



Upper Lynn PAC

Upper Lynn Parent Advisory Council General Meeting – SEPTEMBER 26, 2013 Meeting called to order @ 7:04 p.m.

PAC Executive in Attendance: Kristy Gill, Jenny Gill, Karen Simpson, Michelle Potts, Leslie Jaremchuk, Ruth Mitchell, Julie McNeil, Tanya Mealing, Danae Gale, Tricia Eidnani, Marnie Devries

Regrets: Alexandra Best, Sarah Wildman

- **School Administration in Attendance:** Joan Martins, Johnneen Harris
- **Call to Order:** – Kristy Gill @ 7:04 p.m.
- **Welcome and PAC introductions** (all)
- **Review and Adoption of Agenda:** Kristy Gill
- **Approve the minutes of last meeting:** n/a

Message from School Administration by Joan Martins and Johnneen Harris:

- Volunteering:
 - For volunteers who will be in a position of supervising children the school district requires that certain forms be filled out. These are school district forms, not school forms. Situations where you are volunteering but not supervising children you are not required to fill out these forms (i.e. Halloween Party, Clothing Drive etc.)
 - Driver volunteers are required to provide a driver's abstract every three years, however, the other required documentation must be provided each year (i.e. proof of insurance).
- First Staff Collaboration Meeting:
 - The staff had their first staff collaboration meeting on Wednesday September 25. During the meeting the teachers discussed the types of math work the students need to learn and the language of math. In order to do the math work the students need to be able to know and understand the vocabulary of math. One of the school goals set out in the school plan is the language of mathematics and ensuring the students gain a greater understanding of the language of mathematics.

- Before each staff collaboration meeting the teachers will look at different math activities for the students to play at school and at home. For the first set of math activities the students stayed in their classroom with their classmates. In the future there is an intention to have cross grade groupings.
- It was a productive meeting.
- Outdoor School:
 - Grade 3 and Grade 6 have outdoor school coming up, details will follow.
- School Plan:
 - Each year the school plan gets developed by the Student Planning Council. The Student Planning Council is made up of the Principal, the Vice-Principal and three parents who volunteer and then are voted in. The Student Planning Council will be assembled at the next meeting on November 7. There are more details on the school website.
- Sports:
 - The students complete the Terry Fox Run. Thank you to all the parents for coming out and helping.
 - The Grade 7's are starting basketball, there is one Grade 7 girls team and two Grade 7 boys teams (there was only enough Grade 7 girls for one team).
 - The cross country team (which includes Grade 3) practice early in the morning. There are four meets throughout the year. More information can be obtained on the school website.
- General Information:
 - If any parent would like more information about something in particular or if the parent would like the administration to discuss a certain topic Joan and Johneen are happy to address / discuss such topics. They ask that you send them an email in advance of the PAC general meeting to allow them time to prepare / respond.

Family Photos:

- The participation this year is half of what we planned for and not as good as last year. We feel this might be because the photo sessions were held on week nights as opposed to the weekend. This is usually a good fundraiser. Next year we will look at having them on the weekends.

Directory Update:

- The Directory is run through the Munch a Lunch website. In order for the Directory to be implemented we need a volunteer. The majority of the work was done last year, this year it will mainly be troubleshooting.
- Mary Ann Bell has volunteered to manage the Directory.

Fruit and Veggie Program:

- Angie Thitchener has volunteered to manage and oversee the fruit and veggie program.
- Once a month fresh fruit and veggies are brought in for distribution. The commitment is about 45 minutes one Tuesday a month.
- Angie will need 4 more volunteers for fruit and veggie day – small children that are not yet in school are welcome.

Treasurer's Report:

- Distribution of financial statements.
- Reviewed highlights of revenue / expenses of the school.
- Last year's government grant has been received.
- We are in a good financial position.

After School Programs:

- Art Mania – good participation
- Zumba – starts next week, good participation
- Possible programs to bring in:
 - Babysitting course by Red Cross – it was suggested to have the course during the week of the course of a few evenings or for a full day on a professional day. Children need to be 11 years old to take the course.
 - Home Alone course by Red Cross – run it along with the babysitting course if possible.
 - Tennis led by Marcus – will arrange for this to commence sometime after Christmas.
 - Mad Science – using a different company than last year. The projects are based on actual NASA projects. More details to follow.
 - Lego – this is on the fence as they are very booked up
 - Sewing crafting course – the company that was lined up has pulled out. This will not likely happen this year unless we receive a list of alternatives
 - Young actors – they have not been contacted them yet, not sure if this will go ahead this year.

