**BAYSIDE PAC Meeting Minutes**

June 21, 2016

**Attending:**

Lori Smith, Darcy Winkel, Sandra Arthur, Wendy MacDonald, Marti Redman, Liza Glynn, Kelly Hoffman, Andrea Nugent, Alice Bacon, Amy Greenfield, Tora Cameron, Lily Yee, Eva Jaycox, Cindy Wezenbeek and Leanna Young. Regrets: Sharon Schwartz

**Approval of Agenda:**

Motion to approve the agenda: Alice Bacon. Seconded: Kelly Hoffman. ***Motion carried***.

**Approval of Minutes of Meeting of May 2016 Minutes**

 Motion to approve minutes: Marti Redman. Seconded: Amy Greenfield. ***Motion carried.***

**Chair Report – Sandra Arthur**

This has been a historic year for our PAC, with many firsts achieved plus making huge strides to develop, inspire, build and encourage true school and community spirit.

As I reflect back at the past school year, I am truly amazed at the group of dedicated individuals that is École Bayside Middle School PAC. Our Parent Advisory Council is second to none, and I feel honored to have worked with such a group of dedicated parents.

President’s annual reports are an opportunity to provide an overview on key accomplishments. It struck me that it would be easier to acknowledge all our PAC committee members, as via their contributions you will be, like me, in awe of PAC’s achievements this year. The commitment for PAC executive/committee members goes beyond attending a monthly meeting. Their dedication to ensuring that our school families have a voice is often overlooked. There are many behind the scene activities that PAC members support to assist other parents. The preparation for the meetings, events that all of us enjoy, and for the fundraising initiatives that allow us to provide better experiences for our children means countless hours of time given. How lucky École Bayside Middle School Staff and students have been this year to have such fabulous support!

Moving on, I wish to highlight the contributions of each and every PAC executive/committee member:

**Vice-President**: Sharon Swartz, has helped us re-write our Constitution and Bylaws this year as well as offered much needed guidance and advice during the year. Sharon is stepping down from PAC so thanks for all your contributions this year.

**Treasurer:** I want to thank Lori Smith, who has been our Treasurer for the past year. Bucket loads of gratitude are sent to you for attending to our financial matters. There are lots of moving parts to this task, and I thank you for getting those deposits to the bank and making sure everyone gets paid in a timely manner! Lori is stepping down as the Treasurer and moving to the VP role in PAC for the next school year. We wish you continued success.

**Secretary:** Special thanks go out to our secretary, Darcy Winkel for keeping the minutes this past year, and for all your contributions to PAC (Pizza Day, Grade 8 Grad party, PAC events and much more!). Darcy will be remaining with PAC in this same role.

**COPACS:** Amy Greenfield has had double duty to attend not only PAC but also COPACS meetings! She has been diligent to keep our group updated on what has been a difficult year with regard to planned budget cuts and so forth. She also worked with another member to host one of our popular parent evening workshops as well as helping out any many school events. Amy will be stepping down from PAC as her child now moves onto High School. Thanks for your energy and guidance – good luck.

**Fundraising:** Liza Glynn has been our Fundraising coordinator for the past two years and prior to that served in the same role at her child’s elementary school for many years. How lucky we have been to have her experience, knowledge and guidance during the past year. Despite losing key fundraising revenue from our monthly pizza day sales, we’ve still enjoyed a reasonable year with regard to earning funds.

We could have not done it also without all the hard work from our wonderful school families and volunteers! It is so much appreciated. With all the money raised this year, we were able to enhance our children’s educational experience with school activities, events and much more. Specific breakdown on our “spend” will be included in our Treasurer’s budget report.

Liza has also worked with individual teachers/groups to develop specific fund raising programs as well as assisting PAC with securing special donations for our BBQ party events. She has worked tirelessly throughout the year but will be moving to a “*member at large*” role on our PAC for the next school year. Thank you Liza, you are amazing!

**CPF**: Andrea Nugent jumped into this role (when it was so hard to find someone!) with great enthusiasm. A newbie in Victoria it was wonderful to have her energy and experience in our group. Thank you Andrea for kick starting a number of interesting French activities at Ecole Bayside. We are thankful you will remain for a second year - Merci beaucoup!

**Members at Large:**

**-Kelly Hoffman**. We appreciated your frank observations, comments and advice. We were also grateful for your support to host an informative parent workshop.

We are so happy to have chosen to remain on PAC.

