

## Adams Road Elem. PAC – Meeting Minutes – September 25, 2012

### **PRESENT:**

Executive: Wendy R.(President), Kelly G. (Co-VP), Brenda S. (Co-VP & Hot Lunch Coordinator), Paula T. (Treasurer), Jaci G. (Secretary), Andrea A.(DPAC & SPC), Joanne Berka (Principal)

Leads: Denise D. (School Planning Council), Lisa D. (PAC Website/Newsletter), Leah M. (School Planning Council), Erin T. (Health Committee)

Regrets:

Matt D. (Emergency Planning Coordinator)

Members at Large:

See Hard Copy Sign-in Sheet (Attachment One: Adams Road PAC Meeting Attendance Sheet in PAC Minutes Binder) for other parents who attended, and the last names of those in attendance.

WELCOME & INTRODUCTIONS	<ul style="list-style-type: none"> <li>• Meeting called to Order at 6:36 PM by Jaci G.</li> <li>• Everyone in the room introduced themselves</li> </ul>
1) APPROVAL OF AGENDA	<ul style="list-style-type: none"> <li>• Approved by Erin T.</li> <li>• Seconded by Leah M.</li> </ul>
3) APPROVAL OF PREVIOUS MINUTES	<ul style="list-style-type: none"> <li>• Minutes from May 19<sup>th</sup> Meeting were not present. Item TABLED to next meeting.</li> </ul>
<b>4) REPORTS FROM LEADS/ PRINCIPAL:</b>	
A) Treasurer’s Report	<ul style="list-style-type: none"> <li>• Paula presented her report. Please see Attachment Two: “Adams Road General Account – Prospera”</li> <li>• Grade Seven account has \$0. Last year’s students were written a cheque at the end of the year in order to distribute remaining funds that they’d raised</li> <li>• Gaming Amount of \$7,000 should be in shortly</li> <li>• We have money in the account; however, there still are outstanding cheques that still need to be written</li> </ul>
<b>B) Fundraising</b>	
i) Recycling Program	<ul style="list-style-type: none"> <li>• It’s on the go! There is a box at the front of the school across from the office for old electronic items such as cell phone, ink cartridges, laser cartridges. The school returns them and gets money for them. <a href="http://www.thinkrecycle.com">www.thinkrecycle.com</a> for more info</li> <li>• Jen L. is the contact still? We need to confirm.</li> </ul>
ii) Canadian Tire Dollars	<ul style="list-style-type: none"> <li>• There is a collection jar in the Main Office. Please bring in your Canadian Tire Dollars. PAC purchases items for school with it.</li> <li>• CONTACT: CARA C.</li> </ul>
iii) Entertainment Books	<ul style="list-style-type: none"> <li>• They are out to students. Cost is \$46 each. A notice still needs to come home. It is written, but still awaiting Mrs. Berka’s approval.</li> <li>• Question asked in regards to how much the school makes off of the sale of each book. Answer: It depends on the volume sold. The more we sell, the more we make on each book.</li> <li>• We will report on how much we make once the sales are</li> </ul>

