



**Douglas Road Elementary School PAC  
Meeting Minutes**

<b>Date:</b> <i>September 28, 2016</i>	<b>Location:</b> <i>Library</i>	<b>Called to order:</b> <i>5:30 pm</i>	<b>Adjourned</b> <i>6:30 pm</i>
<b>Attendees:</b>			
<b>Chairperson:</b> <i>Paulina Talaber</i>	<b>Treasurer:</b> <i>Esther Bernardi</i>	<b>Secretary:</b> <i>Karima Hirji</i>	<b>DPAC:</b> <i>Michelle Kienzle</i>
<b>Principal:</b> <i>Mary-Ann Brown</i>	<b>Co-ordinators:</b> <i>Jessica Tran, Christie Northrop</i>	<b>Parents:</b> <i>Christie Northrop, Barbra Shauer, Robert &amp; Isadora LaPlante</i>	<b>Guests:</b> <i>Laurie Svenson from Beedie Group</i>

	<b>Action</b>	<b>Discussion</b>	<b>Person in Action</b>
1.	Motion	Call to order, welcome, and introduction of new parents and special guest Laurie Svenson from Beedie Group.	Paulina
2.	Motion	Approval of agenda	Paulina
3.	Motion	Approval of minutes from June 8, 2016	Paulina
4.	Report from the Principal	<ul style="list-style-type: none"> <li>a. School Start-up - all is well; we are in full swing. Staffing still not in place for Div. 5. Also waiting on more EA staffing. District is up in numbers overall and therefore staffing a part-time position is a bit more challenging this year. Thanks to Mr. Eric Brown for filling in temporarily for Mr. Trask. Ms Gair is still on leave until Christmas. Mr. De Sousa will be replacing her for band this term.</li> <li>b. Crossing Guards - concerns still exist about students and parents not listening to the crossing guards. These are dangerous corners and we want to acknowledge the hard work and dedication of our crossing guards for the work they do each day out in the streets to keep all of our students safe.</li> <li>c. Cross Country is happening thanks to Mr. Milloy and Ms Carlyle. It is a short season, but students have participated in all meets to date.</li> <li>d. Volleyball has also started for the girls with Mr. Minichiello and will begin soon for the boys as well.</li> <li>e. Our Artstarts performance this year will be Sand Northrup with her two-day residency for the Circus. This will happen on Oct. 11th and 12th, one session for each division.</li> <li>f. Thanks to the PAC for paying for the soccer program once again. The students do enjoy this each year and it offers great skill building and activity for the remainder of the year at recess and lunch. As the weather changes, please be sure your children are sent to school with a variety of clothes, jackets, umbrellas, shoes, boots for whatever the weather. We do go outside most of the time and students need to be prepared for the unexpected rain showers that may occur.</li> <li>g. Our first back-to-school picnic was well attended by parents. Thank you!</li> </ul>	Mary-Ann

		<ul style="list-style-type: none"> <li>h. It was great to meet the parents at the information conferences. It is an important time to gather information about each student. Communication is key as we move forward into a new school year.</li> <li>i. The Ministry Fruit and Vegetable program is underway. Thanks to Jessica Tran for taking this on.</li> <li>j. Food Friday seems to be popular for the students and is continuing again this year. See the calendar for menu items.</li> <li>k. The re-designed curriculum is in its implementation phase. Check out the government website for more information. <a href="https://curriculum.gov.bc.ca">https://curriculum.gov.bc.ca</a></li> <li>l. Watch the notices for more information on the Pumpkin Patch Oct. 27th and Halloween activities (Oct. 31st) coming up.</li> <li>m. Going green - We are hoping to move in a greener direction with notices, however this will take time. Thanks to those that have been inquiring.</li> <li>n. Beedie Group has been approached to cover the oranges for the pancake breakfast as well as to send volunteers for this event. They will be in touch after their first meeting.</li> </ul>	
5.	DPAC Update	<ul style="list-style-type: none"> <li>a. Michelle attended the District PAC meeting at Burnaby Central on September 19<sup>th</sup> and many interesting changes in our schools.</li> <li>b. Namely the grading system. A very detailed minutes of the meeting report is linked below. Parents are free to view this:</li> <li>c. <a href="http://www.burnabydpac.com/wp-content/uploads/2016/09/1-Sept-19-2016-BurnabyDPAC-Meeting-Minutes_Final.pdf">http://www.burnabydpac.com/wp-content/uploads/2016/09/1-Sept-19-2016-BurnabyDPAC-Meeting-Minutes_Final.pdf</a></li> <li>d. Michelle wants to attend the Internet Safety for Parents seminar at Burnaby Mountain Secondary on Thursday October 13<sup>th</sup> from 7-9 pm. She encourages other to go with her.</li> <li>e. Michelle, Esther and Paulina will try to attend the DPAC Vendors fair and PAC 101 seminar at Burnaby Central Secondary on October 4<sup>th</sup>. All are welcome.</li> </ul>	Michelle
6.	Treasury Report	<ul style="list-style-type: none"> <li>a. The budget for 2016/2017 has been approved and voted on.</li> <li>b. Michelle, Esther &amp; Paulina voted and agreed it was a balanced and conservative budget.</li> <li>c. The Gaming Grant will be deposited in our gaming account on the first or second week of October. We are estimated to receive approximately \$5,000. (\$20.00/student).</li> <li>d. PAC will give the school \$5,000 for field trips this year.</li> <li>e. The breakdown is \$20.00 per student (PAC donated) and \$5.00 per student from the school. This gives each child a \$25.00 field trip fund which will accommodate buses and admissions.</li> <li>f. Last June's year end field trips were very popular with teachers in that the PAC provided buses for 5 divisions.</li> <li>g. This year the computer and technology fund will be \$5,000, however, we are considering adding furniture and equipment for the school in that line item as well, i.e. folding tables for our major events, etc....</li> </ul>	Esther

