

PORT GUICHON ELEMENTARY SCHOOL

**PARENT ADVISORY COUNCIL
MEETING**

**Monday October 26, 2015
7:00 P.M.**

School Library

*** AGENDA ***

Call to Order

1. **Approval of Agenda** – October 26, 2015
2. **Approval of Minutes** – September 28, 2015
3. **Priority Action Items List – Review**
4. **Receipt of Correspondence**
5. **REPORTS and UPDATES**
 - a. PAC Executive
 - b. PAC Committee's
 - c. Principal's Report
6. **DISCUSSION ITEMS**
 - a. Fundraising Initiatives for 2015/2016 School Year – Recap
7. **NEW BUSINESS**
 - a.
 - b.
8. **CONFIRM UPCOMING MEETING DATE**

Tentative: November 23, 2015

PORT GUICHON ELEMENTARY SCHOOL PAC MEETING
Monday, September 28, 2015
7:00 P.M. in the School Library

*** MINUTES ***

Call to Order: 7:01 pm - Alan Evans, Chair

Attendees:

1. Presentation of Agenda

Motion to approve the Agenda for the September 28 meeting.

Moved (T. Lundell)

Seconded (A. Ramage)

Carried

2. Approval of May 26, 2015 Minutes –

Motion to accept the May 26 minutes.

Amend June minutes to reflect missed motion to change signing officers to:

Chair Alan Evans

Treasurer Mary Neef

Recording Secretary Keziah McCrystal Rothlin

D PAC Representative Tia Litz

Motion to accept the minutes as amended

Moved (T. Lundell)

Seconded (A. Evans)

Carried

3. Principals Report (circulated report attached)

- School Budget is \$16,580
 - District Money is for essential services (running of school)
Allotments are quite specific
 - \$676 books, supplies, library supplies
 - \$750 music
 - \$404 international students
 - examples also include money ear marked for ProD funds for teacher workshops, arts and education fund, physical education
 - there is not money for technological improvements to the school
 - there is also the discretionary fund which sits at \$4,678.00 – money goes to purchases that enhance the school year.

- for example: year end awards, referees for sports games, math games, pro-d supplies, garden, parent appreciation assembly, gr 7 red carpet, sports day and more
 - discretionary fund is from GST rebates and/or school fundraising – no money from District
 - discretionary funds not spent in school year roll over
 - this money is used every year with little left over for larger expenditures like Chrome Carts
- Parking Lot – not 100% completely updated, but significant upgrades in place
 - still missing stop sign and the “LOOK” stencil at crossing
 - hop scotch / 4 squares that were going to be repainted is being looked into that it was done
- Projection Equipment
 - most classrooms have a projector, including the library
 - 4 classrooms do not have document cameras (the intermediate classrooms don't have them, however, they have smart boards)
 - document cameras were \$540 each last time, they are now \$585
- Security Guard for Halloween
 - is a deterrent only, they don't have much power
 - is this something the PAC would like to share again? 1 paid by school, 1 paid by PAC? (motion at end of report)
- Entertainment Books
 - sale of entertainment books brings in approximately \$600 on average
 - intend to put proceeds towards being able to provide busses for field trips
- PAC Work Orders
 - if PAC is planning an event and needs school space or tables, etc. the more notice that can be provided the better – it makes things much easier for the office if they have more notice – as soon as dates and needs are known advise Ms. Ward at the office.

Motion

PAC will include in budget, up to \$200.00 to cover 50% of the cost of 2 security guards for Halloween Night, October 31, 2015

Moved (K. McCrystal Rothlin)

Second (R. Marra Tattrie)

Carried

4. REPORTS and UPDATES

PAC Executive:

Chair Report

- Website update is a work in progress
- Email addresses are in place for the PAC
- There are committees that are open for someone to step into
- Meeting dates for the year were circulated, 4th Monday of each month, except December and March (see attached)
 - teachers' are signing up to attend to have a representative at each meeting

Motion

Approve the proposed meeting dates for the 2015/2016 school year as circulated.

