Deep Cove PAC General Meeting Minutes October 22, 2014

Present:

Lisa Makar - PAC President
Annilee Armstrong - Communications Coordinator
Melissa Drolet - COPACS & Volunteer Co-Coordinator
Kim Bull-Chambers - Parent Education
Rebekah Abel-Hunter - Spirit Committee Coordinator
Mary MacKay - Secretary
Erika Moser - Principal
Steve MacGregor - Gr. 4/5 English /VP
(teacher) Nadine Macintyre - prep relief
(teacher) Nicole Irwin - K/1 F.I.
10 parents (Stacey Rees, Sue Adam, Carly Shultz, Andrea Kreiger, Tess Down, Tiki Butcher, Heather Copcock, Angela Wilson, Mikiala Christie, Sam Mccandish)

Absent:

Colette Hopkins - Co-Volunteer Coordinator
Susan Fidyk - Canadian Parents for French
Bridget Anderson - Christmas Fair Coordinator (was attending a separate meeting for the Christmas Fair)

1. Call to Order

Lisa @ 7:01
Quick introductions of new faces of PAC and Parent Reps in Attendance

2. Additions to Agenda

None

3. Approval of minutes from previous meeting

Lisa Makar motioned for approval; Melissa Drolet seconded

4. Business arising from previous meeting

- Re-introduction of class rep positions

- any classes that are missing reps?? Yes. Melissa to send Lisa an email of which classes are missing reps. Lisa will follow up with the teachers to identify who might be a good candidate. Email list of reps to Lisa and Annilee for information and to post on PAC page. They will forward items to reps in order for them to forward to parents. Reason for class reps was discussed - in order to send info to parents directly; to act as the conduit for information from PAC to parents and to

let the executive know if there are any issues or problems that need to come forward and connect us with parents that might need any support from the PAC.
- Kim - can teachers opt to not have one? Lisa - no, discussion about role of class rep as a PAC conduit. They might end up also supporting teacher to coordinate special classroom events etc. but that is EXTRA to their given capacity of a class rep. which is to facilitate exchange of info to their classroom parents; it is a choice whether to take on more duties than that.

- Outstanding volunteer requirements

- Lisa asked if there was anything that we urgently need/are concerned about?
- Melissa - while many have volunteered as helpers for the various areas, "no one" has volunteered for Coordinator positions in almost all of the various areas. Stacey Rees mentioned she thought she had for the Lost and Found - Melissa to check but reiterated that the need is there for Coordinators of most areas.
- Discussion of doing the online set up as the first start up can be overwhelming at the beginning of the year - suggestion to send out another round of volunteer requests now school is underway. Example given by Melissa that Lisa Tonken has done a LOT to coordinate book fair this week - due to late signup maybe did not get as many volunteers as usual but hopefully will have more volunteers for English Book fair - Book Fair has made their $$ quota but Lisa has had to cover a lot of shifts herself.
- Clothing in Lost and Found - suggestion to take pics to put on PAC Face Book page and website to post what clothing is there and when it will be going to charity. Reminder given that PAC page is just for school items - PAC FB page is for community related items.

- School clothing - Sue Adam

Sue - a lot of clothing left over despite the giveaways that Sue had initiated since taking this over from Monica Copeland. Sue brought many clothing items (all on her handy garden cart no less!) for attendees to see a visual for how much is left over. From Monica Copeland's notes that were passed to Sue, there was initially a lot of sales but it has dwindled substantially since then.
- Sue proposed that the price points are what is prohibiting sales. Compared to Keating Elementary prices we are significantly more - ex $15 for a T-shirt as opposed to >>>>)
- Sue proposed 3 ideas to help 'move' the items in order to re-coup some of the money spent or to donate.
A) Discount the clothing to more affordable price point i.e. match Keating at $15/t-shirt, $30/hoodie; Promote it as *"Limited Edition Centennial Year School Wear"*

B) Make a deliberate effort to give it away as prizes and gifts for the remainder of the school year . Sue prepared a chart of various opportunities such as random draw at Christmas Fair,Carnival, School Dance, etc. as suggestions
C) Send it all to Motati School in Lesotho for Christmas.
Discussion :
- Rebekah - need to get the parents involved in it with some other contests. Lisa - we need to vote to discount it.
- Kim - likes all three ideas, can we do all? i.e. Lower prices to get interest, liked sending it off to Lesotho in conjunction with discounting, to do the giveaways through events etc. ex. do a fashion show at Christmas Fair and then see where we are in January for giving rest away; selling it at the Christmas Fair again;
- Rebekah -first hot lunch - class brings in the most for Food bank - do a draw.
- Sue brought back meeting back to review the chart she had made for opportunities for draws and welcomed other suggestions could be made along the way..
Lisa - motion made to discount the clothing prices; Kids hoodies/ $25, Adult hoodies/ $30 and 15/ t-shirts and still do the giveaways until we giveaway and /or sell remaining stock. Melissa seconded. All in favour - motion passed.