		<p>h. An Income and Expense Statement from June 30, 2016 was also distributed with a comparative from the previous year. Please see attached PDF's of the budget and Income &amp; Expense Stmt.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   2016-2017 Budget </div> <div style="text-align: center;">   2015-2016 I &amp; E Stmt </div> </div>	
7.	Munch-a-Lunch	<p>a. Munch-a-Lunch online ordering system has had a great response.  b. The Taco Time order on Sept 28<sup>th</sup> went smoothly.  c. The program shows a profit of \$875.00 for all lunches sold to date.  d. The program produces amazing reports and labels that make lunch distribution very simple and quick. The lack of paper orders, counting money, making deposits, and missing orders is a thing of the past.  e. Most families are ordering one lunch at a time rather than paying for the whole session at once.  f. Hyperlink is posted on our Douglas Road website and weekly lunch reminders designed by Esther will go out 2 or 3 days before each lunch session closes.</p>	Esther
8.	Pie & Cookie Sale	<p>a. This year we will use a new vendor. Western Direct Fundraising.  b. They offer all the pies and cookies we are accustomed to and also frozen pizza and bread products.  c. They are very flexible and have free delivery.  d. Forms should go out the first week of November. Ordered items will be back at the end of the month.  e. Hard copy order forms will go out and families can also order online through their MunchaLunch account.</p>	Esther
9.	Clothing Drive	<p>a. Christie Northrop (Kindergarten mom) will take over the clothing drive.  b. We will have a November 30<sup>th</sup> pick up and April 27<sup>th</sup> pick up.  c. Beedie Group will distribute throughout their office and contribute bags and items for us.  d. Our goal is to double what we did last year.</p>	Christie
10.	Family Photo Night	<p>a. Most spots are filled for Photo Night  b. Volunteers are as follows:  <b>Wednesday October 5th</b>  4-5pm Angela Dukic  5-7pm Paulina Talaber  7-8pm ( need volunteer )   <b>Thursday October 6th</b>  4-5pm ( need volunteer )  5-6pm ( need volunteer )  6-8pm Esther Bernardi</p>	Paulina

		<p>c. This fundraiser yielded \$680.00 last year, we hope to match this amount this year.</p> <p><b>d. Volunteers still needed 4:00 to 6:00 needed</b></p>	
11.	Carnival Planning	<p>a. A lot of interest in volunteering for the carnival has come in through the pink Volunteer sign up sheet that went home on the 2<sup>nd</sup> week of school.</p> <p>b. Carnival planning will begin in the New year.</p>	Esther
12.	Donation Letter	<p>a. Hard copy paper form to go out in October. Any donation over \$20.00 has be made out to the school for a tax donation receipt.</p> <p>b. Esther may send this out in February instead with the “heart month” theme. Just for a break from all the fundraising and ordering that goes on in the Fall.</p>	Esther
13.	Created by Kids Fundraiser	<p>a. Michelle will call the C.B.K Art to confirm a date of October 24<sup>th</sup> for art work to be back from teachers and a distribution of items on December 5<sup>th</sup> to 9<sup>th</sup> in time for Christmas gifts etc....</p>	Michelle
14.	Structure of PAC for 2016/17	<p>a. Jessica has taken on the responsibilities of Fruit &amp; Vegetable coordinator and another Kindergarten mom with food safe will help her.</p> <p>b. Christie Northrop will take on the clothing drive and showed interest in the Scholastic Book Fair. Wednesday food distribution will be supervised and coordinated by Paulina and Esther.</p> <p>c. Special thanks to Maria Hugo Rucka for stepping up and giving us all her Wednesdays for hot lunch!</p> <p>d. Paulina has reported that a few parents volunteered to petition Burnaby businesses on behalf of the school for gift cards, event supplies, etc..... This will allow Paulina and Esther to concentrate on coordinating events and more detail oriented tasks.</p> <p>e. The MunchaLunch volunteer list also shows parents who have volunteered for lunch distribution.</p> <p>f. Special thanks to Barbra Shauer (parent) has volunteered to help us with our events such as concession sales, walkathon, carnival, sports day, etc...</p> <p>g. She also has a contact for a produce wholesaler that may donate watermelons walkathon and fruit or veg. For sports day.</p>	Paulina, Esther
15.	Any Other Business	<p>a. The City of Burnaby Parks and Recreation is coming to our school again this Fall with their fun afterschool programs such as <i>Legomania, Babysitting Basics, Halloween Hoot, Kids Kitchen and Holiday Baking.</i></p> <p>b. Sign up online and see the link below for times, classes and dates:</p> <p>c. <a href="https://www.burnaby.ca/flipbook/bonsor_newsletter_fall2016/#10">https://www.burnaby.ca/flipbook/bonsor_newsletter_fall2016/#10</a></p> <p>d. Special thanks to all the parents that came to the meeting. We hope to see more of your next time.</p>	Mary-Ann
16.	Next meeting	November 16 <sup>th</sup> at 5:30 pm	All

17.	Meeting adjourned	Meeting adjourned at 6:45 pm.	Paulina
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