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	<p>complete</p> <ul style="list-style-type: none"> <li>CONTACTS: CARA C. AND KIM T.</li> <li><b>ACTION: MRS. BERKA/CARA C./KIM T. TO GET NOTICE OUT TO STUDENTS ASAP</b></li> </ul>
iv) Photo Night	<ul style="list-style-type: none"> <li>October 2,3,4. at the school in the Multi-Purpose Room</li> <li>\$25 sitting fee. All money goes back to the school</li> <li>Volunteers needed 4:30-9:00PM each night</li> <li>Life Touch Photography</li> <li>Includes a 8x10 and option to purchase more</li> <li>Still lots of slots to fill</li> </ul> <p>CONTACT: BRENDA S.</p>
v) Movie Day	<ul style="list-style-type: none"> <li>Friday, Oct 19<sup>th</sup> (Pro-D) @10:30AM - Clova Theatre</li> <li>Able to sell 230 tickets</li> <li>Discussion surrounding whether we should pay \$150 for the theatre rental and “gamble with movie” (get whatever movie theatre provides); OR should we pay a \$300 rental fee and choose our own movie? DECISION: Consensus that we’ll pay a \$150 rental fee to the Clova and get whatever movie we get (PG or G of course!).</li> <li>Discussion surrounding how to handle ticket sales? Sell at the school, or send order forms home in planner? DECISION: Sending order forms home in planner gives parents, who aren’t able to make it to the school, an opportunity to participate as well.</li> <li>Discussion surrounding that we have 230 tickets to sell, and more students than this. DECISION: Tickets to be sold on a first come (or first order forms returned), first served basis.</li> </ul> <p>CONTACT: ARLENE B.</p> <ul style="list-style-type: none"> <li><b>ACTION: ARLENE TO CONTACT CLOVA FOR MORE INFO</b></li> <li><b>ACTION: ARLENE TO ORGANIZE ORDER FORM</b></li> <li><b>ACTION: MRS. BERKA TO ASSIST IN DISTRIBUTION OF ORDER FORMS TO CLASSES</b></li> </ul>
vi) vii) viii) Loveable Labels	<ul style="list-style-type: none"> <li>Jaci G. brought an example in of what she’d ordered as “an experiment” to see what they’re like.</li> <li>She has contacted Mabel’s Labels and Lovable Labels and determined that Lovable Labels costs are slightly less, they are a Canadian company, and that she appreciated an actual personalized written email (Lovable Labels) as opposed to a form letter (Mabel’s Labels) when contacting them for information. EVERY order placed at Loveable Labels gives 20% back directly to the school. There’s more “Fine Print” for the other.</li> </ul> <p><b>ACTION: JACI TO SET UP THE SCHOOL FOR FUNDRAISING AND THEN E-MAIL LISA D. WITH DETAILS TO POST ON PAC WEBSITE.</b></p>

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Health Committee Update	<ul style="list-style-type: none"> <li>Erin T. reports that lice checks are started. She needs parent's assistance. The plan is to "Healthy Hair" check each student, and then continue "Spot Checks" as needed.</li> </ul> <p><b>ACTION: KELLY G. TO SEND OUT E-MAIL TO ALL PARENTS ASKING FOR HELP ON THE DAYS THAT ERIN SPECIFIES THAT SHE'LL BE DOING LICE CHECKS.</b></p>
D) Hot Lunch Update	<ul style="list-style-type: none"> <li>Brenda reported that the first round of ordering, until January has finished up. The next round of ordering will be in January for the February to June segment.</li> <li>LOTS of volunteers are needed EACH HOT LUNCH DAY. The actual food is delivered at 11:30AM. The Kindergarteners will be delivered to first as they eat first and then play.</li> <li>One parent asked: "What do I do if I have younger children – can I still help?" The answer: "YES!!!" Bring your younger ones along – they enjoy colouring or "helping" us deliver.</li> </ul> <p><b>ACTION: LOTS OF VOLUNTEERS NEEDED EACH AND EVERY HOT LUNCH DAY. MANY HANDS MAKE LIGHT WORK.</b></p>
E) DPAC Update	<ul style="list-style-type: none"> <li>DPAC (District Parent Advisory Council) meeting September 27<sup>th</sup>, 7PM at the District Education Centre (140<sup>th</sup> Street/ 92<sup>nd</sup> Avenue). All parents are welcome! They are offering a "PAC 101"</li> </ul>
F) Emergency Planning Update	<ul style="list-style-type: none"> <li>Matt was not present to report, but had just sent out an update to parents in one of the newsletter packages sent home with the Emergency Forms.</li> <li>This year only Student Emergency Forms are being collected. There will be no comfort kits. The focus is on getting the actual forms returned in case of an actual emergency.</li> <li>The school will be provided with sticker photos of each student from the photographers, and each student's current picture will be added to the form</li> <li>Matt has a documented emergency plan and is working to incorporate the existing SD36 procedures.</li> </ul>
G) H) SPC Update	<ul style="list-style-type: none"> <li>School Planning Council hasn't met yet. This is a council that is mandated by the BC Ministry of Education which includes an administrator and three parents. A teacher rep is invited. The focus is on educational needs of the students, educational programs, and a school plan, which is currently all in a "state of flux". Due to year one of the school being just up and rolling, and year two with teacher job action, they are looking forward to getting things underway this year.</li> </ul>

