

École Marlborough School  
Marlborough General Meeting Minutes  
Tuesday, November 20 – 9:00-10:00am  
West Building Staffroom



**Attendance: Parents -** Anita, Salmon, Diana Lam

**PAC -** Evangeline Jonnasson (meeting co-chair) Gadis Setiaputri (vice- chair), Victor Sihombing (Treasurer), Jimmy Lowe (co-secretary), Manami Calvo (co-secretary), Zhanna Liksutina

**Regrets (PAC) :** Denise Brown (District PAC Rep)

**Marlborough Staff** –Shelley Parks (Principal)

**Guest speaker -** Sheila MacTavish, School Counsellor

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**Agenda Items**

**Presenter**

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**1) Introduction to PAC (Evangeline Jonnasson)**

1. Meeting began at 9:30am
2. Welcome and introductions

**2) Chair's Report (Evangeline Jonnasson)**

1. October was busy month for fundraising. Bookfair was a success. Hotlunch is going well, as always. Family Photos was well received as well. Giftcard fundraising (Fundscrip) preparing to be launched by Victor Sihombing.

Jimmy Lowe brought up that Grade 7 also launching gift card fundraising initiative as well as poinsettias fundraising.

Grade 7 fundraising organization structure – Mrs. Parks explained that Matt (School District representative) suggested the best way to fundraise for Grade 7 Quebec trip is to set up a separate account and all fundraising go to this account (for grade 7 students). Evangeline Jonnasson and Victor Sihombing brought up question of whether this is compliant with PAC bylaws which state that all fundraising should be funneled through PAC.

**Action Item-** Mrs. Parks and Victor to discuss fundraising PAC bylaws

**Action Item** – Mrs. Parks to communicate that if there are any fundraising committees outside of the PAC at the school that they should send a rep to PAC meetings to ensure no conflicts arise from their fundraising initiatives and the PAC’s fundraising initiatives.

### 3) Principal’s Report (Shelley Park)

1. Drum-O-Thon – Burnaby Now is doing a story on this event!
2. Marlborough Grade 4 student designed award winning Christmas card design for school district.
3. Finishing up volleyball today.
4. Garden is up and running – 10 classes involved. Madame Dare heading this committee. In east side, grass courtyard. Curricular and extra curricular. Hoping to get community members involved in summer. Victoria Gardens has designed and suggest what is going to be planted there.
5. Maintenance repairing broken windows – decision made to put shutters up.
6. Teachers’ very busy – math workshops, after school activities, etc

#### 4) Treasurer's Report (Victor Sihombing)

1. Financial – "Bank Reconciliation Acct": As per October 31 balance is \$23,040.00



2. BC Gaming Account - Summary

3. Marlborough PAC Budget – Bookfair - \$1,443.59 (net)

4. Hot lunch – 3 times so far - \$3055.71 (net) or about \$1000 net for each hot lunch

5. Changing from munchlunch.net to hotluches.net. Able to solicit parents for telephone in order to contact them regarding last minutes changes.

6. Family Photos - \$840 (net)

7. Purdy's – so far \$389 (net) – today is last day.

8. QSP magazine - \$197.06

9. Gaming - Balance is

10. Gift card – Fundscrip -

11. Mrs. Park's commented that she is getting some pushback from parents regarding fundraising. She has received calls from parents that they feel are getting solicited too much for donations.

**Action Item-** Manami to email Mrs. Parks regarding PAC Hot Lunch coordinator soliciting phone numbers on hotlunches.net website (to be used only for the purpose of calling parents regarding last minute changes in orders).

#### 5) Presentation - Sheila MacTavish, School Counsellor

1. Thank you for the PAC for helping with the counselor program – IPAD
2. Short term problem solving, anxiety issues – referrals for longer term solutions. Support (mindfulness training) so they can manage better at school.
3. School Counsellor meet every Thurs morning with Principal and Resource Teachers.
4. PAC Chair asked Sheila what PAC can support her – She suggested gift certificates (\$25) for Superstore. At the moment no need to an in-house food program.  
PAC Chair suggested a FAQ sheet from questions that answered questions received from parents.

#### 6) Christmas Pancake Breakfast

- a) Pancake Breakfast (PAC Execs)
  - o Tickets can be ordered on marlborough.hotlunches.net. website. However parents will NOT be able to pay online. After they order tickets online they will get order number. Parents will be told to note down their order number and submit their money in an envelope to the West Office.
  - o When parents order tickets they will get a chance to do the following (i.e. on top of buying their tickets):
    - o Make donations to Marlborough families in need

- Select a volunteer shift to help with the Pancake Breakfast (set-up and day of)
- Donations collected for family in needs – in the past we have bought gift cards from Superstore as well as free tickets for families in need. Issue tax receipts for \$20 or more.
- Volunteer shifts for making centerpieces - 12-3pm (lunch room or west gym, depending on what space is available. Evangeline will lead this Victoria is willing to come in.
- Volunteer shifts for Dec 14 set- up - 2-4pm, 4pm-6pm
- PAC Execs expected to help with set-up and stay until set-up is complete on Dec 14.
- Volunteer shifts for Dec 15 - 7am-8am 9 (four parents from 7am-8am), 8am-9am , 9am-10:20am
- PAC Executives who are in charge of stations (i.e. Zhanna, Victor, Gadis, Evangeline) – to be there at 6am on Dec 15. Manami to help Gadis at 6am.
- Batter – Wendy will not be able to lend us the mixing machine this year. We will need three blue containers of batter (10 bags). We can store in the car as it will be cool. Victor to check to see if he can find an industrial mixing machine. Second choice is to rent a mixing machine. No call out for volunteers as Zhanna only needs two volunteers to help her mix batter.
- Mr. Jeff Hutton confirmed that school has 57 tables and approximately 500 folding chairs. Zhanna’s floor plan indicates we need 55 tables and 325 chairs. Gadis to need 6 tables for registration. Zhanna asked Mrs. Parks for 10 more tables and Mrs. Parks confirmed that these will be ordered in.
- Foodbank station?
- Wheel of Fortune – decision to try this year.

**Action Item** - Victor to check to see if contact can lend us to mixer

**Action Item** -Zhanna to check with Olga to double check table count for last year. Do we need more tables than the school had last year?

**Action Item** – Manami to email Mrs. Parks and Tatijana to give them the head’s up that:

- PAC will be directing parents to drop off their payments for the pancake breakfast at the west office.

- Paper order forms will also be available at west office for parents who cannot order online (although PAC strongly encourages parents to order online if they can, for tracking purposes).

**Action Item (general)** – It was decided that future PAC General scheduled during school hours will start on time, regardless of whether all staff and parents are present, to avoid going into recess.

Meeting adjourned at noon.



**Next PAC General Meeting: Feb 2016 (Date TBD)**