

**Douglas Road Elementary School PAC  
Meeting Minutes**

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| <b>Date:</b> <i>October 11, 2017</i>          | <b>Location:</b> <i>Library</i>                      | <b>Called to order:</b> <b>5:00</b>              | <b>Adjourned</b> <b>6:10</b>  |
| <b>Attendees:</b>                             |  |  |   |
| <b>Chairperson:</b><br><i>Paulina Talaber</i> | <b>Treasurer/Co-chair:</b><br><i>Esther Bernardi</i> | <b>Secretary:</b><br><i>Barbra Shauer</i>        | <b>DPAC:</b><br><i>Michelle Kienzle</i>   |
| <b>Principal:</b><br><i>Pauline McKay</i>     | <b>Co-ordinators:</b>                                | <b>Parents:</b><br>Heidi Griffin<br>Karima Hirji | <b>Guests:</b> Rohan<br><i>Matt Rohan, City of<br/>Burnaby Parks &amp;<br/>Rec.</i> |

|    | <b>Action</b>                    | <b>Discussion</b>  | <b>Person of Action</b> |
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| 1. | Motion                           | Call to order, welcome, and introduction.  | Paulina                 |
| 2. | Motion                           | Approval of agenda.  | Paulina                 |
| 3. | Motion                           | Approval of minutes from May 17 <sup>th</sup> , 2017.  | Paulina                 |
| 4. | Parks & Recreation Guest Speaker | <p>Parks and Recs program guest speaker</p> <p>Two events currently scheduled for this Fall:</p> <ul style="list-style-type: none"> <li>• Holiday event</li> <li>• Fabulous Fitness</li> </ul> <p>Winter planning on another BCRPA grant for another program at lower cost in winter and spring.</p> <ul style="list-style-type: none"> <li>• Usually a valentine program</li> <li>• Tried to do lego in spring didn't have enough kids</li> <li>• Science, Cooking possible if there is interest</li> </ul> <p>Suggestions from PAC:</p> <ul style="list-style-type: none"> <li>• Babysitting – This is a provincial course can not be changed</li> <li>• Home Alone – Will check in to see if something like this can be run</li> <li>• Cooking – on any day but Wednesday as this is already a busy after school day</li> </ul> <p>Completed and submitted after school program survey.<br/>Burnaby.ca survey can be completed by anyone in the next week</p> | Rohan Matt              |
| 5. | Report from the Principal        | <p>Principals Report – October 2017</p> <p>I would like to express my appreciation to the many parents who have come by to welcome me to the Douglas Road Community. I have begun to get to know many of the students and am delighted to be here. We have had a busy school start!</p> <ul style="list-style-type: none"> <li>• Cross Country is finishing up – our students worked hard and did well at the Track Meets</li> </ul>   | Pauline McKay           |

