

		Meeting Date:	18/09/2019
	<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 (September)	
	<b>WHERE:</b>	School's Library / Bibliothèque d'école	

## 1. ATTENDEES

Alain Dulaune	Jean-Phillipe Rheault
Amelia Kara	Kara Misra
Andrey Dashkov	Lizeth Escobeco
April Green	Melanie Fossourier
Cali Gibbs	Michelle Tennant
Catherine Simon	Monica Dallenbach
Cecile Dione	Monika Pabbi
Christine Bilbao	Nur Shaw
Christine Tam	Qiongli Wu
Cristina Tseng	Rosemary Yun
Danielle Verbrugge	Sandrine Laroche
David Isopo	Stephanie Campbell
Florence Chazal	Veronica Mujica
Golnar Ghazi	Vivi Lao

**Note:** The purpose of the meeting was to discuss the importance of the PAC and how it would be structured this year.

## 2. GENERAL UPDATES

- **PAC Overview** (Alain):
  - **Executive Team:** Announced Andrey Dashkov as Chair and David Isopo as Co-chair. No vote was cast since only one candidate come forward for each position. Susy Trevisan will continue as Treasurer. The position of Secretary remains open.
  - **Structure:** We have the opportunity to work differently and to structure the PAC differently this year, including when/how we meet and exchange information.
  - **Communication:** We have a diverse community and communication can be complicated. The best way forward is to consider the children first and model respect, courage and integrity which are part of our Vision and Values. Parents can learn from each other and together we can do more for the children.
  - **Financial:** Funds raised by the PAC for the school should not remain with the PAC account long term. The money is for the benefit of the students and should be put to use as soon as possible.
  - **Fundraising:** Projects and events should be filtered based on our Mission, Vision and Values.
- **Administration Update** (Alain):
  - **Class Representative Role:** Applications are being taken until Fri, Sep 20. If more than two parents come forward for a class, a vote will be cast. Class Representatives provide a communication

link between the class (teacher, students, parents) and administration. Select representatives will be included in the School Council.

- **School Council:** Will meet in Dec, Mar and Jun. The school has asked Class Representatives to come forward and they will organise a vote to select members before the first meeting.
  - **School Fundraising Activity:** An art exhibit/cocktail reception to raise funds is being considered for the Spring. The artwork will be created by students and First Nations is being considered for the theme. Another idea is to recognize students who, during weekdays, exemplify the four main values of the school by creating sticky notes with their names and action, and displaying them on the wall of the first floor landing to visualize acts of kindness.
  - **Halloween:** Since it occurs during our school break the school is considering a different event this year to represent the international diversity of our school.
  - **Terry Fox:** The students are preparing for Terry Fox and volunteer positions are posted on Track it Forward.
- **PAC Meetings/Communication (Andrey/David):**
    - In the short term, meeting will be the first Wed of each month. Consideration is being given to how to incorporate parents who cannot attend morning meetings and want to be involved.
    - Recommended correspondence via email to expediate communication and reduce meeting time. Possibility of communicating via WhatsApp or other formats to improve communication.
    - Feedback given that the school newsletter needs to provide more context, especially for parents who are new to the school. A parent suggested that there are separate communications are sent when more details are needed.
    - There was a recommendation to correspondence via email to expediate communication and reduce meeting time. Other suggestions included communicating via WhatsApp, Google or other formats to improve communication.
    - Committees can meet at times convenient to their members. The PAC Exec will send the events calendar and list of committees so that parents can sign up.
  - **Fundraising for Class Trips (Vivi/Chris):** If parents want to fundraise for classroom outside of school, is that ok. What about inside school. Some classes have more expenses than others. Asked to pay additional \$500. Currently funds raised by PAC are equally split.
  - **Track it Forward:** Question raised on whether we will use it going forward and who will own it.

### 3. FUNDRAISING

- **2018/2019 Recap (Michelle):** Last year parents volunteered 2,200 hours to support the school. The PAC raised \$14,500, plus \$2,000 Scholastic bonus points. We allocated \$36,800 of which \$25k was from previous years fundraising activities. The majority of funds have been transferred to the school with \$5k pending. These funds support the library, field trips, IT upgrade, emergency supplies, technology, eco-school, physical education and Dictée P.G.L.
- **Seed Sale (Kara):** The PAC voted to pursue a seed sale fundraiser for Spring 2019/20. Registration occurs in Oct and fundraising opens in January.
- **Merchandise (Stéphanie):** The school is in the process of purchasing red hoodies so that the faculty can wear them during Terry Fox. Currently, the PAC owns purchasing/selling the merchandise. In the future, the school will make the purchase and the PAC will sell the items. This will enable the funds raised to go directly to the school.
- **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. Alain confirmed that the funds raised would go towards field trips. No vote was taken by the

PAC because we did not have an Executive team in place during the summer. The allocation of funds raised is done based on class sales. Funds will go directly to the school.

#### 4. 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.

#### 5. PAC EVENTS AND PROJECTS

- PAC Events Calendar – need to distribute to PAC members.
- PAC Committees – need to communicate committees so that parents can sign up to volunteer.