MINUTES
Deep Cove PAC General Meeting
October 16, 2013

Present:
President: Lisa Makar
Treasurer: Monica Copeland
Secretary: Susan Adam
Parent Education: Kim Bull-Chambers
Christmas Fair: Lesley MacLaughlin
Volunteer Coordinator: Stacey Rees
Website Coordinator: Annilee Armstrong
Newsletter Editor: Mary MacKay
COPACS: Melissa Drolet
Principal Erika Moser
Vice Principal Steve MacGregor
12 parents

Absent:
Special Events Coordinator: Shealyn Jackson
CPF: Susan Fidyk

1. Call To Order:
- President Lisa Makar called the meeting to order.

2. Additions to Agenda:
- Trial podcast of this meeting being recorded by Annilee for our PAC website. If successful, we will record future general meetings and parents can listen from home.

3. Approval of minutes from previous meeting:
- Lesley MacLaughlin approved the minutes.
- Kim Bull-Chambers seconded.

4. Business from previous meeting:
- No.

5. New Business:
<u>Special Funding Requests 2013</u>
Lisa Makar: Do any parents have any questions?
Parent: Is it possible to get more playground equipment? Compared to other schools, like Sidney Elementary, we don't have as much.
Principal Moser: SD63 dictates what foot print of equipment is permitted based on overall square footage.
Lisa Makar: SD63 has also placed a moratorium on adding addition playground equipment due to a maintenance budget issue. We have added our Naturescape outside Mme. Johanne's class. It is not included in the moratorium.
Principal Moser: our Naturescape like KELSET has a dry riverbed as log pieces for students to explore.
Parent: So there isn't a safety issue involved?
Principal Moser: No. It's a square footage issue.

- Lisa suggested that for the new parents attending the meeting that we go around the room and have PAC Executive introductions.
- Lisa explained the SFR process from beginning to now:

1) Special Funding Request forms are available to staff and parents in September.
   - Parents and staff are invited to request PAC funding for equipment, programs, and/or experiences they would like to see happen in the coming school year.

2) After the early October submission deadline, Principal Moser meets with the staff and reviews & prioritizes the staff requests after consulting and providing from her school budget.

3) At our October PAC Executive meeting, we review and consider all the parent requests and Principal Moser & Vice Principal MacGregor present the staff requests to us.

4) Previously, we have reached a balanced budget to present to parents at the upcoming General Meeting by approving, rejecting or deferring all the requests.
   - Reaching a balanced budget involves having to decrease the approved amount of some of the requests in some cases.
   - These choices are only *proposed* by the Executive. Parents have the final vote.
   - The Special Funding Request budget amount is determined and voted on at the February PAC AGM where we establish our Annual PAC Budget.

5) This year, the PAC Executive left the SFR budget over-budget for parents so they could be a part of the process of balancing the budget.
   - However, the PAC Executive did present a balanced $25,000 budget at the meeting for parents to consider.

Monica Copeland: One SFR was submitted yesterday which is past the deadline, so it won't be considered. Late SFR submissions will be reviewed at the next PAC Executive meeting, then posted for minimum 14 days, then voted on at the next PAC General Meeting. This process is laid out in our PAC Constitution.

Parent: Why does this PAC leave $60,000 in the bank while some programs are being rejected or decreased?

- All parents at the meeting were given a package of bank statements and budget sheets to consult.
- PAC Treasurer Monica Copeland explained, while we all reviewed our PAC Assets sheet:
  - Nearly $40,000 combined from our Gaming Account + PAC Chequing Account is the funding we spend on our Special Funding Requests ($25,000) and our February Annual Budget ($15,000).
  - The remaining approximately $22,000 from the PAC Emergency Account + GIC Emergency Fund carries over every year and stays untouched in case we don't for some reason (weather, power outage) have our Christmas Fair, which we rely on for $20,000 annually.
    - This procedure was set out by previous Deep Cove PAC before ours.
    - We communicate with PAC's from Keating, KELSET, and Sidney Schools and they do the same. Perhaps the amount they save is different from our depending on their budgets and fundraising.
  - The Gaming Account money comes from funds our Treasurer applies for annually from the Provincial Government. The amount granted changes annually and is determined by them.

