

Port Guichon PAC Minutes

October 28, 2014

In Attendance:

Chair: Keziah McCrystal-Rothlin

Treasurer: Tracey Lundell

Recording Secretary: Karen Sabourin

Staff members: Mr. Bob Thompson, Mr. Mark Douangchanh

Parents in Attendance: Pia Evans, Tia Litz, Rosemary Marra, Lesley Millward, Mary Neef

Approval of Minutes:

- June 10th
- October 3rd

Moved. Seconded. Carried

Chair:

In light of the ending comment from last meeting, please remember for everyone to be mindful of others during the meetings. Please have respect when others are speaking and wait your turn. We have tried to keep our meetings light and maintain more of a round table discussion but it seems that is becoming difficult to maintain. Although, some might not be comfortable with the rigidity, perhaps a stricter process is required with a set speaking order.

Guest Speakers: Karen Tilsley and Claire D'Aoust

- Field trip to Orca pod
- Please see synopsis for details

Principals Report:

- Resource room:
 - o Many new Education Assistant staff has been added, mainly due to the addition of the resource room.
 - o NEW STAFF: Adeline Brewster, Gloria Buchinski, Bunthai Chhun, Lori Fergus, Angela Ferreira, Carolyn Gibbs, Adam Haydon, Sandra Lessingham, Teresa Oakley, Venetia Sylvester,
 - o Although more support is still required, when funding becomes available more names will be introduced
 - o 10 students from K-7 in resource room
- Learning support:
 - o 1.5 days a week. Mr. Chun with Claire D'Aoust in Learning Assistance room
- PJ Drive:
 - o Ms. Tan brought the proposed idea to the WE team and they were in favour but they would like to possibly include some other items to be donated such as toiletries, socks, gloves etc. These will be separated out and delivered to those in need. Possibility of being a joint venture / at the same time.
 - o Lesley will contact Ms. Tan to discuss details and dates
- There is much excitement about the idea of a school newspaper called the "Orcamist". This will be student generated and student driven. Lots of energy surrounding this subject! Will be an ongoing project and when a student brings up a contribution it will be posted, thus a constant flow – rather than a weekly or monthly newsletter. There is hope that the same energy and excitement is kept up throughout the year.
- On the Calendar:
 - o Note: Full scale release coming up. Tomorrow or next day there will be a formal notice going home. Similar to last year, mimicking an emergency situation. Please make sure your emergency contacts are up to date.
 - Note: Emergency release people listed may not be the same as your emergency contact people. If you are unsure, please check.
 - o Q: Could we check on our "emergency contacts" to see if they are busy and request a specific one.
 - A: In terms of an actual emergency, we would not have this chance to plan ahead – so we need to make sure that it is kept as real as possible.
 - o Students will be released at the end of the day as usual if nobody is available to pick up.
 - o Please check parent connect to see who is listed as your contacts.

- It was raised that not many parents are familiar with parent connect as we have always had many other ways of distributing information, such as, the website, blogs and emails etc.
 - More information was requested regarding Parent Connect. Perhaps an info session or a notice
- Hot lunch went very well but it was noted that we need to source extra recyclable bags to contain the pizza boxes after the children are finished. Mr. Umali will look into this further.
- Project Sole – hip hop group performance went very well.
 - It was raised that, as a parent, it is great to attend these concerts and to really see what goes on at these extra activities/events which are PAC funded. To be able to view all of the students from K-7 being completely engaged and enjoying themselves. Even though notices are being sent out to reiterate that parents are welcome and encouraged to attend, there doesn't seem to be many who do come. How can we further encourage parents to come and watch?
- Volleyball season is underway. Thank you to Mr. Jang and Mr. Sowden for their time and effort! Their first game (today) was against Ladner Elementary. Mr. D was very proud of our small grade 6 & 7 team who stood their ground against a full grade 7 team.
- Staff is been busy planning the Remembrance Day assembly. Please note: Parents welcome and encouraged to attend.
- Reminder: Our current motto at the school: *Do the best the can and the right thing even when nobody is watching!* Please reinforce this at home. Virtue = Integrity.

DPAC Report:

- No report - nobody was available to attend.

Treasurers Report:

(Please refer to 2014/2015 PAC approved Budget and fundraising dollars raised attached)

- Tracy went over the net earnings from various PAC fundraising initiatives.
- The gaming grant has just been received in the amount of \$3620.
 - Please keep in mind that this amount is not always a guarantee receipt. Some years it may not be awarded and others less than normal.

