

## Lincoln Middle School PAC Meeting Minutes

Date/Time: April 25, 2019, 6:00pm

### Present:

Brea Williams, Co-President

Shannon Hayward, Co-President

Trevor Klym, Vice President

Marian Henry, Treasurer

Diane Keefe, Secretary

Patrick Betz, Principal, Lincoln Middle School

Regine Nuytten, Vice Principal, Lincoln Middle School

### Agenda:

1. Called to order- 6:07, moved Marian, seconded, Trevor.
2. Past minutes- Marian motioned to accept the minutes, Trevor seconds, all in favour, motion passed.
3. Pizza Day- June 7<sup>th</sup> will be the last pizza day this year. Receipt submitted for plates and supplies, and Marian issued a cheque for same.
4. Treasurer's Report- Camp Arnes requested a donation. We did not receive letter and have not issued a cheque as of yet. Cheque for \$1000.00 was also issued for International Music Camp, (issued and cashed) but we have not yet received a formal letter.
  - Audit back from school board. Recommendations saying that bank agreement and meeting minutes should be on file, ledger should be maintained, statements on file, etc. Many issues are addressed already, and will continue to be moving forward. Marian will tweak the binder and ensure all bank records are included. Deposits should be signed by two individuals. Moving forward, we will ensure that there are two signatures on the slips before deposit.
  - Staffing, questionnaire was due March 7. See attached.
  - Income statement, see attached.
  - Shannon motioned to accept, Trevor seconded all in favour, motion passed.
5. Administration Report- Outdoor learning space drawings by Dean Spearman, architect, issued to all members for viewing. There are two drawings, one with two less limestone benches in case the spacing does not allow. We could potentially add more benches later; however weight of benches along with installation could pose an issue. Cost of the plan itself was \$1178.56, paid by school division, to be reimbursed by parent council. Grant for 5k submitted and decision is TBA.

- Marian makes a motion to reimburse the school for the \$1178.56, Shannon seconds, all in favour, motion passed. Marian issued cheque. (212)
  - Letter requesting \$250.00 for gardening club, \$600.00 for purchase of indigenous literature (multiple sets) to encourage reconciliation efforts. This series is appropriate for all ages and levels and will be used throughout the school for various teachings. \$500.00 for incidental phys ed equipment, floor hockey goggles, lacrosse sticks, ultimate portable sunshades for tournaments, \$1500.00 for classroom based field trips, including but not limited to admission, transportation, etc. \$2850.00 is the total of requested funds.
  - Brea motions to write the cheque for the full amount, Trevor seconds, all in favour, motion passed.
  - Logo is almost ready to move forward, presentation prepared to show students all the areas logos in comparison to Lincoln's.
6. Staff appreciation- There was a good turnout, lots of donations all three days.
  7. New Business- Year end celebration- June 21, 2019. Pizza, easy consumable, no condiment foods suggested. Brea will price "Oh Doughnuts" and "Sweet Impressions" as an alternative for the kids with allergy concerns. Regine will get an exact number of allergies and what the allergies are for planning purposes.
  8. Next Meeting- Thursday, May 23<sup>th</sup>, 6:00pm
  9. Adjournment 7:17 Diane motions, Marian seconds, all in favour, motion passed.