

## PAC Meeting Minutes

### **In Attendance:**

Valentina Farley, Lark Maloff, Lilia Tsui, Shapi Rashidi, Amy Phun, Wally Kanno, Casey Armstrong

### **I. PRINCIPAL'S REPORT:**

Recap of the Christmas performance and itinerary for the night.

- Estimated 1hr long performance.
- Intermediate sing-song 25 min long
- Followed by Annie performance 35min

Discussion about the recent rash of illness. We were advised that a special cleaning crew came in and disinfected the affected classes.

Finally, the construction for the pre-school has started. They estimate that it will take at least 6 months before the pre-school is operational. Information about registration will be available at the office.

Mr. Kanno and Mrs Armstrong graciously thanked the PAC on behalf of all Capitol Hill staff for all that we do.

### **II. HEAD TEACHER UPDATES:**

Brief overview of the upcoming intermediate Christmas Market.

### **III. CHAIR'S REPORT**

#### **Pancake Breakfast - planning, organizing and execution overview:**

- A Santa has been found! Capitol Hill parent Ali Mokhtari Amirmajdi (children in Grade 3 and Grade 7)
- Volunteer recruitment email will be sent out. Valentina will contact Vince to get the emails from all parents who have signed up via the volunteer link.
- Kaori and Lilia will coordinate the Pancake Breakfast Volunteers.
- Thursday night prior to the breakfast, volunteers will set-up the breakfast tables and the photoshoot backdrop. Mrs. Armstrong will provide the paper covers for the tables.

- Fire fighters will be let in on Friday morning anytime after 6:45am by the custodian.
- Lara will donate the coffee, Bijou will pick up and deliver on the morning of.
- Val will shop for syrup, cream, etc...
- Felix is confirmed to do the Santa photos
- Photo processing, Lark will run the photo flash drives down to Costco
- Joanne and Heather will take care of the photoshoot organization
- Suzanna to bring advent Calendar and either she or Stephen will volunteer to help with photos.
- Photos with Santa form to be handed out on Friday

#### **IV. FUNDRAISING INITIATIVES & EVENTS:**

**Movie Night plans will be discussed in the New Year**

##### **Wellness Fair**

Brief discussion on the proposed lay out of the Wellness Fair.

- 1st (Friday) and 2nd (Saturday) of May seem to be good dates for the fair according to Mr. Kanno
- If we want to use the school on the weekend a custodian needs to be hired and paid for. Minimum is a 4 hour payment. Mr. Kanno will looking the cost of that and let us know.

**NOTE:** Ask about grant from DPAC for community speaker for a community geared event. Grant might be through the District

Mr. Kanno will contact the District Councillor Tracy Aaron to discuss possible other speakers.

##### **Max Fruit**

Trial run of Max Fruit pre-order to start in January. \$20 per cycle. Shapi Rashidi will spearhead and organize the sale of Max Fruit.

#### **VI. TREASURER'S REPORT:**

Health and Safety 78% of the school paid into the health and safety fund.

**Meeting Adjourned at 7:50pm**

**Next Meeting is scheduled for January 8th at 6:30pm**