



Upper Lynn PAC

Upper Lynn Parent Advisory Council Annual General Meeting – May 26th, 2016 7:00 p.m.

PAC Executive in Attendance: Caroline Chambers, Megan Ezart, Danae Gale, Karen Iacoviello, Leslie Jaremchuk, Jan Morcombe, Christie Owen, Christa Scott

Regrets: Mary Ann Bell, Carrie Finlay, Tony Haller

School Administration in Attendance: Joan Martins, Ilona Wardas

- 1 **Call to order**
Christie Owen at 7:05pm
- 2 **Review and adopt agenda**
Motion to adopt made by Karen Iacoviello, seconded Leslie Jaremchuk
- 3 **Review and adopt minutes of previous meeting**
Motion to adopt minutes of previous meeting made by Jan Morcombe and seconded by Leslie Jaremchuk
- 4 **Administration Report**
 - a Many thanks conveyed to the Track and Field volunteer parents. 100 students took part. PAC also thanked the staff who volunteered their time and Joan thanked Ilona for her input. 60 students qualified for Swanguard. Everyone agreed it was a great success.
 - b Currently working on building new classes – information will be in the newsletter. Looks like there will be 19 divisions and splits probably in all grades. Any parental input/feedback regarding specific information regarding their child should be with the Administration by 3rd June. Noted that while parents can inform of preferred learning environment for example, choice of teacher is not an option. There will be 60 kindergarten students – ie 3 full classes.
 - c The school now has to define its own process of school planning. Five steps have been identified in the process:
 - Mission Statement
 - Engage and identify strengths
 - Future focus and development – meeting attendees were asked for their input.
 - Themes to establish goals
 - Articulate goals and measurement of success.

- d Mr Piggot spoke to the meeting. He thanked the PAC for their hard work and then explained about the District PAC for band and strings. Volunteer parents wo fundraise and collect donations at performances. They offer bursaries and financial help. Many long serving members no longer have elementary school age children so they are looking for new volunteers. Ideally they need a representative from each school, at the least a contact within each school. Wondering if a PAC member with child(ren) in band might be willing to step up. He advised there is one meeting per month plus a bit of correspondence. Noted that Lisa Kury has been attending.
 - e Noted that the juice vending machine will be removed at the end of the school year. The serving sizes are deemed too large and the containers are not ecologically sound.
 - f Joan and Ilona presented cards and gifts to the members of the PAC Executive stepping down.
- 5 **Hot Lunch**
- a New Hot Dog co-ordinator will work with Rita for the 2016/7 school year and then take over the following year. Also noted a hot dog assistant is needed.
 - b There are a couple of lunch leader vacancies – Foodie Kids and Magic Lunchbox
 - c Subway is still on track to replace Booster Juice although there have been some issues on meeting the 50% sell most requirement. Noted that not all schools adhere to the rules although the school administration at Upper Lynn insists on conforming to the regulations.
 - d Leslie pitched for volunteers to help out wherever possible for the Hot Lunch Programs.
- 6 **Year End Financial Report and Budget Approval**
- a Copies of the Balance Sheet and P&L with explanatory notes, together with a budget draft for consideration were distributed.
 - b Karen provided a commentary of the current position and then went through the proposed budget line by line
 - c The budget was approved by a show of hands
- 7 **2016/2017 Executive Election**
- a After School Co-Ordinator – Caroline Chamber s to stay on with the help of an assistant (a non-exec position).
 - b Hot Lunch – Leslie Jaremchuk to continue.
 - c Website and Communications – Mary Ann Bell to take on this role with some help from Danae Gale at the start.
 - d DPAC – Tony Haller to continue.
 - e Co-Treasurers Jess Sprowson and Kate Watson
 - f Secretary Aran Clarke
 - g Volunteer Co-ordinator Angie Thitchener
 - h Social Events Co-Ordinator Lucy Ana van Egmond

8 **Non-Executive Positions**

- a Talent Show – Ruth will assist the new co-ordinator. Noted that the committee is already in place. The date is set in May and meetings will start in February.
- b Staff lunch co-ordinator – once a year event.
- c Safety Co-ordinator to instigate doodle polls and co-ordinate shifts. Noted has always been a G7 parent supervising G7 students. A lively discussion of student recognition and volunteer hours followed with various points of view and opinions being put forward together with suggestions as to alternative methods of recognizing students for their volunteering and service hours.
- d Concession co-ordinator required to shop and set up at events.
- e A suggestion was made to form a Special Events committee to assist the Co-ordinator

9 **Any Other Business**

- a Carnival – Doodle polls have been set up for each volunteer station. Class reps to be tasked with emailing their classes to get them filled. A request was made for Dads to volunteer for take-down and clear-up
- b Noted Cobbs provided baked goodies for the meeting and to sell.