



Hillcrest PAC

Helping Hillcrest Stars shine even brighter

PAC Meeting Minutes

Monday Oct. 23rd, 2017 - 7pm

In attendance: Sarah Ball, Tania Ross, Lindsay Martin, Andrew Pitre, Cammy Coughlin, Allison Riley, Shelley Burton, Eric Watters, Tia Wedge, Brie Wittman, Gina Zak, Carole Chan, Michelle Loukko, Lesley Arnold

Approval of September's minutes: Motion to approve September's minutes by Tania Ross, seconded by Allison Riley

Approval of Agenda: Motion to approve tonight's agenda by Lindsay Martin, seconded by Shelly Burton

Principal's Report: Report from Cammy:

Staffing Update:

- New EA - Tina**
- Julia Fellman - New vice principal, looking to start before Christmas**
- If Cammy is out of building (and with VP absent), a designated teacher can step up to be 'teacher-in-charge'**
- teacher-in-charge has authority in principal's absence to direct school**

Emergency Procedures

- New sheet for teacher to fill out and student to submit**

- Request by teachers to install holders for folders
- Outside earthquake procedures updated, classes now to arrange in circles with buddies rather than lines

End of Cross country

Stamp club has started up

Choir remains on Thursday

Soccer continuing

- Cancelled due to weather occasionally
- Likely to run a few more weeks - weather permitting

Parents invited to Remembrance Day assembly

School Based Team (SBT)

- Administrative, counselor, education specialist
- Assist students that have needs that come up
- Teacher will bring name of students forward
- As a team, brainstorm ideas
- Example form presented
- Paperwork is confidential and stays in the school and does not follow the student from school to school
- Binder contains four years of records and are locked up in Principal's office
- Review of procedure and process

Extra Gaming Grants:

- Gaming Grant
 - Reports were not reported from previous two years
- Reports being re-submitted
- We will hold off until next year- tons of paperwork
 - Required AGM minutes, specific plans etc.
- Will need to be applied for in the Summer
- Assemble committee in January/February 2018

Budget:

- Donation Drive (we did amazing! ~\$6,500)
- Plan to put extra funds away for next year

Election of PAC Executive

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Nominations/Voting 2017/2018 School Year

**Chair/President - Vacant
(Past President- Sarah Ball)
Treasurer- Allison Riley
Secretary- Eric Watters
VCPAC Representative- Lesley Arnold
Parent Partner Coordinator- Michelle Loukko
Activity Coordinator- Tania Ross
Hot Lunch Coordinator- Sharilynn Wardrop
Communications Coordinator- Nolan/Gina Zak
Earthquake Coordinator- Jaime Boardman
4 members at large**

- **Lindsay Martin**
- **Sandy Hansen**
- **Andrew Pitre**
- **Tia Wedge**

Earthquake / Food

- **Food only good for five years**
- **PAC will pre-purchase food, followed by a newsletter to indicate costs for kindergarten parents to purchase**
- **Past year, enough food was not purchased for each student to have enough food for 72 hours**
 - **To be confirmed if enough was purchased**
- **If student cannot afford purchase of food, PAC will vote to cover costs with budget**
- **\$1000 in current budget**
 - **Use portion to purchase food required for kindies**
- **Sarah to get list from Fire Department to Jaime**
- **Gina to purchase bars/food**
- **This Friday inventory to be taken by Cammy and team**

- Future Earthquake meeting to better assess needs and budget funding/planning
- Kiosk to be updated with first aid equipment, checked this Friday

Hot Lunch update: Sharilynn

- Thank you everyone for contributing
- Going smoothly

Movie Night Team: Debrief

- What worked?
- Change of set up (setting up in back of gym)
- Perfect Amount of Food (Thanks to Gina & Lindsay)
- Pizza Orders (Thanks to Sharilynn)
- Total made: Approx. \$1090

Pickleball Lines Outside (Vote for spending)

***\$800 plus additional \$500 for outdoor paddles (\$1,500 for project)**

- To be used by teachers during gym time
- Possibly a club to be created
- Adult needed for supervision
- Currently do not have sufficient adults to supervise for nets to be left set up
- Confirm with teachers how much it will be used, confirm it is worth \$1,500
- Focus is to add to outdoor activities, other options welcomed to encourage outdoor activities

WINTERFEST - must start to organize Friday Dec. 8th

- “Springfair of winter”
- Committee to be assembled in the next few weeks
- The choir is committed to sing

“i Ride” - Debrief

- **Cost \$0 this year**
- **Positive feedback**
- **A few logistic items to follow up on, taking care of bikes after school, clearly instruct parents of expectations of program**
- **Next year it cost approx \$250-\$1000, incrementally increasing each year**
- **To be considered as a budget line item next year**

Parking Lot

- **Parking is getting out of control**
- **People are parking on grass and sidewalk**
- **Police will come when they can, there is paid supervision**

No supervision in the back, before school

- **Not sufficient funds or resources**
- **Parents welcomed to volunteer to assist**
- **Instruction being distributed via newsletters, emails, word of mouth**
- **Efficiency comes from a consistent schedule**
- **If you see dangerous behavior, collect license plate number and submit number to Principal to follow up and submit to**

Donation Form Draw:

- **The Hyde Family - Pizza Prize**

Berwick House

- **Great Pumpkin Walk/Haunted Library Tues. Oct.24 /Wed. Oct.25 6-7:30**
- **Grade 5 students carved 50 pumpkins to be on display**

**Next PAC Meeting- Monday, November 20th, 2017 7pm in the library.
Annual General Meeting**

END OF MEETING 8:00 pm (8:18) - See you on Nov. 20th, 2017!