Events and Fundraisers:

- Clothing drive:
 - Runs from 3:00 p.m. to 7:00 p.m. on October 3
 - 5 volunteers are needed
 - This has been growing in popularity, last year approximately \$1,000 was made.

- The class that brings in the most bags will be rewarded with a pizza lunch.
- There are a wide range of items acceptable, the list of approved items can be found on the PAC website.
- If you have lots of items to drop off drive through the parking lot and unload through the back door of the gym
- **Halloween Party:**
 - Wednesday October 30 from 6 p.m. – 8 p.m.
 - A pizza dinner, which is optional, can be ordered through Munch a Lunch, Papa John's pizza will provide 2 slices of pizza for \$3.25.
 - The purchase of tickets and pizza can be done online through the Munch a Lunch website.
 - This will be launched two weeks beforehand – October 15.
 - There will be bingo in the library, a dance in the multipurpose room, pumpkin carving contest, costume contest, haunted house upstairs, snake exhibit.
 - Tickets will be \$5.00 per person, pizza is an additional charge.
 - It was suggested that we arrange for Grade 12 students from Argyle to volunteer.
 - This is a popular event and has sold out the last two years.
 - Pizza delivery will take place in the gym to take place between 5:30 p.m. – 6:00 p.m., no receipt is required for claiming pizza as there will be a list.
 - Keep Gr 7's pizza separate as they will be busy with the haunted house and will not be able to claim it at the time of delivery.
- **Card Project:**
 - The card project has been a Christmas project for the students and teachers for the past three years. It is very popular and every child has participated. The number of card orders has been declining each year so we will postpone the card project until the spring. This is a great fundraiser. More details will follow.
- **Christmas fundraising:**
 - We will look at other fundraisers for Christmas time.
 - Suggestions were selling cookie dough or Christmas wrap.
- **Hot lunch:**
 - The First session has already brought in over \$5,000.00. It was noted that the first session tends to have a higher rate of participation.
 - Sushi has been added to hot lunch. Joan Martins called the parents with kids that have a seafood allergy and we were given the thumbs up to serve sushi.
 - Volunteers are needed for hot lunch day to help get it ready. The volunteers are needed for the hot lunch day. The usual commitment is 1 hour every Friday.
 - One volunteer is needed for magic lunch box day which equals to 6 days for the year.

Class Representatives:

- Class reps are needed for the following classes:
 - Ms. Roitberg (Division 11)
 - Ms. Alden (Division 4)
 - Ms. Tozer (Division 3)
 - Ms. Horner (Division 10)

Traffic Safety:

- Gord Stokes has volunteered to manage the safety patrol program. He can be contacted by phone at 778.834.2305 or by email at gordandjen@shaw.ca.
- It is a big responsibility but not a big job.
- There are two shifts per day and each shift needs one parent and one Grade 7 student. A morning shift and an afternoon shift for a total of 10 shifts per week. The morning shift starts at 8:25 a.m. and ends at 8:45 a.m. The afternoon shift begins at 2:55 p.m. and ends at 3:15 p.m. The students are to do all the work and the parents are there to supervise.
- The teachers will need to let the Grade 7 volunteers out 5 minutes before school ends (2:55 p.m.). This has been an issue in the past where the teachers would not let the students leave 5 minutes early. Joan will bring this up with the respective teachers.
- On the form the Grade 7's fill out for volunteering we asked that a line be added in respect to the safety patrol stating whether or not that student's parent would like to volunteer along with the student.
- In the past the parents set out and put away the safety cones. The students should be doing this.
- For parents who are volunteering for traffic safety a criminal record check is required. This is a school district requirement, not a school requirement. The information is relayed to Joan who then contacts the school district. The school district will then email the parent all necessary paperwork and information.

Lunch time – swapping feeding and play:

- At present the students eat lunch then go out to play. It has been suggested that the students go out to play then come in to eat lunch.
- Lots of schools in the school district have switched to play first and eat afterwards.
- Joan is in favour of swapping the schedule but feels the parents must have a say in the ultimate decision as they may be required to change how they pack lunch for their children. For example, a bigger snack might be required due to a later lunch.
- We need to address how this will affect the hot lunch program and the time of delivery. Leslie is sure this will not be a problem but will connect with the suppliers to confirm.

- The Grade 7's will be in the classrooms to help / monitor the students to get them ready to eat their lunch.
- For the students that go home for lunch, they will play first then go home for lunch.
- This is now over to the staff.

New Business:

- There is a Grade 7 parent meeting on October 7 at 7 p.m. in the library
- The next meeting is on November 7, the same night as guest speaker Dr. David Harrison. The next meeting will run from 6:30 p.m. – 7:00 p.m. in the library.

Meeting adjourned @ 8:05p.m.