

Port Guichon PAC Minutes

December 8, 2014

In Attendance:

Acting Chair: Keziah McCrystal-Rothlin

Treasurer: Tracey Lundell

Recording Secretary: Karen Sabourin

Parents in Attendance: Alan Evans, Carmen Joost, Tia Litz, Mary Neef, Tim Nickel, Rosemary Marra, Kari Zantolas

Principals in attendance: Mark Douangchanh, Bob Thompson

MOTION: To receive and approve the minutes of the November PAC Meeting as circulated

MOVED BY: Tracey Lundell

SECONDED BY: Tia Litz

CARRIED UNANIMOUSLY

Keziah stepped in as acting chair for this meeting only, since stepping down during previous meeting

Principals report

Many updates:

- WE team along with the PAC initiative collected 49 pairs of PJs and toothbrushes / toiletries for their bedtime bundles. Great work!
- Volleyball season has wrapped up with the final tournament at DSS and then the staff vs Grade 7 volleyball game. The staff actually lost a game, which hasn't happened in years! Great work Grade 7's!! ☺
- Metaphor elements – a production funded by the PAC was a great success. This was not only a hip-hop dance production but also incorporated elements of hip-hop, rap and dance. The kids loved it!
- Next term we will be starting our basketball program. As in previous years, we are looking for some parent volunteer coaches to help. If anyone knows someone willing to spend a couple of hours a week, please contact the office as soon as possible.
- Upcoming Xmas concerts – Tues, Dec 16th will be the afternoon concert and Wed Dec 17th the evening 7pm concert
 - Question raised if any parent volunteers were needed this year for makeup etc? It doesn't look like it at this time – they are doing a variety of songs and makeup will not be required.
- Our annual food drive has begun and as in previous years we will be taking non-perishable donations at both concerts
- Dec 15th - report cards will be out
- Back bushes – it has been confirmed that the grounds crew will be trimming the back bushes for visibility. They will have a 4ft high trim line. We are just waiting a few consistent days and decent weather to maximize time with trimmers.
- Orcamist – 5 kids interviewed Diane Turner, our superintendent, who did a fantastic professional job
- Assemblies – we are continuing with our virtue of integrity. The kids were challenged to demonstrate acts of kindness last month. They were to provide three acts of kindness to random people.
- Thank you for the various community events held by the PAC including the November market night
- The teachers and staff are loving the decorations and goodies in the staff room – a huge thank you to all of the parent volunteers for their generosity!
- Updates/requests from last PAC meeting –
 - Contact with public library. Mrs. Grannery had made contact before strike but further follow up was thus delayed. She has forwarded on pertinent info to Mr. Jang and Mr. Sowden and they will in turn initiate conversation in the new year to make further arrangements.
 - Playground. A committee got together as a small group and following that Mark and Bob met with Mr. VanTol, who doesn't see any issues with proceeding with the proposed playground area. He was pointing towards the fenced off area as a good area for expansion. Once a formal committee has been established, Bob will meet with the committee.

Correspondence

- Fundraising and playground info received for distribution

Treasurer

- Update: balance of the account is at \$50,533.06 which includes the playground funds.
- The branch is opening up a separate savings acct. because the term deposit was too complicated to set up.
- Market deposit, Purdy's and Dance final fundraising amounts will be announced at the January meeting

Committee reports

HOT LUNCH

- Munch and Lunch update as raised during previous meeting.
 - \$300 fee every year. This fee can include as much as we want. It can take care of everything for us. Not just hot lunch volunteers, but fundraising needs too. I.e. Spring fair, Purdy's fundraisers.
 - It not only accepts payment for various fundraisers but there is also an option for volunteer signup in one place.
 - Everything is done online thus a paperless system. Eco friendly. Although we may get hesitation from some parents due to the online only service.
 - There is an administration access for the committee and a separate access for the parents. PAC can decide what they are going to be setting up to order for hot lunches and they set up the prices. You can include a small profit to enable fundraising opportunities. Administration can access and watch the growth in funds earned.
 - If we decide to proceed, once parents are ordering through this program. Kari will still have to implement the order and arrange for the deliver etc. But it will eliminate the countless hours counting moneys during hot lunches. There have been many issues requiring re-counting etc.
 - It is not know whether the fee is for a school year or if its a calendar year.
 - The program will also send reminders of hot lunch day. They can also pull back orders if it is not wanted or child is sick.
 - Payment of orders go through paypal - a fee which will be incurred of 2.9% could possibly be incorporated into the food pricing.
 - If parents are used to and wanting to pay cash, they can't.
 - It was raised that this might be hard on certain kids if they can't have hot lunch because their parents can't order online.
 - We are trying to make it easier on the hot lunch committee but something needs to balance out. It is a very cumbersome job to count the money and all of the small chqs with minimal volunteers.
 - We could do a trial period and test the water possibly without paying the \$300 as Neilson Grove did.
 - Tracey will look at the munch-and-lunch website – as treasurer and talk to them from the financial side of it.
 - It was raised that perhaps someone could come and present or even provide information/brochures.
- Previous hot lunch - orders were perfect but not enough for delivery volunteers.
- Could division 1 help with delivery of the lunches? It should just take 15mins help for the delivery. Kari will go over details with the kids to explain what is required. Kari and Mark will discuss after the meeting how many students required