-**Heather Fyfe.** We know our meeting hours were impossible for your schedule yet we appreciate your contribution to set up the Thrifty community card fundraiser. Thank you!

**– Alice Bacon**: Again, appreciate that your business demands restricted PAC meeting attendance yet we thank you immensely for your regular feedback and advice. Your abilities really inspire me, and all of us I dare say! We also send buckets of gratitude for the amazing fundraiser “Sip and Shop” you hosted for PAC as well contributions to our Breakfast program and much more!

-**Lily Yee.** The extremely popular pizza day was planned and executed by this very busy lady. We thank you (and all your volunteers) so much for making this happen and raising so many funds for PAC and the school. We look forward to the new venture: hot meals x 4 that you have so very gallantly agreed to lead for next year. We really appreciate your fabulous hard work.

**Communications:** I have rarely seen such an engaged and committed individual. Marti Redman has been my amazing “*general*” with regard to getting the word out to our members! Having two people work on sending out messages via our Facebook page etc. has greatly enhanced our ability to communicate and engage with members. Marti has been conscientious to ensure everyone is also kept informed via our school website page and email. More than that, she has championed our most recent Open House supper, hot dog day as well as supporting previous BBQ events and much more. It is with no hesitation that I acknowledge her immense contribution to PAC’s accomplishments this year. I remain safe in the knowledge that the continued success of PAC rests in good hands as I pass the baton to Marti!

Having provided communication service for the past two years to PAC, Marti Redman will become the new President for the new school year. Congratulations and thank you so much, you fabulous lady!

**Summary of Key PAC accomplishments 2015-16:**

+ Welcome Back Coffee morning

+ Welcome Back BBQ

+ School SPIRIT: Bayside branded clothing/water bottles/bookmarks.

+ Open House: Celebrating cultural diversity event.

+ Hot Dog lunch

+ Staff Appreciation Lunch

+ Totem Pole/garden for school

+ Lobby /campaign for new school roof – achieved! Bayside will received a new roof for the gym/north pod during Summer 2016 and the remaining pods in the Spring/Summer 2017.

+ New School Sign

+ Plus support to classroom funds/field trips/rugby uniform and much more – see budget report for breakdown on how we spend and support Bayside.

**To close:** with a heavy heart I have decided to step down as President so I can focus on other work. I will remain on PAC in a reduced capacity but feel the injection of new people to the group will ensure the PAC remains energized. Indeed, you are all an amazing team and each and every one of you inspires me - job well done! Feel proud that the hours of time and work you have contributed this year have made a lasting impact on our school and children.

**Here are a few ideas and suggestions that I would like PAC to consider as they map out plans and programs for next year:**

* Survey students on what support they would like to receive from PAC?
* Survey Parents and teachers for their ideas on how to spend PAC funding/support for the school.
* Having some short-term fundraising project that can be quickly realized and implemented. *Example: Saving for lunchtime basketball nets/balls. – launching in September and aiming to raise funds and deliver project by January.*
* Encouraging/funding additional Wednesday afternoon clubs (on arts/language)
* Including special interest speakers at PAC meetings
* Hosting more Parent evening workshops
* Additional social lunch breaks (hot dog sports day etc.)
* School-wide social party in April
* Developing an online, private electronic notice board to inform Bayside families about volunteer opportunities and receiving feedback.

**Treasurer Report – Lori Smith**

* PAC contributed just over $19,000 from our operating accounts on projects that directly benefited the school or parents, including the totem pole and classroom funds.  We spent an additional $10,400 from the funds we receive from the gaming grant revenue and that money went towards the late bus, field trips, sports and lunchtime clubs and an update to the platform for the Extreme Team!
* Most of the classroom funds have been spent, teachers, staff and students were super happy with PAC hotdog day, made a strong connection with PAC, staff and kids.

**CPF Report - Andrea Nugent**

* We are looking into hosting a CPF awareness and membership drive June 24, St Jean Baptiste Day, as a Cinq a Sept (happy hour) at Brentwood Bay Pub. All will be welcome.
* Andrea has spear headed a French radio program with Bayside students, and enlisted some help from Stelly’s staff and students. The students are expanding their French music repertoire, which is helping to make the French culture more real to them.