5. New Business

- Introduction of new Treasurer - Jazz Harding has and will be taking on the duties this year . A big thank you to Brandy Drummond for her services.
 - motion made to buy Brandy bottle of wine in thanks; Mary seconded it; all in favour; Kim to purchase it on behalf of PAC
- **Review Special Funding Request (SFR) submissions**

- Quick background by Lisa - Xmas fair is a large part of the 'pot' for how the money is generated. SFR submissions change each year and are submitted by parents and staff. As the executive, we do a first look and prioritize them with staff/administration giving input as well. We put together a draft budget and put that forward for parent to vote on. Due to late start of school year we are doing the first draft tonight...will put together for a draft budget which will then be put forward for 2 weeks for parents to review and then on Nov 5 we will have another GM to then vote on the actual budget that night.
- Draft presented by Lisa - lead off in saying that we are so fortunate that the Fair does generate this much $$ to enable us to put this much forward as compared to other schools.
- Mention made that class reps could possibly mention that by supporting the Christmas Fair and how much of a $$ generator it is.

- Lisa listed general categories on her graph, actual requests are in folder for anyone to view. Staff/admin. had prioritized the SFR's that they submitted which was helpful as we have had a difficult time in the past trying to assess what it is that the staff priorities were. Lisa suggested she will go line by line and anyone is welcome to ask questions as we go. The group was able to view another page with requests from last year to compare what was asked and approved in the previous year.

Parent Requests:

End of year Grade 5 trip - this is a standing request - relative to number of gr. 5's - Lisa asked the group - will it meet the needs? Steve M answered - last year we asked parents to contribute as well, even with a reduced cost of $20. Varying costs do land to the parents but the PAC costs will help cover most.

Dance club - third year to fund club. Kim - asked a question re: costume part; are we going to keep them on site for others to use? Lisa answered that the expectation was that if PAC was paying then they should be kept on site for school use. Nicole , as staff sponsor of Dance Club addressed this mentioning that they try to keep costumes as neutral as possible so they can be used again. Lisa - is there a necessity for new costumes? Nicole - yes, can use basics again but need to add to it to build up the inventory of costumes. Rebekah - any cost to parents? Nicole - no, just if they come to the show then they need to pay for their ticket(s)

Field trips - field trip fund usually has $$ left over; with job action there is likely money that is left over. Lisa will check what is left over and/or if it is consistently not used then lower it or if it is over then will bump it up. Rebekah - is that enough for field trips? Nicole - yes, if you share then you can stretch it out.

Bussing - is for extra-curricular outings like basketball jamborees, swim club etc.

Brown bag lunch - $$ to keep non perishables on site for kids that forget lunches. Sue - reminder that it is not to supplement the lunch sent but for the child who doesn't have a lunch at all. Kim - almost need to keep a lock on it as kids have gone into it - might need to look into this if it continues as a problem.

Toast club - cover costs of food

School in need - we go through COPACS and find a school that isn't as financially fortunate as we are to help them out

Laptop/software - b/c we have a fiscal responsibility with all the $$ we are responsible for on behalf of parents we need to keep files/notes safe, if there is a change in roles etc then it is all there already, in the same platform/program ,everything is correct and that all the information/newsletters are complete &

already for the new person to review. To put actual accounting software on the new laptop so if any transitions are made, the program is up to date and makes the change over easier and more accurate. Julien (school technology) does refurbish laptops so we could likely reduce the cost. Lisa sees this expenditure as an investment for future PAC'S and to help ease transitions.
Thank you gifts - for parent Education speakers. Sue mentioned could use school clothing as well

Faculty Requests:
First Priority:
Swan Lake - third year to come into the school, benefits all children
Science venture- comes into school, benefits all students
Science Supplies and Resources - Erika mentioned that the staff decided a few years ago to move towards some curriculum areas being "place based learning" ; tying in the outdoors to the student's learning experience. Examples given - moved musical instruments to Multi- purpose room so everyone can access them there in the same place; another class went on a trip and put their items in there so it is a 'place based' learning area with Beach materials for everyone to share. This space is also connected to the Library and courtyard; if themes come up then books/materials will be displayed there. The Science Supplies and Resources are to support this initiative and benefit all the students. First item for supplies could be for consumables ex. apples for a class doing a unit study in the Fall on Apples; a Resource might be purchased such as a set of goggles.
Growing Schools - what is it? Erika - for gr. 3 students each year; people come in to run the program. Tiki B - a program out of Victoria for Gr. 3's and they go through a growing cycle that explains from seed to harvest, it is very hands on and there is the continuity with the school garden. Parent - why is it more money this year? Lisa - we had to reduce the cost we could contribute last year.
2nd Priority:
Art supplies - all students benefit
PE replacements - due to wear and tear
Play - standing one as outside toys need to be replenished

3rd priority:
Cultural - Erika - the staff priced and voted on some performances/experiences that could address different cultures

4th priority:

Swim club - options to offset the costs of pool etc.
Camp Pringle - gr. 4 field trip/why was it more this year?? Erika - formerly it was Beaver Lake and Commonwealth...now that we have more classes then there was an option to have them go out for the day to Camp Pringle; but more this year as there are more students and more multi age classes.

