

Maillard Middle PAC Meeting Minutes

Monday, November 7th, 2016

Attendance: Jackie Joahannes, Danny Relevant, Jennifer Martin, Theresa Roberts, Carmela Piluso

Meeting convened at 7:07

1. **Motion to Pass Minutes:** Danny Relevant
Seconding: Jennifer Martin
2. **Principal's Report:** Mark Clay, Principal, cannot be in attendance, so the report was given by Theresa Roberts, Vice Principal:
 - a. **Remembrance Day Assembly** Families are invited for the ceremony, **Thursday** at 10:45 with the ceremony starting at 11:11. There will be involvement from the band, choir, Scouts and Cadets. Mr. Clay will be speaking, and teachers will be sharing family histories.
 - b. **E-Prep-** Jenn Blatherwick and Theresa Roberts shared a bunch of information and suggestions for necessary equipment and supplies for Maillard's Emergency Preparedness. Rob Zambrano, one of the assistant Superintendents said that not all supplies are required.
 - i. Ms. Roberts did an inventory and discovered that we have many supplies, such as 100 insulating blankets, and a single shelter. The school needs water and basic first aid supplies for the first hours, will be planning to move the students within the 24 hours to the central location up at Poirier/Centennial. At the Maillard location, we need food and containers, and an emergency shelter, which will be provided by the PAC.
3. **Dance Committee Update:** Productive meeting last week at Danny's house with the volunteers for the dance. There is good progress, key things that are still coming up are logistics on dance and organization.
 - a. Dance tickets are already printed and numbered, up to 240. After discussion, it was decided that pizza tickets do not need to be numerically coordinated with dance tickets.

- b. After the school does sales here on the premises during the day, using the help of Student Leadership volunteers, the parents will use their list of attending students to keep things organized.
- c. Possibilities for pizza vendors: May approach Costco for pizzas. Contacted Austin Pizza, they have a good deal as well. Carmela will continue to pursue.
- d. Drinks - water, ice tea, unsweetened, McDonald's juice. Carmen and Mike Nijjer are working on that. Robin returned our enquiry about popcorn and candy floss - will be about \$100 cost for the supplies, as Par-T Perfect is donating the rental fee, as well as donating red table cloths for free. Supplies list will be taken care of with Annick Relevant.
- e. Photo booth will be the 'Maillard Middle Presents' with the 'Nightmare Before Christmas' theme, with life size Jack Skellington and Sally.
- f. Do we have large coolers for ice and drinks? Danny will search for donations of coolers for the dance to help keep the drinks cold.
- g. Still looking for more volunteers from the parent community. It will help with supervision if we can limit the spaces accessible within the school, because that limits the number of people who need cover the real estate.
- h. The plan is to put the drinks and food outside of the gym, but cotton candy and popcorn can be inside as they are dryer food items. Strong possibility of also limiting the place in the gym where food can be eaten.
- i. Theresa Roberts- In the past, the Staff Room has been used as coat check - the kids will be moving in and out constantly, and they eat in the staff room. The rest of the school is closed off. There is a small conference room off to the side that we can use to run the concession.
- j. The plan is to use tickets with a single purchasing location for controlling cash, and then the kids will have to pay for the actual food for with the tickets.
- k. Layout for dance:
 - i. Far wall - the DJ will be there with equipment, possibly lights
 - ii. The back wall is the location for the sound engineer near the fire exit. The school entrance will be along the back wall - so the DJ would be on the opposite side.
- l. Purchased 150 of the glow sticks, and 50 of the big ones, hoping to sell to the kids. This will help for lighting, as we were short on budget for

lights, and this will help keep the atmosphere but provide additional lighting.