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<p>Playground</p>	<ul style="list-style-type: none"> <li>• We have bought “Phase Two”. There is a picture up on the school website and also in the front hallway of the school.</li> <li>• Installation is planned for October 22, 2012 but could be changed by the installers. The installers will be Habitat; due to the nature of the installation, they need to install- there won’t be community volunteers this time.</li> <li>• A parent asked why there were no swings. Answered by Joanne: There are district guidelines setting out that there needs to be a separate area for swings – they are deemed dangerous in with other playgrounds due to inattention of children running unintentionally in the path of swingers. Also, Joanne pointed out that a swing only holds one person at a time; whereas other pieces of equipment are able to accommodate more children playing at the same time. Our play space is limited, and they want to maximize the equipment for our growing population.</li> <li>• Kelly G. indicated that he is currently in conversations with the City of Surrey in regards to possibly installing Swings on the City property adjoining the school. The costs would be hopefully shared.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>PLAYGROUND PHASE 2 INSTALL ON OCTOBER 22 (Fingers crossed!)</b></li> <li>• <b>KELLY G. TO CONTINUE CONVERSATION WITH SURREY CITY STAFF REGARDING INSTALLATION OF SWINGS ON ADJOINING CITY PARK PROPERTY</b></li> <li>• <b>PARENTS ARE WELCOME TO CALL BOB PATTERSON AT THE CITY OF SURREY AND VOICE THEIR THOUGHTS ON SWINGS ON CITY PROPERTY FOR OUR GROWING COMMUNITY.</b></li> </ul>
<p>I) Save-On-More Points</p>	<ul style="list-style-type: none"> <li>• Leah M. mentioned that Save-on-More points collected by parents/guardians/grandparents etc., could possibly be donated to the school.</li> </ul> <p><b>ACTION: LEAH M. TO INVESTIGATE GETTING ADAMS ROAD PAC SET UP FOR SAVE-ON-MORE POINTS DONATIONS</b></p>
<p>J) Wooden Horse Shoes</p>	<ul style="list-style-type: none"> <li>• Possible fundraiser for Spring that would include school and community members being able to purchase a “Trailblazer Horseshoe” and paint it. The horse shoes would then be hung on the fence surrounding the school. This would be similar to other schools in the neighbourhood who have painted wooden shapes hung and attached to their school fences</li> <li>• CONTACTS: CARA C., LISA D., AND ELLIE D.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>○ <b>JOANNE BERKA TO LOOK INTO DISTRICT “RULES” SURROUNDING THIS TYPE OF UNDERTAKING</b></li> <li>○ <b>LISA D. TO CONTACT SOUTHRIDGE LUMBER WHO MAY POSSIBLY BE DONATING THE LUMBER</b></li> <li>○ <b>WE NEED A CONTACT FOR THE LORD TWEEDSMUIR WOOD</b></li> </ul>

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	<p style="background-color: yellow;">SHOP TO SEE IF THIS MIGHT BE SOMETHING THAT THEY COULD ASSIST US WITH</p> <ul style="list-style-type: none"> <li>○ <span style="background-color: yellow;">KELLY G. TO LOOK INTO PAINT DONATIONS</span></li> </ul>
K) Principal's Report	<ul style="list-style-type: none"> <li>• Please see Attachment 3 named "Principal's Report – Sept 2012"- included on page 7 of these minutes</li> <li>• Additional discussion surrounding ideas that the PAC had in terms of topics for staff presentations at PAC meetings. Mrs. Berka took notes and will share with her staff</li> <li>• Mrs. Berka was asked if there was a ratio for bathrooms to students. Answer: There is no district policy in regards to a bathroom/student ratio.</li> </ul>
<b>5. OLD BUSINESS</b>	
a) District Meeting	<ul style="list-style-type: none"> <li>• Wendy has written letters to various people in regards to 11.3 million that was given to the school for construction, and the discrepancy in what was actually spent on the school. She would like some answers on where that money allocated for our school went. She is currently awaiting a meeting with Joanne Berka (School Principal), Alan Jones (Asst. Superintendent), and Wayne Noye (District #36 Treasurer) to discuss the issues and have them addressed collaboratively.</li> <li>• Wendy also advocated for our students when she, along with other PAC presidents in the community, set up a meeting with George Abbott (BC Education Minister) in the summer to discuss the huge growth in our community, along with the lack of classroom space available to meet our student's needs. Frustratingly, George Abbott resigned that day, and instead they met with other government officials to voice their concerns on our community's behalf. Thank you to all of our community PAC Presidents for advocating for the current and future students in our community.</li> </ul> <p style="background-color: yellow;">ACTION: WENDY AND KELLY WAITING FOR A MEETING DATE AND TIME STILL WITH DISTRICT</p>
b) Voting In PAC Positions	<p>EXECUTIVE POSITIONS:</p> <ul style="list-style-type: none"> <li>• President:             <ul style="list-style-type: none"> <li>- Jennifer Cocks was voted in as Co-President to join Wendy Rachwalski</li> </ul> </li> <li>• Treasurer:             <ul style="list-style-type: none"> <li>• Still vacant, Paula Turrie is interim Treasurer.</li> </ul> </li> <li>• Co-Secretary:             <ul style="list-style-type: none"> <li>• Still vacant, but Leah M., Erin T., and Denise D. offered to be unofficial help to Jaci Gemmell when needed.</li> </ul> </li> </ul> <p>NON-EXECUTIVE POSITIONS:</p> <ul style="list-style-type: none"> <li>• Grade 7 Parent:             <ul style="list-style-type: none"> <li>• Joanne Berka will be sending home a letter to Grade 7 parents. Karen S. and Tricia E. were the only Grade 7</li> </ul> </li> </ul>