Noted changes to proposed budget:

- The playground fund is now in one lump sum. This fund will remain separate. Although, every time funds raised amounts to \$5000 this amount will be transferred to a separate GIC account.
 - The dance was advertised as a playground fundraising event. Although we are very eager focus our energies on this important project, please keep in mind for future fundraisers if we are going to be specific to where moneys are going, we need to still allocate certain funds to our regular yearly activities/requirements for next year's budget. We wouldn't want to fall short managing to fund these necessities too.
- Grade 7 grad spending was clarified again (see notes on budget for further information)
 - Grade 7 grad funds were raised at the PAC fall market night held November 2013. These funds were raised at a bake sale table rented by the grade 7 grad committee. The funds raised were deposited by the treasurer of the PAC as it was discussed that the grade 7 grad committee had no secure way of holding the money. Money was also transferred from the Kids wish list money. Specifically money that was brought in from the White Elephant sale a few years ago and never spent on the kids. It was noted again, that this event was put on by a number of the grade 7 (2014) parents and their children did not get to reap the benefits. The original budgeted amount (2013/14 budget) of that particular line item did not include the transferred value
 - The proposed budget (2014/2015) was also incorrect – listing only 20 students from the previous year (@ \$10/student). There were actually 21 students in the grade 7 class last year. The budgeted amount contributed by the PAC grad fund from last year (2013/2014 budget) has been changed from \$200 to \$210.
 - Note: Any grade 7 fundraised monies will not be kept in the PAC funds further more. The PAC contribution will be handed to the appointed grad committee coordinator as it is not a PAC committee.
- Classroom supplies: Proposed to be raised to \$250 per classroom/yr
 - 9 divisions plus learning assistance was original proposal
 - Corrected to total revised classrooms = **11**. (8 divisions: K-7, resource room, orca pod and learning assistance)
- Spirit wear: Grade 7 have been bought and paid for. Proposed amount has been amended to reflect actual invoice amount.

- Note: We may not need to use the cheque order amount on proposed budget. All of the gaming funds have been spent this year and there are still a few cheques left over. It might be best to leave the cheques to be ordered next year in case there is a changeover to another bank account.

Approval of revised budget:

Moved. Seconded. Carried

Correspondence:

- All correspondence will be divvied out to various committee coordinators. A thank card from the grade 7's for their hoodies was noted and admired. The kids were very appreciative! The hoodies were black with royal blue and white writing – not teal.

Committee Reports:

- Hot lunch: there is still an ongoing issue with lack of volunteers for money counting days. The Munch and Lunch program was proposed. This is not a hot lunch company but an ordering and payment platform that allows school to set up whichever lunch choice they would like. There is a yearly fee of approx. \$300 but it would save time and frustration. Many other schools use this including Neilson Grove and Ladner Elementary. Mr Thompson noted that it seemed to be working well for Neilson Grove. The school can also set up fundraising payment platform through this system. Mr. Thompson also noted that Neilson Grove checked into the fee and there is a possibility of have a free trial without fee for a certain amount of time. It is worth looking into further.
- Fundraising – Halloween Party: It was a lot of fun! Final net profit has not been tallied yet but it looks like it rose close to \$2000.
- Adhoc committees: No official committees have been formed yet but it was noted that we will need to think about other avenues of fundraising if there is nobody to head up the spring fair this year.

Old Business:

- Freezer: need to measure and if someone can order it, perhaps it could be delivered. Costco was discussed as an option for purchase and delivery
- FVRL: Was there any update from Mrs. Grannery about the library coming to discuss with the older grades on how to utilize the library for research and studying as they move on to high school?
- OPT Sexual Health Educator: As discussed last spring it was advised that Mr. Jang and Mr. Sowden contact the company in order to arrange a suitable time, fitting with their curriculum.
- Library order: further discussion on whether the order, which was put on hold last year, has been rearranged. Need to check further into this.

New Business:

- Field trip & classroom funds discussion – some questions arose regarding costs to parents because future field trip information for the full year has posted via blog for some classes. If there is any worry because of lack of extra money (parental contribution), please don't as there is a travel bursaries fund in the PAC budget. There are also available funds from the school office. Please discuss further with Mr. Douangchanh if you have any concerns.
- New anti-spam legislation has impacted the PAC's ability to gather emails for our class reps. There are much stricter guidelines that need to be followed. There cannot be any direct solicitation, including fundraiser solicitation. A lot of discussion about this at the school board office on how to navigate. There is a loop hole to possibly to use a link for any extra information regarding PAC activities, but we still have the issue of distributing the contact information as we have done in previous years. We are still waiting on further advice from Mr. Thompson.
- Back bushes: A question arose as to whether there was a near future plan for addressing the back bushes (similar to what has been done to side bushes). It is on their to-do list but there are other sites that may have a higher priority. There is no guaranteed date at this time. The reason for concern: inappropriate teenage activity has been noted after school hours. Inappropriate items have also been found and parents need to be made aware and discuss with their children not to go in there. We do not want anybody hurt.

