

**Douglas Road Elementary School PAC  
Meeting Minutes**

<b>Date:</b> <i>November 16, 2016</i>	<b>Location:</b> <i>Library</i>	<b>Called to order:</b> <i>5:33 pm</i>	<b>Adjourned</b> <i>7:02 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>MaryAnn Brown</i>	<b>Co-ordinators:</b> <i>Christie Northrup</i>	<b>Parents:</b> <i>Barbra Shauer</i> <i>Robert &amp; Isadora LaPlante</i> <i>Marie Rocka</i>	<b>Guests:</b>

	<b>Action</b>	<b>Discussion</b>	<b>Person in Action</b>
1.	Motion	Call to order, welcome, and introduction	Paulina
2.	Motion	Approval of agenda	Paulina
3.	Motion	Approval of minutes from September 28, 2016	Paulina
4.	Report from the Principal	<ul style="list-style-type: none"> <li>a. Volleyball Season is coming to a close soon; Recreational games next week; Competitive teams the following week. Thanks again to our coaches and parent drivers for making this season a success.</li> <li>b. Our Winter Concert is approaching quickly. Concert dates are Dec. 7<sup>th</sup> at 12:30 and 6:30pm. Tickets will be issued, for numbers control.</li> <li>c. Other events are CKNW for the choir on Nov. 30<sup>th</sup> and Singing at Lougheed Mall on Dec. 14<sup>th</sup>.</li> <li>d. Tennis starts on December 9<sup>th</sup> and skating will be happening on December 15<sup>th</sup>.</li> <li>e. Paperless system for monthly newsletters and calendars – please remember to request a paper copy if you wish to receive one, otherwise access is through our website or listserv.</li> <li>f. Movie Night – sponsored by Student Council and PAC is coming up December 1<sup>st</sup>. Showing ELF and pre-orders for food will be available through MunchaLunch. Notices to come out week of November 21st.</li> <li>g. Our next Pro-D day is Nov. 25<sup>th</sup>. Staff will be meeting together in our zone of schools to share strategies around the re-designed curriculum.</li> <li>h. We have our One-to-One volunteer reading program that is beginning this week.</li> <li>i. Any feedback on the Pop-up library from the Burnaby Public Library? They come to our school once a month. See the calendar for dates.</li> <li>j. YMCA Blast is a new free program that is running on Wed/Fri after school for students in grades 3 – 5. After the holidays there will be a 6/7 session, then one for K -2.</li> </ul>	MaryAnn

		<ul style="list-style-type: none"> <li>k. Do parents have any questions at this time around the curriculum? We want to hear from you! Did you respond to the Ministry survey on reporting?</li> <li>l. Any feedback/requests for Parks and Recreation? Are the programs meeting your needs?</li> <li>m. Basketball and hiphop will be coming in January.</li> <li>n. Our first Young People’s Concert is next week on Tuesday, Nov. 22<sup>nd</sup> in the afternoon. The students in grades 4 – 7 will go by bus to the Michael J. Fox theatre to see KUNDA – African Culture and Dance.</li> <li>o. We have a new p/t custodian, Jun.</li> <li>p. Douglas will be inviting the Revitt family, who donates pumpkins to us for our Pumpkin Patch day, to our movie night on Dec. 1.</li> </ul>	
5.	DPAC Update	<ul style="list-style-type: none"> <li>a. October 17<sup>th</sup> meeting was on Emergency Preparedness, which was presented by the City of Burnaby, with a 3 step plan for parents and how to cope with an emergency situation. Below are some useful links for parents to review.</li> <li>b. Household Preparedness Guide: <a href="http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc_household_preparedness_guide_web_final_2015.pdf">http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc_household_preparedness_guide_web_final_2015.pdf</a></li> <li>c. Household Emergency Plan Booklet: <a href="http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/2015_household_emergency_plan_v03_web.pdf">http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/2015_household_emergency_plan_v03_web.pdf</a></li> <li>d. Another presentation is planned for November 29<sup>th</sup> at Cameron Community Centre at 7pm, register at <a href="http://www.burnaby.ca">www.burnaby.ca</a></li> <li>e. Maywood Elementary is having a flea market November 19<sup>th</sup>.</li> <li>f. Michelle and Esther attended the Internet safety seminar at Burnaby Mountain school which was facilitated by a former RCMP officer who specializes in internet and social media safety. Below is a link to some useful information that parents can use to protect their children. <a href="http://thedigitalsheepdog.ca/parents/">http://thedigitalsheepdog.ca/parents/</a></li> </ul>	Michelle