Special Funding Requests 2013

#	Special Funding Request	Approved	Notes
1.	Digital Microscopes $1400	$300	-$100 each; one for each class requested -connects to doc cameras for full class viewing on overhead projectors

			-approved 3 as a trial
2.	Self-Regulating & Fidgets Kit $654	no	-one class set for 30 students requested -use for Kindergarten-Gr 5 -hands on therapeutic tools for students -difficult to share one set amongst 14+ classes
3.	School Spirit Glass Display Case $2440	no	-multi-shelf, glass case for lobby requested -each class would take turns displaying their art and projects -expensive
4.	Shock-proof & Water-proof Cameras $1500	no	-for student use K to Gr 5 -15 cameras; 1 per 2 students requested -$200 per camera = $3000 total -big investment in technology 2 years ago
5.	Gardening Supplies $1975	$150	-kids garden gloves $185 - no -trash pickers $850 - no -courtyard top soil & seeds $150 - yes -compost containers $50 - no -seating materials $690 - no -other equipment$50 - no
6.	School Sports Jerseys $3370	$1500	-one uniform for various sports events -use for Gr 3-5 -splitting the cost with school budget
7.	Outdoor Play Equipment $300	$300	-this is for all the balls and hockey sticks etc. that are handed out and returned for recess breaks -wears out and breaks down every year -use for K – Gr 5
8.	Bus Transportation to Jamborees, Meets & Festivals $1400	$1300	-use for Gr 3 -5 -request transporting to events as a group enhances team spirit -total funding not used last year
9.	Grade 4 & 5 Leadership Activities (Camp Pringle) $3500	$3500	-$500 Grade 4 day trip -$3000 Grade 5 day trip
10.	Artist In Residence $4000	no	-annually invite an “Artist” into the school to inspire and teach to students requested -ie. author, painter, singer, musician, dance, theatre -use K – Gr 5 -no staff-proposed “Artist” this year -drumming workshop and author visit instead
11.	Swan Lake Nature Sanctuary In-School Classes $1470	$1470	-popular every year -use K – Gr 5 -teach students about our local wildlife and their habitats
12.	Radical Readers Program $350	$350	-use of K – Gr 5 -reading incentive prizes and year end celebration requested -incentives from other sources
13.	Library Needs $4550	$1900	Author Visits $600 CanLit $300 Red Cedar $300 Growing Schools $400 - Gr 3 gardening classes in courtyard - Oct, Apr, May sessions $400 each Mag Subscriptions $300 -library was generously supported previous years -book fairs and CPF also contribute

14.	Drumming Performance & Workshop $828	$828	-use K – Gr 5 -drumming artist teaches to each class and intermediate performance for the school at the end.
15.	Dance Club $3700	$800	-use Gr 3 - 5 -Dance Club is not a PAC-run program. -Dance Club is a school-run, staff-sponsored extra-curricular club (like swim club). -school budget will contribute to some costs also.
16.	Swim Club $800	$800	-use Gr 3 – 5 -40 students / $20 each -covers pool rental and Pacific Coast Swimming coach
17.	Science Venture $1100	$1100	-Popular every year -use K – Gr 5 -UVic students come into the school to display and teach students about science related topics
18.	Karate Lessons – child specific $500	$500	-this was a request for one student
19.	Toast Club $250	$250	-toast-making and cleaning supplies -use K – Gr 5 -provides breakfast for some, and a social connection for students
20.	Earth Day Activities $250	$250	-student demonstrations and activities for Earth Day in April. -use K - Gr 5
21	Special Art Supplies $1000	$500	-special, sophisticated supplies not included in classroom needs -use K – Gr 5
22.	“Genius Hour” Passion Sessions $1000	$500	-use K – Gr 5 -approx. $50 per topic requested -each classroom assigned a different topic -for an hour students are encouraged to explore various topics/classrooms to inspire creativity and exposure to new things -school funding also
23.	Math Reflex $1400	$1400	-use Gr 2 – 5 -1/2 licensing fee requested -in school and at home math program -splitting cost with school budget
24.	Outdoor Science Equipment $672	$500	-use K – Gr 5 -supplies and equipment specifically for outdoor-related exploration and focus on our “Naturescape”.
25.	School In Need $1500	$500	-use K – Gr 5 -annually we donate an amount to a school with very limited or no PAC budget of their own. -the school is identified or chosen by our school district - this year we plan to dedicate a room at our Christmas Fair to the School In Need and will donate those funds + $500
26.	Field Trips & Bussing $6000	$6000	-use K – Gr 5 -divided by 14 divisions = $428/class
27.	Brown Bag Lunch Program $200	$200	-use K – Gr 5 -we provided basic, non-perishable pre-packaged lunches for students who

			accidentally leave their lunch at home.
28.	Emergency Preparedness Supplies $1200	$500	-use K – Gr 5 -2 way radios and megaphone for container approved -SD63 does not contribute at all to our emergency supplies!
29.	Games Day Food for Parents $50	$50	-funds available under miscellaneous costs
30.	PAC Banner $200	$160	-use K – Gr 5 3'X6' PAC Identification Banner for various school events
31.	Lice Elimination Kits $200	$100	-use K – Gr 5 -no more school lice checks -cost for lice kits to be kept at school for family in need
32.	Thank You Fund for Parent Education Presenters $200	$192	-cost for card and small token of appreciation to our presenters.