Election:

- Second nominations for recording secretary. Karen accepted nomination

Motion to acclaim Karen Sabourin as recording secretary

Moved. Seconded. Carried.

- Second nominations for Members at Large. Opened at last meeting but nobody put forward.
- Lesley Millward nominated Alan Evans – nominee was not there to accept. Nomination can carry forward. **No election was held.**
- Positions will remain open at this time.

Vice Chair and Chair

- Unfortunately, due to health reasons, Kate Armstrong cannot continue as Vice Chair
- Keziah announced notice of stepping down from Chair position.
- Nominations were opened. Members should discuss between themselves as to who they would consider nominating for this position
- Pia Evans nominated Alan Evans. Nominee was not there to accept.
- Nominations for any of the open positions will be accepted and encourage via email as soon as possible.
- Another executive is required to step in, in order to run the meetings. It is crucial that much thought is given to this important matter.
- A message will be crafted to the school community. Keziah will assist Mr. Douangchanh and Mr. Thompson with a note.
- Signing officers will be kept the same as Karen Sabourin, recording secretary and Tracey Lundell, Treasurer.

Further discussion: regarding negative playground talk concerning the PAC. This is unhealthy for all involved and should be avoided, but especially for those that have never attended a meeting. If you want to find out for yourself about the PAC, please attend a meeting. Please note: Nobody is forced into signing up for any position or committee unwillingly.

Mr. Thompson – thanked Keziah for all of her hard work chairing the PAC. Volunteerism is a huge support to the community much of which often goes unnoticed and underappreciated. Much would not get done without the dedication of volunteers.

Fun fundraiser idea – it was suggested of possibly holding a Xmas movie night in the gym. Selling tix and popcorn. Unfortunately we can no longer do this even if it was not a fundraiser as licensing rules have changed

Mr. Thompson and Tia Litz will move ahead with plans for a new playground. It was raised that playground grants are no longer available from government grants until further notice. Although there are other private companies offering grants. We will be putting our name forward to the corporation for their grant matching program. The parent communities are able to personally donate towards the playground fund, if they want, but if they are donating directly to the PAC, no tax receipts will be granted. What about directly to the school board, specifying the school and project that you would like to donate towards? Mr. Thompson has been speaking with the board legal department regarding donations and tax receipts. This is still a grey area. It depends how it is structured. Please speak further with Mr. Thompson regarding donations and tax receipts.

Fundraising question: It was suggested that we raise money by doing a walkathon. Further discussion needs to be arranged regarding details on the proposed idea. Although it was noted: not to bite off more than we can chew. We need to make sure we are not losing track of our main priorities and perhaps focus on the time that is required this year for the children's education. We don't want anyone to burn out.

Announcement: Fall Market night - November 12th from 6-9pm. Still need a few more vendors – aiming at more crafters and artisans. Localz is donating coffee for the concession. Grade 7's purchased a table and will be selling baking to raise funds for their farewell at the end of the year.

Motion to Adjourn

Moved. Seconded. Carried

Next meeting: TBD

Orca Pod Minutes

Karen Tilsley (School Based Behavioural Education Assistant) and Claire DiAoust (Learning Support Teacher) invited the PAC to the Orca Pod in the former computer lab. The room is set up to welcome students for a variety of reasons throughout the school day. The Orca Pod is now in its third year at Port Guichon and recently moved from the current Resource Room to the former computer lab. Claire and Karen shared that this is a district-wide initiative with similar programs operating in all elementary schools. Karen and Claire shared several stories and examples of how the Orca Pod is supporting students to be successful in school.

Karen and Claire outlined who use the Orca Pod and explained that all students are welcome, but specific students, "regular customers" have individualized plans and goals that they are working towards. All students will have access to the Orca Pod and may use it for a variety of reasons.

There are specific programs for a few students that include: CICO (Check in Check Out) where students begin and end their day in the Orca Pod to help set and check on how goals have been maintained throughout the day. The Orca Pod is used as a tool for students to self regulate (return their emotions to the "green zone", ready to learn and be successful at school). Students also can use the space as a quiet place to work, or receive academic support. In addition, there are specific programs in place for a variety of individuals and groups.

The Orca Pod is open from 8:25-3:00 each day (8:25-1:45 on Wednesdays) and is accessible to students during most of this time.

