

Coast Meridian Elementary PAC Meeting Minutes

Date	January 24, 2019
Time	7:00pm
Subject	Coast Meridian Elementary PAC Meeting Minutes
Chair	Caroline
Attendees	Pam B, Amanda T, Priya K, Amy T, Kam G, Raj D, Balbir D, Caroline S, Amber F, Gwen M.
Executive Roles	Chair – Caroline Schellekens Vice Chair – Amy Thiessen Treasurer – Priya Kandhadai Secretary – Amanda Toynbee DPAC Reps – Kam Gill & Pam Bhatti
Meeting Called to Order	Meeting called to order at 7:06pm by Caroline S.
Chair Welcome	Caroline welcomed and opened the meeting.
Principal's Report	<p>Amber introduced Gwen M. – Intern Principal</p> <p>New Staff:</p> <ul style="list-style-type: none"> - Mrs. Myles – Intern Principal - Ms. Fei and Ms. Sihota teaching Grade 2/3 <p>Jingle Bell Walk:</p> <p>The Jingle Bell Walk was very successful – thank you PAC for your help with the zone map and supervising classes, handing out hot chocolate etc. We collected 40 boxes of food, which was amazing! We would like to continue this next year as well as it was such a well-received event.</p> <p>Audits:</p> <ul style="list-style-type: none"> - Finance and Procedures Audit next week – audits finance and all procedures (e.g. sign in book, visitor tags, attendance, medication and medical forms etc.) - Health and Safety Audit in February – audits all Health and Safety processes in the school (e.g. fire drills, earthquake drills, injuries, ladder use, etc.) <p>Traffic:</p> <p>The RCMP volunteer van came out twice to take data on the traffic – we have not yet had a report; the district facilities came out again and the cone is very effective for the drive through and she didn't see any issues on the day she was here; a report was submitted to bylaw – I haven't heard from them or heard of any tickets being handed out yet; talked to Fire Marshall about the park9ing on the bridge and our concerns; trying to be outside in the mornings and after school when we can; talking to parents parking in the lot or across the driveway etc.</p>

	<p>Hip Hop: Scheduled Feb 4-Feb 8 – all classes will have 4 sessions throughout the week and there will be a performance on the last day – parents welcome – time to be determined – THANK YOU PAC!!</p> <p>Anti-Bullying Day: February Kindness Month – various activities in classes, Library and school wide (still to be determined) leading up to Anti-Bullying Day Feb 27 – Assembly on Feb 27 with class presentations and school discussions re. bullying awareness.</p> <p>Newsletter SWAY Newsletter format in December – link sent to parents – 330 views – feedback?</p>
Treasurer's Report	<p>Priya went over the Treasurer's report items.</p> <ul style="list-style-type: none"> - GST rebate is int account for 2018 - Charity funding has all been filed - Events/Coordinators: must maintain invoices for GST and need official receipt for the expense. Credit card receipts and quotes are not proof of expense. A receipt with the itemized receipt is ok. - Budget for 2018/2019 was previously approved but need to make additional increase for Candy Cane & Hot Chocolate expense, this was approved via email/text by PAC execs. - Event Tracking: breakdown of income/expenses - Overall PAC has raised more money than was expected.
Old Business	<ul style="list-style-type: none"> - Caroline moved to approve the minutes from Nov, Priya seconded <p>Tennis Racks:</p> <ul style="list-style-type: none"> - Better quality than the district ones as these are lighter - Maybe look at purchasing portable nets next year - Waiting for timeline on rackets and balls - Waiting for official invoice, only have quote at this time
New Business/ Updates	<p>Chocolate Fundraiser:</p> <ul style="list-style-type: none"> - Starting week of Feb 1 - Need volunteers for prep of boxes on Jan 30 at 2:30pm - Need volunteers for Mon/Wed/Fri am/pm for collection - Kam to confirm with Mrs. Neufeld on how many volunteers needed <p>Munch a Lunch:</p> <ul style="list-style-type: none"> - Amy has ordered an extra lunch to be allocated to a kid in need, not sure if we will need each lunch as it needs to be approved by the child's parents before lunch day. - Focus on lunches that people order more and sign up - More people registered after the last newsletter/notice with information on Winter lunch ordering. - Look at having older students help with delivery of Hot Lunches for each class room, maybe spirit squad? Amber to check on this.

	<p>Lice Spray:</p> <ul style="list-style-type: none"> - We have now covered all the costs - If we sell remaining stock it would be approx. \$300 for PAC - Look at adding a notice regarding lice spray after spring break lice checks - Maybe look at selling during book fair <p>Book Fair:</p> <ul style="list-style-type: none"> - Will run 3 days after school in March <p>DPAC Update:</p> <ul style="list-style-type: none"> - Need to list who are the executive roles in the meeting minutes (see above) - Pam has a form that needs to be completed with the minutes - Next DPAC meeting is in February <p>Newsletter:</p> <ul style="list-style-type: none"> - Look at adding PAC news to the online newsletter for future
Next Meeting	February 20 th , 2019 at 7pm
Adjournment	8:10pm