MARKET NIGHT

- Last year we had 40 tables this year we only had 29. The perfect amount would be 35 tables.
- Commented that it was very nicely laid out this year.

TEACHERS LUNCHEON

- Proposed the day after the concert. Thursday, December 18th, then teachers don't have to pack a lunch as the concert runs fairly late the previous night

SANTA'S BREAKFAST

- Signupgenius is up and more volunteers are needed in a few areas.
- This event is when the grade 7s serve a pancake breakfast to the peers during their final year at the school.

- Santa visits the children.
- The last 2 years Santa went from classroom to classroom and the feedback was good so we will continue this new tradition.
- There is a ton of juice boxes in the PAC room which can be used for the breakfast.

Election

- 2 positions for MAL (Member at Large)
- 1 position for chair
- 1 position for vice chair
 - Previously Alan Evans was nominated in his absence for the positions of both MAL and chair.

CHAIR:

Second call for nomination of Chair.

No nominations

Alan Evans formally accepts the position of chair

MOTION: To acclaim Alan Evans as PAC Chair for the balance for the 2014/2015 School Year

MOVED by: Rosemary Marra

SECONDED by: Carmen Joost

CARRIED UNANIMOUSLY

VICE CHAIR

Second call for nomination of vice chair

No nominations

Position is held open

MAL (2 positions)

Second call for nomination of MAL positions

- Discussion about MAL positions and responsibilities. It is a supporting role where you are involved in the executive but there is not as much pressure. Especially if you are interested in getting involved – you can shadow the other executive positions.
- Biggest part is to increase the quorum as currently executive only has 4 officers. So per the constitution the executive could vote with only 2 officers present.
- What does the executive do? There are a few extra executive meetings a year to make sure executive is on the same page before meetings. They are responsible for guiding the PAC and steering how the PAC does business. But the biggest job is to prepare the draft budget before the next school year.
- The PAC isn't just the PAC executive its all of the parents of the school.

Alan Evans nominates Rosemary Marra for position off first MAL

Rosemary accepts position of MAL

Rosemary Marra nominates Tia Litz for position of second MAL

Tia accepts position of MAL

MOTION: To acclaim Tia Litz and Rosemary Marra as Members At Large (MAL) for the balance of the 2014/2015 school year

MOVED by: Tracey Lundell

SECONDED by: Kari Zantolas

CARRIED UNANIMOUSLY

DPAC

Open first call for nominations

- This member of the executive attends the district parent advisory committee
- Meetings are usually at the old Delta Manor site and sometimes in North Delta

No nominations

Nomination closed until January

MOTION: To approve new signing officers under their executive positions

- **Chair: Alan Evans**
- **Recording Secretary: Karen Sabourin**
- **Treasurer: Tracey Lundell**

MOVED by: Kari Zantolas

SECONDED by: Carmen Joost

CARRIED UNANIMOUSLY

New Business

- Fruit and veggie committee - Tia has her food safe and we were wondering if we can we do the program again
- Mark was under the impression that we were told a staff member needed the food safe. At that time we had trouble finding someone who had food safe or wanted to take the course. We will need to look into this again. It was thought that as long as a person is on site with food safe then it should be OK.

Old Business

- Freezer? Measurements have been made but freezer needs to be ordered
- 35x24 space - should be enough space.
- Budget was \$250.
- Mary Neef has stepped up to order freezer.
- It was raised that perhaps we need to approve a new amount to include taxes and enviro fees which could take us over the amount
- Need to approve a new commitment cost.

MOTION: To increase the approved funding limit for the purchase of a freezer from \$250 to \$350, inclusive of all applicable taxes and environmental fees

MOVED by: Alan Evans

SECONDED by: Kari Zantolas

CARRIED UNANIMOUSLY

Good and Welfare

- None

Next meeting

- January 19th is the next proposed meeting - but we will firm up the date as now there is a new executive.
- Executive will discuss after the meeting to confirm if Mondays will still work

Bob thanked Keziah for her endless hours of volunteer service.