Moved (T. Lundell)

Second (R. Marra Tattrie)

Carried

Treasurers Report

Treasurer Mary Neef presented the 2015/2016 Budget

- the budget is the result of what the executive put forward in June and the input received from the PAC meeting in June
- a few amendments were made

Moved

To adopt the budget as amended.

Moved (M. Neef)

Second (L. Clemente)

Carried

Adopted budget attached.

- there is some concern over parent involvement and what that could mean for future funds, so the budget is fairly modest

Hot Lunch

Alan Evans reported on behalf of Kari Zantolas

- Some changes were made based on parent feedback.
- Dates are in place and have been circulated
- Hot lunches are earmarked as fundraiser
 - how do we move forward with this, defer to October

Fundraising

Process form is still a work in progress

- October PAC meeting will specifically be about fundraising
- Chip sales, how many are ok for teachers?
 - is one a month ok?
 - Rosemary and Tia will continue to coordinate
 - funds can be earmarked, if they're monthly
 - proposed that money goes to each division to be used at their discretion
- Purdy's chocolate fundraiser is underway

5. NEW BUSINESS

Lice is going around the grade 7 class – check your kids

6. CONFIRM UPCOMING MEETING DATE

Next meeting October 26, 7:00 pm, Port Guichon Library

Motion to adjourn

Moved (A. Evans)

Seconded (R. Marra Tattrie)

Carried

PAC Meeting adjourned at 9:45 pm

Principal's Report
Sept 28, 2015

Information and sharing

- 175 students in 8 divisions this year
- Parent Connect is coming along. Our goal is to get everyone on ASAP.
 - Parent teacher interviews will now be scheduled through Parent Connect, as well as other forms.
- Terry Fox Run raised \$288.00
- Pickle Project Delayed due to heat over the summer. Scheduled to resume in October
- Walk to School Week Oct 5-Oct 9
- Canned Food Drive Week of Oct 5 – Oct 9
- Halloween Celebration Friday Oct 30 (Costume Parade in the Afternoon)
- Full Evac Scheduled for Nov 4 (back up day Nov 6)
- Spirit Days are to be discussed by staff on Oct 7. Dates will then be published out to parents.

Pending Actions

- Parking lot improvements (Mark will speak to)
- Questions about school budgeting (Mark will speak to)
- Projection Equipment Inventory (Mark will speak to)

New Business

- Security Guards for Halloween
- Entertainment Books
- PAC work orders (Market Night, Pancake Breakfast, Spring Fair, Sports Day Etc.)

Port Guichon PAC
Pending Action Items

Revised October 8, 2015

#	Action Item	Comments/Notes	Date Originated	Assigned To	Completion Target Date
a.	Parking Lot	Majority of Improvements completed. Stop sign and Look working at drop off Loop still to be completed	March PAC	Mark	October
b.	Playground – Game Markings and Basketball Hoops	SD Operations to arrange for painting of additional 4-square game markings around school & replacement of missing and damaged basketball hoop nets. (PAC to fund)	March PAC	Mark	October

Principal's Report
Oct 26, 2015

Information and sharing

- Pickle Project: Beds have been constructed. Daffodils planted.
- Waste Reduction Challenge this week
- Halloween Celebration Friday Oct 30 (Costume Parade in the Afternoon)
- Full Evac Scheduled for Nov 4 (back up day Nov 6)
- Volleyball and Drama Club underway
- Spirit Days
 - October - Halloween Parade (Oct 30)
 - December - Pancake breakfast and pajama day (Dec 18)
 - January Hat day (Jan 13)
 - February - Red or Pink day (Feb 10)
 - Pink Shirt Day (Feb 24)
 - April - Green / Earth day (April 22)
 - May - Kite Day/ Orca Pride day - wear your Orca shirt (May 4)
 - June - Crazy Hair Day/ Sports Day (June 15)

Pending Actions

- Parking lot improvements
 - “Look” sign added. More improvements to come (weather dependant)
 - Security Guards for Halloween ordered
- Website changes completed
- Staff is thankful for chip sales. They wonder if there is a better way to accommodate our younger grade. (Pre-order? Coming to the classes earlier?)

New Business

None at this time