

Meeting Date: 03/10/2018



<b>WHO :</b>	Parent Action Committee (PAC) / Comité Action Parents (CAP)
<b>WHAT:</b>	Café des Parents – Monthly General Meeting
<b>WHEN:</b>	First Wednesday of the month
<b>WHERE:</b>	School's Library / Bibliothèque d'école

## 1. ATTENDEES

Catherine Simon	Patricia Bonillas
Chris Huang	Qiongli Wu
Christine Tam	Roja Bagheri
Florence Chazal	Rosanne Wong
Franck Tavares	Sandrina Saldana
Geraldine Fouchereau	Sharla Stohandske
Ghazal Ghaffari	Sheena Frisch
Golnar Ghazi	Shiva Badiie
Kara Misra	Stephanie Campbell
Karelyn Hrushowy	Suzy Trevisan
Karin Payany	Tara Schoucair
Katty Rastamyardi	Tatyana Sobolyeva
Laylee Mehrdad	
Lise Le Feuvre	
Lizeth Escobeco	
Mahtab Morvarid	
Melanie Fossourier	
Michelle Tennant	

### Note:

## 2. GENERAL INFORMATION

- **Treasurer Election:** Shiva Badiie and Susy Trevisan were nominated and elected by a unanimous vote.
- **PAC Bylaws and Constitution:** Copies will be emailed to PAC members to read and sign.
- **Track it Forward (Volunteer Database):** All volunteers are required to register online and submit volunteer hours for each event in order for volunteer hours to be approved by the PAC Chair. Access Cousteau website; select 'Parents'; go to 'Volunteer' and you will find steps to register.

### 3. COUSTEAU UPDATES (PRINCIPAL OR FACULTY)

- **Class Representative Role:** Franck addressed the new class reps/delegates in the group and outlined the role responsibilities. Class Representatives provide a communication link between the class (teacher, students, parents) and administration. They attend monthly PAC meetings as well as School Council meetings (1 each term) and they communicate needs for class projects, field trips (messages to parent on behalf of teachers). The role provides 15 hrs volunteer time towards 30 hrs necessary to be reimbursed the \$450 participation fee.
- **School Programs:** Franck outlined the school programs seeking funds from PAC fundraising initiatives. These projects are based on the needs brought forward by teachers. The PAC has approximately \$21-25k available to support the school. Projects include:
  - **Library re-design:** The school is working with a designer to create a more flexible, multi-use space for learning, meetings, open houses, etc. The project is estimated at \$10,000-\$20,000 and will be completed by Jan-Feb 2019.
  - **Eco-school:** Estimate of \$2,500
  - **Physical Education:** Estimate of \$1,500 for equipment, tournaments, etc.
  - **Technology:** Estimate of \$2,000

### 4. FUNDRAISING

- **Merchandise Sale (Stephanie):** We sold approximately ½ of our inventory and raised ~\$1,600 in funds. Next sales: Christmas, Spring; Kermesse. Stephanie also announced that she will be stepping away as committee lead as of late-October. A new committee lead is needed.
- **Art Cards (Lizeth):** Teachers have begun their student art projects in classes. Once they are complete the communication will be sent to parents about how to purchase the cards. Final distribution scheduled for mid-Nov.
- **Bon Appétit Day (Qiongli):** These events are fun for the students and allow them to share lunchtime in the gymnasium. 3 dates are planned on the school calendar; Oct 12, Dec 7, May 24, 2019
- **Meals – to – go:** We are considering this program to benefit families with freshly prepared, frozen meals that can be delivered to school by Well Fed (our lunch provider). More details are needed before making a decision to move forward.
- **Scholastic (Samantha):** This program supports the teachers with books and classroom supplies. In order to be awarded the maximum amount of bonus dollars, parents need to order from the current months brochure and submit payment by the 15th each month.
- **Portraits:** We agreed that this is a good idea since we have not done it for two years. If we are able to find a volunteer photographer, we will move forward and the sale will coincide with the winter concert. Geraldine will inquire with photographer from last year to confirm if it is possible.
- **Ski Clothing Sale:** PAC decided not to make this a project this year. A recommendation was made to consider doing this in Sept/Oct of 2019.
- **Christmas Wreaths:** Sharla will inquire with company she is aware of and decision will be tabled for next PAC meeting (Nov). This is a new fundraising idea and we may not have time for 2018 but, could be a realistic project for 2019.

- **Christmas Tree Sales/Chipping:** New idea and Shiva will explore what we must do to rent the machine and other logistics to decide if this is viable project for PAC. Further discussion is needed to decide if this is something we should do for 2019.

## 5. COUSTEAU EVENTS

- **Halloween:** Looking for volunteers to decorate the school. Event details will be in Track it Forward.

## 6. PAC EVENTS AND PROJECTS

- **Hot Lunch (Patricia):** 140 students are participating; \$27,000 in sales. Most popular items are fruit cups and veggies. \*\*\*Munch-a-Lunch will be opened for new orders in October 15-21. CHANGES TO SET ORDERS SHOULD BE MADE BY EMAILING THE PAC DIRECTLY.
- **Movie Nights:** November date has not been specified.
- **White Caps Game (Geraldine):** This was a fun event for families last year. PAC decided to organize a date in March 2019. PAC must purchase at least 40 tickets @ \$20 each (\$800 risk). Last year, sold tickets for \$25.
- **Winter Market and/or Buvette:** Tabled for next meeting.
- **Book Sale:** Florence and Katty to explore dates for Spring book collection and sale.
- **Teacher Appreciations:** Date in June 2019 to be determined
- **Kermesse (School Fair):** June 14th, 2019; more discussion in subsequent meeting(s)

## 7. CHARITABLE GIVING

- **Strathcona (Lizeth):** This program assists families with food. Lizeth has coordinated the schedule by class for involving the students and delivering the food.
- **Woodwards (Lizeth):** We will support diapers and wipes again this year to help families who cannot afford to bring them to daycare.
- **Donations for families in need (December):** The PAC agreed that this is important and generated some ideas programs and how to get the students involved. PAC members were encouraged to bring ideas to discuss for next meeting.