- m. Pricing for the dance: Will publish the price list ahead of time. \$5 for dance, \$5 for pizza and drinks. Plus \$6 for cotton candy and/or glow stick.
- n. Ms. Roberts will need to check on the photo booth issue – when taking pictures of students, we have to be very careful about warning them about posting on social media - and if we can have some dry food in gym.
- o. Costume prizes will be 5 X \$10 Dairy Queen gift certificates. Carmela will bring her daughter, who has experience doing cotton candy. We will hopefully get 100 cotton candy and 100 popcorn.
- p. We will need two days of notice with the pizza, hopefully any overage will be purchased by the parents. Danny will go and ask about getting the pizza cut differently - currently they use 8 slices per pizza, but we would like 12. They will need a couple of days leeway, to make them and freeze them.
- q. What are we doing for signage outside the school? Danny to send font and lettering to Jennifer - will get it printed on vinyl.
- r. Dance starts at 5:30 and ends at 8:00.
- s. The tickets will be printed here at the school, because they have lots of available card stock.
- t. The kids will want there to be a minimum number of parents actually watching the dance, but we will want there to be enough parents there to adequately supervise. There will be a very limited number of slow dances, and radio remix versions of songs, and Danny has talked to the DJ about that already. The DJ is parent here, and will do his best to make sure it's age appropriate.
- u. Will possibly have another dance meeting before the dance, or will do communication via email. For set up, the volunteers plan to be there at 3:00.
- v. Budget for the event: \$1700 of ticket sales. \$1600 upfront including pizza, equipment rental. Danny is willing to cover that until the money comes in from ticket sales.
- w. Parent volunteer possibly for directing traffic? Theresa will ask about what we need to do. Normally, Theresa goes up by the road, and Mark

will stay down at the school. Theresa will invite the teachers who want to come to attend the dance. There will be coffee and snacks for the parents and teachers.

4. **Motion: Danny Relevant:** To increase the budget from \$500 to spend up to \$1400 (*\$500 for pizza, \$150 for drinks, \$200 cotton candy/popcorn, \$100 glow sticks, \$50 DQ, 39.00 printing cost, plus donated printed costs*) to pay for the costs of the dance, anticipating a \$3300 gross.

Seconded: Jackie Johannes

Vote: All in favour, none opposed

5. **Treasurer's Report:** Carmela Piluso

- a. **Activity from bank statements** - Deposited funds from Hot Lunch program. Banks service charges only activity.
- b. Amended budget for dances for year from \$1500 to \$2400, as previous motion in these minutes.
- c. **Teachers Classroom Funds:** from the Operating account. Does the BCCPAC cheque come out of Gaming or Operating? Carmela will check.
- d. **Munchalunch:** Jackie will make Carmela an administrator on Munch a Lunch account, and Carmela will need to pay the invoice because our 3 month free trial is up.
 - i. Will need to get Styrofoam coolers to store and transport the food. \$15/each. Jackie will email Carmela the specifications.

Motion: Jennifer Martin: To increase the Munch a Lunch from total budget is is \$400 to allow for buying foam cooler X 26.

Secunder: Carmela Piluso

Vote: All in favour, none opposed

Danny Relevant will speak to Heather Darts about possibly acquiring foam coolers.

6. **New Business**

- a. **Motion:** Julio Pastora: To create a communications liaison co-ordinator on PAC, possibly to be responsible for creating a new PAC website. Duties would include creating and maintaining site, co-ordinate with school, and allow PAC to put out information. **Second:** Carmela Piluso **Vote:** All in favour, none opposed
 - b. Probable maintenance cost is \$150 per year. Work with Tammy Craik who is at Porter/Banting, and has previously done a similar website.
 - c. To put the information out there in the *Maillard in a Minute* to ask for a parent volunteer. Julio will send a blurb to Theresa and she will put it in the newsletter.
7. **Scholastic Book Fair:** [November 30th](#) and [December 1st](#) for parent teacher conference, and it was originally planned for that date. Put it off until March? Send out another blurb in *Maillard in a Minute* to ask for a parent volunteer for this event.

Next Meeting: [December 6](#)

Motion: To adjourn meeting : Carmela
Second: Julio

9:09 pm