

# AGENDA

## Shannon Lake Elementary PAC meeting

Date | time Sept 16 2019 | 6:30 – 7:30

Attendees:

Time	Item	Owner
6:30	Welcome and Introductions Meeting Guidelines and Agreements <ul style="list-style-type: none"><li>• Seek first to understand, then to be understood</li><li>• Demonstrate mutual respect: respect people and ideas. Such respect does not necessarily represent agreement. Everyone has a voice.</li><li>• Be confidential and use discretion</li><li>• Respect everyone's time. Limit discussion to that which is on the agenda, add additional items to the end of the agenda to be discussed if there is time.</li><li>• This meeting is not a venue to discuss specific individuals, schools or situations. Please contact the President directly with any concerns of this nature.</li></ul> <ol style="list-style-type: none"><li>1. Call to order &amp; welcome to PAC Reps and Parents – Time 6:30pm Called by Kori Nightingale</li></ol>	
6:35	<ol style="list-style-type: none"><li>2. Adoption of the Agenda: Motion: Second:</li><li>3. Approval of June meeting minutes Motion: Second:</li><li>4. Approval of Cobbs Bursary and Scholarship<ol style="list-style-type: none"><li>a. Amounts of 2 @ \$600.00 each Motion: Second:</li></ol></li></ol>	
6:40	<ol style="list-style-type: none"><li>5. Principal's Report/playground update</li></ol>	Barrie/Mary
6:50	<ol style="list-style-type: none"><li>6. Treasurers Report and review of 2019-2020 Budget</li></ol>	Jackie
7:00 – 7:10	Refreshments Break	
7:10	<ol style="list-style-type: none"><li>7. Year at a glance – PAC calendar for 2019-2020 RECAP</li></ol>	Kori/Christina
7:15	<ol style="list-style-type: none"><li>8. New Business<ol style="list-style-type: none"><li>a. Hot Lunch</li><li>b. COPAC LIAISON (2 positions avail)</li></ol></li></ol>	

Time	Item	Owner
7:20	<p>9. Coordinator area review/assignments of Coordinators</p> <ol style="list-style-type: none"> <li>1. Classroom Rep Coordinators               <ol style="list-style-type: none"> <li>a. Shall gather one parent volunteer from each classroom /division to act as classroom representatives.</li> <li>b. Shall pass on information from the executive to the classroom reps for distribution to parents via email/ text/ phone/ paper copy in backpacks</li> </ol> </li> <li>2. Traffic/Safety Coordinators               <ol style="list-style-type: none"> <li>a. Shall report to the PAC executive and Principal on any traffic or safety concerns raised by parents</li> <li>b. Shall liaise with the admin and staff to find solutions for concerns raised</li> <li>c. Shall coordinate with kiss and ride volunteers to help fill any additional volunteers as needed</li> </ol> </li> <li>3. Newsletter Coordinators               <ol style="list-style-type: none"> <li>a. Shall produce and distribute a monthly information newsletter to all school parents using input from SLEPAC executives and general members</li> <li>b. Shall post the newsletter via Facebook SLE parent information page as well as distribute paper copies in backpacks</li> </ol> </li> <li>4. Fundraising /Family Fun Event Coordinators               <ol style="list-style-type: none"> <li>a. Shall organize and direct all fundraising activities of fundraising committees (i.e. Halloween dance committee, Pancake breakfast committee, Movie night committee etc.)</li> <li>b. Shall work with the SLE PAC Execs to plan committees for each fundraiser</li> <li>c. Shall assist each committee lead on documenting and organizing via Sign up (online free event volunteer site)</li> </ol> </li> <li>5. Parent Education Coordinator               <ol style="list-style-type: none"> <li>a. Shall coordinate with COPAC/BCTA committee any speakers and/or workshops of interest to a wide spectrum of the parent community</li> <li>b. Shall introduce and thank speakers (as determined by COPAC/BCTA)</li> <li>c. Shall coordinate Parent Education material distribution to the Newsletter Coordinators and post via Facebook page/pac bulletin board.</li> </ol> </li> <li>6. Social Coordinator               <ol style="list-style-type: none"> <li>a. Shall organize special events as directed by the Executive (PAC Christmas party/spring fling etc.)</li> <li>b. Shall organize volunteers to provide snacks for monthly staff meetings</li> <li>c. Shall liaise with sub-committees responsible for teacher appreciation luncheon</li> <li>d. Shall organize any retirement or teacher gifts</li> </ol> </li> <li>7. Communications/distribution Coordinator</li> </ol>	Kori/Christina

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	<ul style="list-style-type: none"> <li>a. Shall assist with helping the pac effectively and efficiently communicate to the SLE Parents/students necessary information from all the above noted Coordinators.</li> <li>b. Shall assist with copying material for backpacks as well as digital copies on PAC website/Facebook site a needed.</li> </ul>	
	10. COPAC report	Rebecca
	11. Adjournment time:	
	Adjourned by Kori Nightingale	
	Next Meeting Monday October 21 <sup>st</sup> 6:30pm – 7:30pm	
	SLE Library/childcare is avail in music room	