6.	Treasury Report	<ul style="list-style-type: none"> <li>a. Signing authority for the PAC bank account being changed. Lesley McKechnie is no longer at Douglas Road so she is being removed, and Michelle Kienzle will be added as the third signer in addition to Esther Bernardi and Paulina Taliber.</li> <li>b. MunchaLunch has earned us a profit of \$1,380 to date.</li> <li>c. 3 more lunches to go for balance of this calendar year.</li> <li>d. Family photo night made \$540.</li> <li>e. Current school account sitting at \$4,058 which is allocated for field trips and teacher consumables estimated at \$7,400.</li> <li>f. Shortfall of \$3,341 which needs to be made up, 2,140 for field trips coming from gaming account, and \$1,201 for teacher consumables from PAC account.</li> <li>g. Closing balance for PAC account is \$12,031.</li> <li>h. Closing balance for gaming account is \$5,212.</li> </ul>	Esther
7.	PAC Constitution	<ul style="list-style-type: none"> <li>a. PAC executive committed to reviewing the PAC constitution prior to next meeting. Link is on the school website.</li> </ul>	MaryAnn
8.	Beedie Group Update	<ul style="list-style-type: none"> <li>a. Beedie Group will provide oranges, and will organize gift cards to be used for future events.</li> <li>b. They have also volunteered to help out at the school and MaryAnn will keep them looped in on upcoming events.</li> <li>c. They will also be partnering with us on our clothing drive.</li> </ul>	MaryAnn
9.	Created by Kids	<ul style="list-style-type: none"> <li>a. 22 orders totalling \$732.</li> <li>b. Orders are due back in early December</li> </ul>	Michelle
10.	Pie & Cookie Sale	<ul style="list-style-type: none"> <li>a. Forms sent out, deliveries due back December 6<sup>th</sup>.</li> <li>b. Reminders will be sent out for pickup date.</li> </ul>	MaryAnn
11.	Clothing Drive	<ul style="list-style-type: none"> <li>a. Pickup scheduled for November 30, second occurrence April 27.</li> <li>b. Email reminder to go out shortly.</li> <li>c. Goal is to double last year's amount.</li> </ul>	Esther
12.	Christmas Breakfast	<ul style="list-style-type: none"> <li>a. Christmas Pancake breakfast is December 12<sup>th</sup> at 9am.</li> <li>b. Notices will go out in advance with student seatings.</li> <li>c. Steve Zehr has agreed to be Santa again, and thank you.</li> <li>d. Volunteers needed to take photographs and keep track of student signups.</li> <li>e. PAC is purchasing the supplies for the pancakes.</li> </ul>	All
13.	Tech Wish List	<ul style="list-style-type: none"> <li>a. 18 ipads (\$6,000.00), 20 folding tables and 1 cart to hold them, move them around (\$2,000) for the school.</li> <li>b. PAC discussed and felt that the preference was to spend on \$5,000 for iPads and that the tables and cart should come out of the school's furniture budget.</li> </ul>	All
14.	MunchaLunch	<ul style="list-style-type: none"> <li>a. Menu choices for January-March were discussed.</li> <li>b. MunchaLunch is extremely popular and we will do this weekly for the next 3 months.</li> <li>c. Pizza is still most popular, with turkey dinner and Chinese food rounding out the top 3.</li> </ul>	Esther

		d. Looking at adding Pita Pit, Wendy's, Agra, Safari Snack House, hot dogs, and a homemade lasagna.	
15.	Any Other Business	a. New fundraising ideas were floated including chocolates and coupon books but put on hold for a later date. b. Creative Kids was discussed and the thought was that it might be time to take a break and not do it next year.	All
16.	Next meeting	January 18 <sup>th</sup> at 6:00 pm	All
17.	Meeting adjourned	7:02 pm	Paulina