

**Devon Gardens PAC Meeting Minutes  
Monday, September 10, 2018**

**Opening:**

- Welcome and call to order by PAC chair Varinder Khaira 7:05 PM
- Sign in sheet of members present passed around
- Reading of last minutes and agenda

**In Attendance:**

Jana Methven, Keith Punshon, Dianna DeBlaere, Jessica Jensen, Varinder Khaira, Mark Douangchanh, Sandra Tee, Janelle Lindahl, Colleen Ryley, Bahar Child, Andy Liu, Annick Lavender, Rajiu Ranjan, Heather Smith, Summer Liang, Selena Snyder, Carolyn Stanley, Megan Beatty, Bal Dhaliwal, Minesh Ramji, Simran Dillon, Gautam Chandra

-Approval of Agenda 1<sup>st</sup> by Carolyn Stanley 2<sup>nd</sup> by Jessica Jensen

-Approval of Minutes 1<sup>st</sup> by Jessica Jensen 2<sup>nd</sup> by Dianna DeBlaere

**Principal's and Vice Principal's Report- Mark Douangchanh and Sandra Tee**

**Welcome Back-** Thank you to the PAC for the wonderful pancake breakfast. It was a gentle way to welcome everyone back. The kids really enjoyed it.

**Library-** The library isn't quite ready yet with the renovations as they have been short staffed. The remaining walls are still needing to be painted. The bookshelves are all on wheels except one to be done this week. We went ahead and carpeted the tops and fronts of the steps. After the Pro D it should be finished and then we'll be ready for the mural.

**Emergency Procedures-** The district has moved to new terms with our emergency procedures. This is the first year and we're sharing it so you are familiar with the terms. We will be going through these procedures with the kids and the terminology so they are familiar.

**Staffing-** We have had a few changes. Miss Savu is in Mrs. Lin's room, Mrs. Neufeld in the Library, Mrs. Goldman has moved to Ms. Oghabi's maternity leave, Mme Oliveira is gradually returning to work, Ms. Dosanj is in the office on Wednesday, and Mrs. Duff is in the Dragon's Den. Ms. Tseng is the new band teacher and there is a band rental night on September 13 at the school.

**Open House-** June 20 is the Open House for you to come in and see your child's class and the library. The PAC will be doing the BBQ from 5-6 and the Open House from 6-7.

**Terry Fox Run-** Thursday, September 27 we will have the assembly at 1:30 and run in the afternoon right after. We will be doing toonies for Terry.

**PAC Wish List-** The staff is working on our wish list to submit to PAC. The themes seem to be cultural events, technology, and outside equipment.

**Reports from Executive Officers**

**1. Chair: Varinder Khaira**

- We would be interested in having help with the BBQ. Annick will help to coordinate.
- We aren't doing Entertainment Books this year.
- We will be looking at having committees set up to cover some of the major events that happen during the year. Examples: Welcome Back BBQ, Family Fun Night, fundraisers, Yearbook, Hot Lunch, Popcorn.
- Emergency Kit needs to have water ordered.

**2. Vice Chair: Jessica Jensen**

- One of our goals for the year is recruitment to have newer parents join us.
- We added names to our list of names and emails for parents involved with PAC activities.
- The school newsletter is the best source of information but there is a Twitter account for reminders about upcoming events.
- The pancake breakfast went well but we will need more for the future. We have had requests for doing another one around Christmas.

**3. Treasurer: Carolyn Stanley**

- Snack day is our biggest money maker. We also get a gaming grant per student. That money needs to be spent on extracurricular items (jerseys, playground, hip hop, murals).
- We are looking for new ideas for our fundraising.
- We try to meet the needs that teachers require in their classrooms or for the school as a whole.

**4. Secretary: Janelle Lindahl**

- See minutes.

**5. Gaming Representative: Dianna DeBlaere**

- We have just gotten final numbers and will be submitting our year end report.
- We are waiting to hear about the grant which is based on last years numbers.

**6. District Parent Advisory Council: Gautam Chandra**

**7. Canadian Parents for French:**

**8. Members at Large: BJ Dhaliwal, Annick Lavender, Jana Methven**

- We should do a thank you letter to those who donated for the Family Fun Night.

**Reports from Committee Members**

**1. Emergency Preparedness: Annick Lavender, Keith Punshon**

- We need to replace the water. We have money set aside.

**2. Special Lunch Coordinators: Selene Adams, Jana Methven**

- Ordering for Hot Lunch is done on line. The first one is September 28.
- Fruit and Veggie Program delivers starting Thursday. We have received approval for our fridge grant.
- We will work on a list of dates for popcorn.

**Unfinished Business-** Pancake Breakfast comments in Chairs Comments.

**New Business-** We will be discussing classroom and EA funds for our budget.

**Next Meeting:** Monday, October 1, 2018

**Meeting Adjourned**

**Minutes Prepared by Janelle Lindahl**