5th priority:
Math Reflex

6th priority:
Library Support - Can lit, Red Cedar, Author Visits - Was noted that in previous years this money wasn't spent ex. Can Lit or Red Cedar. Erika will check with Diane what the Library's needs are

Discussion:
Melissa - don't see Genius hour on there? Steve - admin. didn't feel it was appropriate to put that forward at the beginning of this year. It will be a more appropriate conversation for January given the late start to the year and all the extra work that is involved for the teachers to create and run these multi-age sessions . Feedback was great and the program was well received by teachers, kids and parents. Explanation of what Genius hour was discussed for new parents in attendance. Will revisit it in January.
Lisa - asked group, if we were to tweak this to balance the budget - what can we cut? Possibly field trips, laptop cost, Can Lit/Library support. Discussion from group followed. -Nicole offered to cut dance slightly to $850; Suggestion made by a parent to cut Library monies in half
Lisa - made point we don't have to balance it today....can leave it at this, go back to treasurers and see what was spent and iron out discrepancies of what our 'actuals' were and then reassess. Also, invite Amber (school office support) into that with her receipts/notes in case anything is left over after abrupt end to last school year.
Staff - Nicole commented that the staff had looked at the SFR's for what benefited the entire school first then what different grades would benefit when they made their priorities but in fact, all requests are a priority. Erika to follow up with Diane about the Library needs. Sue pointed out that Library has Book Fair and school budget money too.
Melissa - what about an Artist in Residence this year? Erika - nothing had been chosen yet but that is not to say an opportunity could come up later. Lisa - we can

put it down as deferred funds for other items that might come up i.e. for a musical performance, genius hour or a presentation that might come up later in the year so we will have funds left to support that . Erika - would appreciate if there was an allocation for an Arts fund - ex last year Holly Arntzen came out of a grant that Erika applied for and out of her own budget.
Lisa - reviewed submitted and recommended amounts with the group. Discussion followed and changes were made between the following:
Dance Club - submitted $1050 Recommended $ 850
Bussing - submitted $1300 Recommended to look into what was the actual amount spent last year before including in final draft
Laptop & Software - submitted $1100 Recommended $700
Thank you gifts - Parent Ed
submitted $100 Recommended $0
Swim Club - submitted $1000 Recommended $800
Camp Pringle - submitted $1500 Recommended $500

Library Support:
Can Lit - Submitted $1200 Recommended $300
Red Cedar - submitted $500 Recommended $300
Author visits - submitted $1000 Recommended $0
$1000 would be held in reserve
*** Initially Submitted Budget - $28 495
*** After Revisions - Submitted Budget $25 495
*** Will need to Balance at $25 000 and be voted on at November 5 General Meeting

6. Reports/Question Period
Lisa- asked that due to late hour the meeting was already at if there were any reports that could not wait for 2 weeks to be read at next meeting? All groups agreed they could wait.
- Administration - Erika Moser & Steve McGregor - will save report for next mtg. and add to it.
- COPACS - Melissa Drolet - will wait till next meeting
- CPF - Susan Fidyk - absent
- Parent Q, S & A period (questions, suggestions and answers)

Melissa - reminder of Dyslexia talk tomorrow

Bridget- (via Annilee) really need canvassers for silent auction; she has sent an email but needs more. Lisa will post it and Annilee will put up on Pac website and sent through the website and school mail
Rebekah - asked if class reps could please send out Wednesday walk reminders.
Lisa - brought up the November walk - was an issue over the camouflage theme. Background given - a parent brought the issue forward that thought it could be viewed as disrespectful and inappropriate ; Lisa since talked to many veterans and police officers/ has had other helpers ask as well - all have thought it a positive idea and many have volunteered to come and walk with us. The point that was made form one veteran was that kids wear camo. everyday and that it would be a good idea to help them understand what it is for. Lisa wants to feel that due diligence was done on this.
Erika - had a conversation with a parent and how there is a 'lock down' on wearing their uniforms. In lieu of recent events we will have to assess as the day of walk to closer. Lisa will contact the parent who was wondering about the camo
Rebekah - no corn roast this year - Spirit Committee suggests that we come up with something that will come out of spirit committee for parents to come together and use that time as a community builder/social. Also to push/talk up the bonfire for a social/Community building opportunity too. Class reps could try to connect the idea of coming to the Bonfire to their parents as well

7. Next Meeting

- **November 5th - General Meeting to vote on draft SFR budget**

***Motion for adjournment by Annilee - Kim seconded. Meeting Adjourned