 classes; grant application deadline is May 2017

10. Financials

a. Financial Policies

- Policy for PAC Reimbursement Requests – forms and receipts submitted to PAC treasurer within 30 days of expense incurred
- Policy for Handling Cash – 2 PAC members to count monies raised and monies cannot be taken home
- Policy for Requested PAC Funds for Technology Equipment – equipment/technology request in excess of \$200 must meet criteria
- FAQs on Getting Reimbursed/Trafalgar Elementary School PAC Financial Guidelines

MOTION: To accept the three financial policies and FAQs listed above

Moved: Shaleena Teraj

Seconded: Joanna Duyzer

MOTION: To create the Budget Committee comprised of the following individuals: Mme Lavoie, Ms Kramer, Lorie Svrivastava, Marlene Tecson-Golfinopoulos, Lau, and Jesse Chen

Moved: Andrea Gesner

Seconded: Kim Thé

b. End of Year Statement

- Statement of Receipts and Disbursements: 1 September 2015 to 31 August 2016 (see handout)

MOTION: To accept Statement of Receipts and Disbursements for 2015-2016 School Year

Moved: Rup Kang

Seconded: Gordon Lau

c. GICs

MOTION: To purchase \$10,000 GIC with funds from PAC account

Moved: Hanif Virani

Seconded: Kim Thé

d. New Accounts at BMO

- Closed Vancity account on Dunbar and opened new account at BMO on Dunbar

Meeting Adjourned at 8:55 pm