

**Douglas Road Elementary School PAC  
Meeting Minutes**

<b>Date:</b> June 8, 2016	<b>Location:</b> Library	<b>Called to order:</b> 6:06 pm	<b>Adjourned</b> 7:55 pm
<b>Attendees:</b>			
<b>Chairperson:</b> Paulina Taliber	<b>Treasurer:</b> Esther Bernardi	<b>Secretary:</b> Karima Hirji	<b>DPAC:</b> Michelle Kienzle
<b>Principal:</b> MaryAnn Brown	<b>Fundraising:</b> Lesley McKechnie	<b>Parents:</b> Stan McKechnie	<b>Guests:</b> Barbara Talbot from Munchalunch

	<b>Action</b>	<b>Discussion</b>	<b>Person in Action</b>
1.	Motion	Call to order, welcome, and introduction	Esther
2.	Motion	Approval of agenda, added discussion of 2016/2017 calendar	Esther
3.	Motion	Approval of minutes from May 4, 2016	Esther
4.	Report from the Principal	<ul style="list-style-type: none"> <li>a. Thanks to the PAC for all their hard work throughout this entire school year. It is wonderful to work with such a great team in bringing extra activities and experiences to the students of Douglas Road. We look forward to doing it all again next year.</li> <li>b. We will be having the four colour days leading up to Sports Day. See the calendar for the colour to wear each day.</li> <li>c. Sports Day is coming up on June 24<sup>th</sup>, with an early dismissal at 1:00pm. This year's theme is the Olympics.</li> <li>d. Our final awards assemblies are June 27<sup>th</sup> at 10am and June 28<sup>th</sup> at 10:30am, for our grade 7 leaving ceremony.</li> <li>e. We will be acknowledging the staff that are leaving on June 27<sup>th</sup>. They are: Teresa Migliuri, Kim Stevens, Sandra Njegovan, Bee Yiu, Deanna Zucchetto, Joanna Ogujuiba, Michelle Iaconis, Kelly Schmidt, Kiran Bains, Janny Wong, Claudia Mazzoleni. There are still a few more staff that we are waiting to hear about.</li> <li>f. We will begin again on Tuesday, September 6<sup>th</sup>, with Purposeful Play grades 1 to 7 in the gym and Kindergarten registration in Room 104. There will be lots of important information for parents given out on this day as well as for students. Our theme for the week is "What Do You Do With An Idea," based on the book by Kobi Yamada. We will have multi-age groupings for Wednesday through Friday. See you then!</li> </ul>	MaryAnn
5.	DPAC	<ul style="list-style-type: none"> <li>a. Last DPAC meeting was held May 30<sup>th</sup></li> <li>b. Elections were held and one of the new members of the BCCPAC is a Burnaby mother</li> <li>c. School protection program, principal's input is critical when coordinating all activities</li> <li>d. PAC is not able to sign agreements for any fundraising activities that may be a liability issue</li> <li>e. Meetings will now be held the 3<sup>rd</sup> Monday of each month</li> </ul>	Michelle

6.	Munchalunch	<ul style="list-style-type: none"> <li>a. Barbara Talbot presented MunchaLunch's software program, followed by a question and answer period</li> <li>b. Online program for schools with no kitchens, which connects vendors with schools for healthy lunch options or fundraisers on days designated by the PAC.</li> <li>c. \$300 annual fee for license to use the software, and PAC would receive a percentage of the proceeds. Discounted fee and free 3 month trial for first year</li> <li>d. Automated ordering, lunch reminders, volunteer signups, completely paperless</li> <li>e. Accessible by any email enabled device</li> <li>f. Very user friendly interface for both parents and the administrator</li> <li>g. Credit Card or Paypal payments available, PDF receipts emailed directly to parents</li> <li>h. Many options available for suppliers</li> <li>i. Multiple lunch date orders can be done in advance if desired; all orders must be paid at time of order, orders cannot be cancelled or adjusted once submitted</li> <li>j. Items come directly to each classroom, labelled by order for each participating student with a distribution list for the teacher to hand out the meals</li> <li>k. 2.9% and \$0.30 transaction fee per order paid by the PAC</li> <li>l. PAC agreed to try it for 2016/2017 year. First Hot Lunch would be September 28<sup>th</sup></li> <li>m. Hyperlink to be posted on our Douglas Road website for parents to set up their family accounts</li> </ul>	Barbara
7.	Treasury	<ul style="list-style-type: none"> <li>a. Review of Accounts, Budget, Income &amp; Expenses for May</li> <li>b. Stan's Pizza brought in \$240</li> <li>c. Carnival raised \$1710</li> <li>d. PAC paid for 2 InFocus projectors, iPad cart, Field trip buses</li> <li>e. Donations/Walkathon fund \$3,225</li> <li>f. Closing balance for May is \$13,246</li> <li>g. PAC agreed to fund PASS soccer for September</li> <li>h. PAC looking at funding more iPads for next year</li> </ul>	Esther
8.	Carnival Meeting Update	<ul style="list-style-type: none"> <li>a. Next year's Carnival booked for May 26<sup>th</sup>, 2017</li> <li>b. Checklist from this year's Carnival to be utilized again next year, and try to eliminate multiple meetings</li> </ul>	Esther
9.	June Events	<ul style="list-style-type: none"> <li>a. Calhoun's trial lunch June 15<sup>th</sup>, \$5.00 entrees in recyclable container, waiting for feedback from students and parents</li> <li>b. Fruitsation Freezie/Frozen Yogurt tubes to be given out to students on June 28<sup>th</sup> courtesy of the PAC</li> </ul>	Paulina
10.	Fundraisers in June	<ul style="list-style-type: none"> <li>a. Nestle ice cream cups to be sold at Sports Day</li> <li>b. Soft drinks, popcorn and doughnuts for sale as well</li> </ul>	Lesley
11.	Structure of PAC for 2016/17	<ul style="list-style-type: none"> <li>a. Lesley will be leaving the school next year so PAC is searching for a new Lunch co-ordinator and a Fruit &amp; Vegetable coordinator. Any parents interested in taking over, or helping with these roles starting in September, please contact any PAC member</li> </ul>	Lesley

		<ul style="list-style-type: none"> <li>b. Parents available to help with lunchtime food programs fundraisers, or activities will also be able to volunteer directly on the MunchaLunch website in the new school year</li> <li>c. Hyperlink to be posted on our Douglas Road website</li> </ul>	
12.	First Day of School	<ul style="list-style-type: none"> <li>a. All PAC parents to be present on first day of school to greet parents and recruit volunteers for the year.</li> <li>b. Plan is to set up a PAC station with photos of this year's events</li> </ul>	Paulina/Esther
13.	Donor Thank you Letters	<ul style="list-style-type: none"> <li>a. Thank you letters to be written and sent to the local businesses who were kind enough to donate walkathon prizes, ice cream for our carnival</li> </ul>	All
14.	Next meeting	To be determined in September	All
15.	Meeting adjourned	7:58pm	Paulina