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|    |                 | <ul style="list-style-type: none"> <li>• Volley Ball has started</li> <li>• Peer Mediators have been trained and will start to be available to support problem solving on the playground using the skills they have learned as well as the WITS program</li> <li>• WITS program. Teachers will all teach at least one lesson introducing the WITS program. Please see attached information letter for details of this program. Parents can find more out about the program at: WITSprogram.ca</li> <li>• The Terry Fox Run was a great success</li> <li>• Band has started – we look forward to hearing them once they are ready for an assembly!</li> <li>• Friendship Club has started up 2 days per week</li> <li>• The Pumpkin Patch returns on October 26<sup>th</sup> – thanks go to the Revitt family and Union #23 and Local 379 for making this event possible</li> <li>• Thanks go to the Burnaby Firefighters for their donation of snacks and food for our breakfast club</li> <li>• Foundation Skills Assessment tests will be commencing in October through to the first week in November</li> <li>• Our upper intermediate students have been invited to Gilpin School to hear a speaker talk about internet safety on the 18th of October</li> <li>• Teachers are continuing with Purposeful Play this year and appreciate the support of the PAC</li> <li>• Food Fridays have started – the menu is on our school Calendar</li> </ul> <p><b><u>REMINDERS</u></b></p> <p><b>Traffic Safety:</b> Parents and students please follow the directions of our crossing guards as they work hard to keep you and our students safe as you walk to school.</p> <p><b>WebSite:</b> Please subscribe by email to our website to get the latest updates</p> |          |
| 6. | DPAC Update     | Attached are the September 18 <sup>th</sup> DPAC meeting minutes:<br><a href="http://www.burnabydpac.com/wp-content/uploads/2017/09/2017-09-18-DPAC-General-Meeting-Minutes.pdf">http://www.burnabydpac.com/wp-content/uploads/2017/09/2017-09-18-DPAC-General-Meeting-Minutes.pdf</a>  | Michelle |
| 7. | Treasury Report | <ol style="list-style-type: none"> <li>a. Bank Balances – PAC Account: <b>\$14,913.21</b></li> <li>b. Cheque given to Ari Con the music teacher for 30 Ukuleles in the amount of \$2,335.20</li> <li>c. No other expenses anticipated for the school at this time.</li> <li>d. Gaming Account Balance - <b>\$5,379.18</b> (After Gaming grant is deposited this week - \$5,000.00 has been approved)</li> <li>e. Gaming grant was based on \$20.00 per student it looks like they approved us based on 250 students. They may give us the difference later in the year if there are more, once the school start-up records are updated.</li> </ol>  | Esther   |

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|  |  | <p>f. School Account managed by the office - <b>\$2199.00</b> after \$1,000 for purposeful play items and \$586.00 for PASS soccer.</p> <p>g. Future PAC expenses for the school will come out of this account until it's depleted.</p> <p>h. The school account manages monies raised by Walk-a-thon and donations over \$20.00</p> <p>i. PAC Budget will be composed after teacher's wish list for government funding of approximately \$10,000 is allotted.</p> <p>j. <b><u>Total bank balances to date: \$22,491.39</u></b></p> <p>Discussion:</p> <p>Teachers consumables for this year \$1700 that can come out of the School account. Wish list items so far:</p> <ul style="list-style-type: none"> <li>• Jerseys for cross country</li> <li>• Request from the librarian</li> <li>• Rainy day activities: Stations in the gym, bins of lego, board games in library</li> </ul> <p>One-time ministry funding of approximately \$10,000 allotted to: Tennis, ice skating, hip hop, bus to take kids to track, soccer, gearing up, ultimate frisbee, booked group friend to friend (that looks at different learners) booked for intermediate students and will likely extend to primary students.</p> |  |
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**NEW BUSINESS:**

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| 1. | Munch-a-Lunch            | <ul style="list-style-type: none"> <li>• Total Food orders to date: \$4818.50</li> <li>• Most families have ordered for the term</li> <li>• New payment system called 'Stripe' is much easier than PayPal. It is a one-time credit card submission for parents and staff.</li> <li>• Every Monday Munch-a-lunch support team directly deposits the funds into the Vancity PAC account.</li> <li>• Family Photo Night sales in Munch to date: \$340.00. This means 17 families will be partaking in this fundraiser.</li> <li>• Hard copy notices went out twice as well as one List Serve reminder.</li> <li>• Munch-a-lunch Profit to date @ 53% - \$2,722.17</li> </ul> | Esther |
| 2. | Fundraisers & PAC Events | <p>School parent recruiting, more parent involvement is needed for positions that will be vacant in coming year(s). Possibly sending out a notice on positions are open and what is required.</p> <p>Upcoming October event:</p> <ul style="list-style-type: none"> <li>• Family photo night</li> </ul> <p>Future Events:</p> <ul style="list-style-type: none"> <li>• Multi cultural dinner (January 25<sup>th</sup>)</li> <li>• Possibly the Carnival (May 25<sup>th</sup>)</li> </ul>  |        |

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| 3. | Next meeting      | December 13 <sup>th</sup> at 5:00 pm |         |
| 4. | Meeting adjourned | Meeting adjourned at 6:10 pm         | Paulina |