

Erma PAC Meeting

January 30, 2015

8:45 am to 10:00 am

Erma Computer Room

Meeting called by: Lucky Kang, President

Type of Regular Meeting

Facilitators: Lucky Kang

Note taker: Cinny Allen, Secretary

Attendees: Lucky Kang (President), Lisa Itkonen (President), Kam Liddar (Vice President), Cinny Allen (Secretary), Jean Sveinson (Principal), Rhonda Kieper, Maria Lopez, Nila Dattani, Mona Azizi, Roop Chatterjee

Minutes from November 14, 2014 were approved, seconded and passed without amendments. Minutes will be posted online and on the board.

Minutes

Agenda item: TREASURER REPORT

Presenter:

Discussion:

Munnie was unable to attend today and therefore no report was provided. She will be providing an update to Lucky in the near future.

There was a discussion about the use of funds by the school for field trips and school bus expenditures. It was agreed to transfer \$5000.00 from the general account to the school. Monthly receipts will be provided by the school. A deadline of May 31 will be provided to the school. Any unused funds will be returned by then.

Action items

Person responsible

Deadline

✓ Transfer funds to the school

Munnie Sidhu

ASAP

✓

Agenda item: PRINCIPAL'S REPORT

Presenter: Jean Sveinson

Discussion:

Jean introduced herself as the new principal of Erma Stephenson. She was happy to be at the new school and was already impressed by the quality of the teachers, staff, students, and parents. She provided a written summary of events that have recently occurred as well as upcoming events. She hopes for the school to go paperless as much as possible. Newsletters and communications for parents and students will now be posted regularly on the school's website. Emails will also stop as there have been too many problems with bounce backs.

The Community Forum is an annual event where School Trustees meet with parents and interested parties. Typically a school elects people to attend but anyone is welcome. Jean found the meeting provided an opportunity for parents to voice opinions and provide input into policies.

Jean provided an update on the Crossing Guard issue. The City of Surrey performed another study recently of traffic in front of the school and indicated there was not enough traffic to warrant paying for a crossing guard. Therefore, the PAC will continue to fund the current crossing guard.

Erma Stephenson is one of the schools that is involved in changing report cards. The assistant superintendent is supervising the process.

Erma Stephenson Elementary is 50 years old this year. Jean and the faculty/staff are planning to take the lead in celebrating the Golden anniversary of our school.

The popcorn machine has been broken for some time. Jean suggested we ask the Fraser Heights Secondary shop class to look it over to see if can be repaired.

Conclusions:

The PAC welcomed Jean and appreciated her involvement in the meeting.

| Action items | Person responsible | Deadline |
|---|---------------------------|-----------------|
| ✓ Newsletter | Jean Sveinson | Monthly |
| ✓ Popcorn machine repair | Jean Sveinson | |
| ✓ Erma's 50 th anniversary celebration | Erma staff & faculty | |
| ✓ Parent representation for Community Forum 2016 | PAC members | Dec 2015 |

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| Agenda item: | SIGN REPAIR | Presenter: | Roop Chatterjee |
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Discussion:

We have had continuous problems with the sign due to software incompatibility. Roop spoke with the company that installed the sign as well as other sign companies. It costs about \$3000 annually to repair the sign and anywhere from \$9000 to \$15000 for a new sign depending on features. The cost is too high for the PAC to continue paying for repairs and/or purchase a new sign.

Given how essential the sign is for the school and community, we agreed the sign is a necessary asset. Jean suggested the possibility of accessing funds for a special project. As well, the PAC would look at a long-term fundraising strategy over 3 years to pay for a new sign.

Conclusions:

It is likely best to purchase a new sign but will need to find ways to raise funds specifically for this project.

| Action items | Person responsible | Deadline |
|--|---------------------------|-----------------|
| ✓ Find out about special funds we can access through IMS | Jean Sveinson | Next meeting |
| ✓ Get more details about purchasing a new sign | Roop Chatterjee | Next meeting |

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| Agenda item: | COMMITTEE REPORTS | Presenter: | Various presenters |
|---------------------|--------------------------|-------------------|--------------------|

Discussion:

HOT LUNCH GROUP– Maria and Christine continue to run the hot lunches quite successfully and monthly dates are scheduled for February, March and April. A new refrigerator was purchased for the hot lunch room within the \$2000 budget and it is working well.

GRADE 7 GRAD COMMITTEE – Nila reported on the fundraising to date. They have collected \$1867.83 and are looking for additional funds to reach the goal of \$5750. The next meeting is February 16 @ 7:30 pm. Unfortunately there has been limited parent involvement and there is some concern about the ability to raise the necessary funds. This led to a discussion of how large the graduation needs to be and perhaps a scaled-down version may be more appropriate. The Grade 7 graduation is scheduled for June 19.

DPAC MEETING – Roop attended the first meeting of the new year. Linda Stromberg and Peter Johal are currently co-presidents. A trustee has been appointed by the board to liaise with DPAC. Financial reports were provided and the YTD revenue for 2015 was \$1526. They are working on improving communication through emails and improving the website. There was interest in cohosting a regional conference with Langley in the spring. The conference would be open to any parents from both Surrey and Langley school districts. Roop found the meeting quite informative.

| Action items | Person responsible | Deadline |
|-----------------------------|--------------------|----------|
| ✓ Hot lunch dates | Maria & Christine | ongoing |
| ✓ Grade 7 Committee Meeting | Nila & Harjeet | Feb 16 |
| ✓ Attend next DPAC meeting | Roop Chatterjee | TBA |

Agenda item: **UPCOMING EVENTS** **Presenter:** Lucky Kang

Discussion:

There is a plan to run the Scholastic Book Fair again this year in April. It typically is run by parents. No date has been set yet.

A suggestion was made to plan a “Garage” sale at the school. People can donate items to be sold and tables would be set up to sell the item by price (\$1, \$2, \$5, \$10, and \$20). Kids and parents can come through the day and purchase items.

Country Fair – Kam will be chairing the event again and specific meetings for this event will need to start soon.

| Action items | Person responsible | Deadline |
|------------------------|--------------------|-----------|
| ✓ Scholastic Book Fair | | TBA |
| ✓ Garage Sale | Lucky Kang | April 24 |
| ✓ Country Fair | Kam Liddar | June 12 ? |

Other Information

NEXT MEETING: **TUESDAY FEBRUARY 24 @ 7:00 PM (Erma Computer Room ?)**