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	<p style="text-align: center;">parents present at the meeting.</p> <p><b>ACTION: JOANNE BERKA TO SEND HOME GRADE 7 PARENT LETTER ASKING FOR ASSISTANCE. TABLED TO NEXT MEETING.</b></p>
<b>NEW BUSINESS</b>	
a) Fun Fair	<ul style="list-style-type: none"> <li>• Brenda S. indicated that it is A LOT of work to set up a Fun Fair</li> <li>• A team of at least 10 people would be needed to just get it started and off the ground. MANY MORE VOLUNTEERS will be needed as time progresses to assist in creating everything – essentially from scratch - for our First Ever Fantastic Fun Fair!!!</li> <li>• Fun Fair would be in the late Spring of 2013</li> <li>• Lisa D., Cara C., Lorrie M., Erin T., Leah M., Heather H., Barb B. all offered their help.</li> </ul> <p><b>ACTION: Brenda S. will contact volunteers and they'll get a Fun Fair Committee started. The emphasis will be on getting people to head-up various needed Committees. Much help will be needed later on by a huge host of volunteers, but for now they'll start with getting Committee Leads in place.</b></p>
b) Presenters	<ul style="list-style-type: none"> <li>• Joanne took notes, and they still need to be collected and recorded.</li> </ul>
<b>7. OPEN DISCUSSION</b>	
	<ul style="list-style-type: none"> <li>• Discussions happened throughout the meeting and were recorded in the minutes as they occurred.</li> </ul>
<b>8. ADJOURNMENT</b>	
	<ul style="list-style-type: none"> <li>• Meeting was adjourned at 8:19PM by Wendy</li> </ul>

Respectively Submitted by Jaci Gemmell. Please note this are “Unapproved Minutes” until the next PAC meeting on Thursday, October 25, 2012 when they shall be edited if necessary and then “Approved”

# Adams Road Elem. PAC – Meeting Minutes – September 25, 2012

## **ATTACHMENT THREE:**

### **Principal's Report- Sept. 2012 Received from Mrs. Joanne Berka**

#### **School updates**

- 414 students, increase due to high K numbers (66), lower grade 7 (30), new to neighbourhood
- all in catchment students who registered got in, closed district list for out of catchments
- 18 divisions (12 primary, 6 intermediate)
- organized to ensure space for growth at each grade level, combined/straights variety of factors considered- balance classes
- many new staff, great additions, positive culture
- lots of great events planned for school year

#### **School Events**

- Loop of Respect
- Terry Fox
- Meet the Teacher
- Book Fair
- Cross Country
- Home Reading- spirit day/launch Friday
- House teams/Team Time
- Assemblies (buddy classes planning- present. choose spirit day, home reading celebration, team time activity)
- Fine arts performances (2)
- Field trips-
- Zumba with performance
- hip hop with performance
- Xmas concert- dates TBA

#### **Upcoming events**

- excited and so thankful to PAC for next phase of playground...can't wait!
- Photo day- Oct 2
- Home reading starts Oct 1
  - family photos
  - cross country
  - volleyball
  - family teams