

**Douglas Road Elementary School PAC
Meeting Minutes**

Date: November 28 th , 2018	Location: Library	Called to order: 6:00pm	Adjourned : 7:09pm
Attendees:			
DPAC/Co-Chair: <i>Michelle Kienzle</i>	Secretary/Co-Chair: <i>Barbra Shauer</i>	Treasurer: Jenny Wong	Munch-a-lunch/Events Coordinator: Paulina Talaber
Principal: <i>Michael Baldin, Head Teacher</i> <i>On behalf of Pauline McKay (absent)</i>		Parents: Edward Fan	Guests: n/a

	Action	Discussion	Person of Action
Item of Business:			
	Motion	Call to order, welcome, and introduction.	Michelle
	Motion	Approval of agenda No changes or comments	Michelle
	Motion	Approval of minutes from October 17 th , 2018	Michelle
1.	Report from the Principal	<p>October and November have been fun and busy months, and winter break is just around the corner!</p> <p><u>Appreciation goes out to:</u></p> <ul style="list-style-type: none"> • Mr. Zanatta, Mr. Trask, Ms Melanson and Mr. Baldin for coaching Volleyball. The students worked hard and had a great season! • The Revitt family and Cupe 23 for providing another wonderful Pumpkin Patch event • The students and families who came and made our Remembrance Day ceremony so beautiful <p><u>What's New</u></p> <ul style="list-style-type: none"> • This year we will have started having monthly "Celebration of Learning Assemblies" that are student run and presented by a different class each Month. Keep your eye on the calendar. Our next celebration of learning will be on the 30th of November. • In December Primary students will be getting skating lessons! Join your child on December 20th in the morning as the whole school will be skating together!! Parent helpers needed ☺ • Intermediate students will be receiving Tennis lessons in December • On December 19th we will be having a new and exciting "Family Winter Celebration". Details will be sent out next 	Michael Baldin on behalf of Pauline McKay

		<p>week. Our committee has put together a great plan for food, music and family game crafts!! Be sure to come out!</p> <p><u>Reminders</u></p> <p>Report Cards: These will be sent home on December 21st, the last day of school before Winter Break. Classes will resume on the 7th of January.</p> <p>Traffic Safety: 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>WebSite/Newsletters: Please subscribe by email to our website to get the latest updates. We will be sending home a weekly mini-newsletter called “What’s going on down at the Road” which will phase out the monthly newsletter.</p> <p>Sincerely Pauline McKay</p> <p>Discussions regarding:</p> <p>Family winter celebration – Wednesday December 19th 5 – 7</p> <p>Hot chocolate – coffee cups donation for Xmas from Keith , PAC to provide apple cider packages</p> <p>Question: Food will be dessert/appies – to be confirmed who will supply these.</p>	
2.	DPAC Update	<ul style="list-style-type: none"> • Update on November 19th General Meeting • Link to minutes if they are available will be posted and linked to form the PAC minutes, Michelle asked that minutes be posted as they had been in the past • Fundraising ideas– signup.com was discussed at the DPAC meeting. If we need a place to have parent volunteers sign-up we could use munchalunch for this functionality. • Idea from Seaforth to celebrate World Kindness Day http://www.kindnesspatrol.org/ • BCCPAC – has been paid for and signed up by Michelle 	Michelle
3.	Report from the Treasurer	<ul style="list-style-type: none"> • Tennis lessons budget was increased to reduce the amount being asked from families. • Cheques to Melanie for PASS Soccer and others have not been processed yet so they are not showing issued in bank accounts 	Jenny

NEW BUSINESS:			
4.	Munch-a-lunch Update	<p>Summary of financial information Food Sales: \$ 5,275.50 Payments: \$ 5,534.50 Outstanding payments: \$ 260.00 56% profit</p> <ul style="list-style-type: none"> Pizza and Wendy's is the largest profit and most popular lunches Paulina is open for meal suggestions Taste of Splendor – sandwich and packaged lunch food delivery place suggested by Jenny, details tba Munch a lunch account from cancelled photo night that may be absorbed in to lunch account, may still be there for parents to use if they have not yet 	Paulina
5.	PAC Communication Website update	<ul style="list-style-type: none"> Jenny is working on an external website for the PAC that could be linked to from schools website Requesting variety of photos from past events to be sent to Jenny so that can be added to the account, photos showcasing what PAC does Edward has offered assistance if needed for the website 	All
6.	Upcoming PAC Fundraisers & support for school events	<p>Update on upcoming PAC fundraisers and support for school events in December:</p> <ul style="list-style-type: none"> Fall clothing drive now January/Winter (PAC fundraiser) <ul style="list-style-type: none"> moved to January Winter Clothing drive will have new contract for pick-up Requested for January 25th Bags and notice distribution will be ready for first week back at school Breakfast with Santa (December 17th, school event) <ul style="list-style-type: none"> 1 box candy canes may be needed, Paulina will buy creamer Coffee provided by PAC, needs to be put on early in the morning Backdrop on loan from Jenny is stored in PAC closet, attach to the curtain on the stage, using this instead of the sled this year Michelle will do the pictures again Small whiteboard or chalkboard needed to announce the divisions Use the blue chairs from library for Santa, to be set up on the stage Tables chairs set up on the Friday 2pm before coordinated by the school – paper on tables, one table on side to serve coffee 	All

		<ul style="list-style-type: none"> • Winter Celebration (December 19th 5 to 7 pm, school event) <ul style="list-style-type: none"> ○ PAC to provide hot chocolate and hot apple cider. Water will need to be put on to boil starting at 3pm to prepare for 5. ○ 200 coffee cups from Keith (Esther's husband) have kindly been donated 	
ITEMS FROM LAST MEETING:			
7.	Discussion regarding future fundraisers/events	<p>Discussion regarding future fundraisers/events:</p> <ul style="list-style-type: none"> • School BBQ instead of Carnival <ul style="list-style-type: none"> ○ Need to start booking now for carnival date, dunk tank, those items that need to be done advance ○ BBQ by donation ○ Not on long weekend ○ Paulina will send information about options for bbq rentals so we can do cost comparison ○ Michelle checking regarding other schools carnival dates • Spring swap meet vs. spring clean-up/clothing drive – will add to January agenda • Pies/cookies – not this school year 	All
8.	Any other business?	<ul style="list-style-type: none"> • None 	
9.	Meeting adjourned	<ul style="list-style-type: none"> • Meeting adjourned at 7:09pm 	
10.	Next meeting	<ul style="list-style-type: none"> • January 16th at 6:00pm 	