Notes:
- After some discussion between parents and faculty, a decision was made to provide $500 to support the start up for the "Genius Hour" Passions program. A majority vote was made to reduce digital microscopes and library funds by a further $300, and $200 respectively, to allocate $500 to the program.
- Anette Martens did not submit the Dance Club SFR and did not personally request $2000 in fees.
- Growing Schools program has funds from last year to fund 2 sessions for this year.
- Any unused SFR funds go back into general coffers, or must be requested, reviewed, proposed, and voted on.
- Parents will be emailed requests for volunteer services &/or supplies for the "Genius Hour" Passion Sessions throughout the year. More info to come soon.

Parent: How are Carnival activities funded? Canadian Parents for French (CPF).
Parent: Why are we no longer providing lice checks at our school? VIHA made a request to our District that we not do the checks anymore and return it to a family responsibility. We were one of the only schools in the district still doing them. There is a VIHA Lice Information sheet attached to school newsletters.
Parent: How is funding delegated to certain groups? As in, why are sports mostly for Gr 3-5? Not a funding issue but an age decision. Sports are generally Grade 3-5 in most elementary schools we compete with. Fieldtrips, arts, cultural, exploration are K-5.
Parent: How do I pursue my rejected SFR funding? Try again next year.
Parent: How does the school contribute funding to requests like these? The school has a limited budget just like the PAC does with a little wiggle room to allow for programs or speakers as they come forward throughout the year. Like the PAC, the staff sets out priorities, and in order to fund one thing you need to take away from something else.
Parent: What about the $500 the school just won? We won last year too, and the Kid Run organizers (Rebekah Hunter, Lori Lafave, Warren Hamm) chose what to do with the funding and they chose outdoor soccer nets. This year the organizers will choose again (Rebekah Hunter, Lori Lafave, Steve MacGregor). It will be for sports equipment TBA.

6. Reports
a) Principal Erika Moser
-Seismic Update: 2 classes are near completed (Burke & Challinor)

- new ramp outside office, new hot water, new cubbies, new cabinets, new windows, new flooring outside office and additional 3 classrooms (Irwin, Hill, Jungen)
- 3 other classrooms and offices should be completed before Christmas Break.
- Not sure if before Christmas Fair.
- Extra funding will provide new basketball backboards in the gym.

- School Planning Council met
  - Math & social responsibility objectives = math Reflex & Genius Hour sessions

-WITS program returning.
-Earthquake Drill coming up.
-Halloween Parade & Haunted House.

b) Vice Principal Steve MacGregor
-Terry Fox Run: over $700 raised
- Soccer Gr 4-5
-Choir K-5
-Swim Club has started Gr 3-5
-we won $500 from KidSport at the Thrifty Foods Kids Fun Run last weekend with 88 students registered.
  - We split the $1000 prize with Campus View School.

c) COPACS Rep Melissa Drolet
-sponsoring a "Math Night" where parents can come and learn about how our kids are taught math and learn more about the curriculum.
  - Oct 23 at Royal Oak Middle School. Free. Refreshments provided. Time on website.

-"Policy 1100" meeting where parents can meet members of SD63 and find out how things work in the District.
  - Nov 6 at Bayside Middle School. Time on website.

-regular COPACS meetings, which are monthly meetings with PAC Reps from all schools in our District, are first Thursday of every month at District Resource office behind Keating School.

d) Treasurer Monica Copeland
- $6400 from Gaming Application.
- Thrifty Foods approved us again for their Smile Card program. So, max. $2500 can be funded annually to the school by parents using their Deep Cove School Thrifty's Smile Card. Pre-load it, and 5% of your total purchase goes to our school.
- Everyone who submitted an SFR will get an email from Monica about the outcome.

e) PAC Website Coordinator Annilee Armstrong
- Trial run tonight recording our meeting for website podcast. Parents from home can listen to our General Meetings.

f) PAC Newsletter Editor Mary MacKay
- Please let her know if you have any submissions.

6. Upcoming Events
Oct 24 – Hot Lunch Day
Oct 25 – NO SCHOOL
Oct 30 – Walk To School Day (Meet at Denham Till Park on Birch Road at 8:15)

7. Next Meetings
Nov 6 – PAC Executive Meeting
Nov 20 – PAC General Meeting

8. Adjournment
- Lisa called for adjournment.

URGENT!

Please consider Coordinating or Co-Coordinating our Annual Christmas Fair. Our current coordinator has a child in Grade 5 and will be gone next year. This is the year to shadow and learn from Lesley before she goes. Our Christmas Fair is our major school fundraiser.

No Coordinator = No Fair = No $25,000 in funding next year.