Karen and Claire explained the Zones of Regulation program being used in the Orca Pod, and throughout the school, now for the third year. They outlined the Zones (Blue, Green, Yellow and Red) and how they are linked to emotions. They credit the school-wide use of the language of this program to the success they are seeing in the Orca Pod.

Claire D'Aoust

Learning Assistance Teacher
Port Guichon Elementary School
Phone: 604-946-0321
Fax: 604-946-0322

PORT GUICHON ELEMENTARY SEPT 2014-JUNE 2015 APPROVED PAC BUDGET

School Expenses:		2014/2015 Budget	PURPOSE
Curricular Enhancements:	Fine Arts Performances	\$ 2,400.00	
	Classroom Educational Activities	\$ 1,500.00	
	Physical Education Activities	\$ 2,000.00	Hip Hop, Zumba, Yoga?
	Library Funds	\$ 4,000.00	\$3000 new plus \$1000 order pending from last year
	SUBTOTAL:	\$ 9,900.00	
School Equipment:	Teaching Aids (Teacher's Wish List)	\$ -	increased classroom funds budget instead
	Playground Enhancement Fund	\$ 12,700.00	Earmarked for swing set and future playground (GIC/SVGS)
	Technology Enhancements	\$ 500.00	App Store GC's?
	SUBTOTAL:	\$ 13,200.00	
Trips & School Supplies:	Travel Bursaries	\$ 1,000.00	
(raised to \$26/student/year)	Field Trips	\$ 4,836.00	Assuming 186 students (last yr bal rem \$663.01, diff: \$4172.99)
(raised to \$250/classroom/year)	Classroom Supplies	\$ 2,750.00	9 div's + LA + orca pod (last yr bal rem \$396.69, diff: \$2353.31)
	SUBTOTAL:	\$ 8,586.00	
Student Celebrations:	DSS Dry Grad Donation	\$ 100.00	
(\$10/student/year)	Grade 7 Grad	\$ 170.00	
	Christmas Breakfast for Students	\$ 300.00	
	Spirit Wear - grade 7 hoodies	\$ 504.00	order already made, \$504 is actual invoiced amount
	SUBTOTAL:	\$ 1,074.00	
TOTALS:		\$ 32,760.00	
PAC Expenses:		2014/2015 Proposed Budget	PURPOSE
PAC Administration:	BCCPAC Dues	\$ 150.00	didn't get invoiced for 2013/14
	Childminding	\$ 200.00	
	Awards/Gifts/Bereavement	\$ 250.00	
	Stationery, Postage, Photocopying...	\$ 150.00	
	Bank Service Charges	\$ 100.00	
	NSF Chargebacks	\$ 300.00	
	Security Guard (Hallowe'en)	\$ 160.00	The School has booked 2 - PAC paying for one
	Cheque Order for Operating Account	\$ -	
	Cheque Order for Gaming Account	\$ 115.00	
	SUBTOTAL:	\$ 1,425.00	
Committees:	Emergency Prep	\$ 400.00	
	Teacher's Celebration Luncheon	\$ 200.00	
	SUBTOTAL:	\$ 600.00	
PAC Extraordinary Events:	Propane Tank (donated - refills)	\$ -	
	Unexpected Opportunities	\$ 1,500.00	includes \$250 passed in budget for a PAC freezer in 2013/14
	Zip Drives for PAC Committees	\$ 50.00	
	SUBTOTAL:	\$ 1,550.00	
TOTALS:		\$ 3,575.00	
GRAND TOTALS:		\$ 36,335.00	

Current Funds as of September 30, 2014	
General Account	\$ 48,090.92
Gaming Account	\$ 4,087.03
TOTAL:	\$ 52,177.95

Assumptions:

186 enrolled students
 9 classrooms + LA + Orca Pod
 17 Grade 7's

* October 2014 gaming grant was \$3620

* \$15,176 in fundraising last school year

Port Guichon 2013/2014 Fundraising Efforts:

FUNDRAISER:	Net Profit:
TOTAL RAFFLE:	\$ 3,656.70
TOTAL SPRING FAIR:	\$ 6,080.92
TOTAL EASTER FUNDRAISERS:	\$ 1,122.78
TOTAL TRACK MEET CONCESSION:	\$ 659.20
TOTAL CHIP SALE	\$ 79.77
TOTAL PG MARKET:	\$ 1,481.48
TOTAL CHRISTMAS FUNDRAISERS:	\$ 1,629.84
TOTAL PUB NIGHT	\$ 327.00
PUB NIGHT 50/50	\$ 466.00
TOTAL FUNDS RAISED:	\$ 15,176.69