**Communications Report - Marti Redman**

* PAC has received a card from Melissa Austin from the District Office, saying thank you for the totem pole.
* For both hot dog day and the open house, PAC spent about $1200 in food.
* Marti and Darcy have met with Steve Newlove and Julie Taggart in the office to discuss the September fee payment form that will go home at the beginning of the 2016/2017 school year. We hope to increase the education to parents to ensure they are aware to subscribe to PAC, so they receive current information. Currently, PAC has approximately 454 subscribers to our PAC page. Marti has made the ‘subscribe now’ button more prominent on the Bayside website. We are also looking at making the PAC donation a multiple choice option, a $10, $20 or other amount donation box to check. Alice will help Marti out with this as she has lots of experience in the fundraising arena.
* PAC plans to have a BBQ in August so we are ready to be up and running in September. We will host a welcome back to school tea/coffee morning the first day back. Sandra thought to give out a bookmark to each new grade 6 student. Monk school supply orders are up and running, it is on the website. You can order just a couple of items, or you can order the whole grade package if you need, it is a flexible order form on the Monk website. July 15 is the deadline to have all your school supply orders in and Bayside PAC earns 10% from all orders. This year we earned $581.69.
* Marti is hoping to have a standardized order form ready for Bayside branded clothing to go home in the first pile of paperwork to be distributed home. The order form will have pull over hoody, zip hoody, vests, toques, sweatpants, shorts, t-shirts and sunglasses, all with a standardized logo.
* Marti, Lily and Darcy cleaned up the PAC cupboard in the student services room.
* Marti reviewed the visioning board PAC made up in the February PAC meeting. We have a good plan up to the end of June, 2017, we don’t want to add too much more at this time.

**Special Foods Events Coordinator - Lily Yee**

* Marti and Lily met to discuss 4 PAC hot lunch dates: Tuesday, October 25th -Halloween themed lunch; Tuesday, December 13th-Christmas lunch; Tuesday, Feb. 7th- Chinese New Year and Tuesday, April 11th. PAC will also host the welcome back BBQ (similar to last year) on September 15th. Some dates were mentioned for a year end party of May 12th and a hot dog day on June 6th. Wendy will run the dates by Steve to confirm.

**COPACS - Amy Greenfield**

* All parents are welcome to attend COPACS meetings, meetings are usually held on the first Thursday of the month in the District Resource Center, behind Keating Elementary School. COPACS held workshops this year to support new PAC members, including workshops to support new treasurers. They held workshops on childhood anxiety, on 2 different nights, due to popular demand. COPACS are open to ideas to support parents.
* There is still a petition online for the government to return more money to the district. Next year, COPACS are looking for ways to promote education as an issue that needs addressing, such that it becomes part of the political platform. Here is the link for the petition: <https://www.change.org/p/ministry-of-education-bc-we-are-asking-the-provincial-government-to-return-the-funds-promised-to-bc-children>.
* COPACS will be looking for a treasurer. Also keep receipts for ink, toner and paper, they will reimburse for these expenses.
* Best way to find information about COPACS is via Facebook, it is more current than their website.

**Fundraising Committee - Liza Glynn**

* Lorraine Lindsay in the library is holding a Level Ground fundraising effort to raise money for the library. Orders are taken until June 23.
* All fundraising requests need to be run through Wendy MacDonald to ensure the fundraising initiative does not conflict with any other similar efforts.

**Principal’s Report – Wendy MacDonald**

**Upcoming dates to note:**

• Jun 27 – Gr. 8 Awards Ceremony 1:30 pm

• Jun 27 - Gr. 8 Farewell 7 pm

• Jun 28 – Gr. 8's to Centennial Park

• Jun 29 - Last Day of School: dismissal 10 am; Report Cards home

• Jun 30 – Admin Day

• Jun 30 - Anu Patel's Retirement

**Information to Report:**

• 2016-17 Staffing is underway – numbers look similar to 2015-16

• Enriched SENCOTEN program is being introduced Sep 2016 (pre-immersion language program)

• New curriculum changes for Sep:

◦ K-9 mandatory implementation Sep 2016

◦ http:\\curriculum.gov.bc.ca (information package to be handed out, there will be a copy in the PAC binder in the PAC cupboard)

• New Roof details:

◦ Discussion in progress: Provisions will be made for students if classroom space is under construction

• $30K Fruit Growers gift

◦ Approx. $10,000 for garden fencing/ irrigation

◦ Approx. $20,000 - fitness track – priced

- currently equipment priced and in discussion with District for installation costs

**New Business – New PAC Members**

COPACS: Amy Greenfield nominated Kelly Hoffman. Alice Bacon seconded. ***Motion carried***.

FUNDRAISING COORDINATOR: Liza Glynn nominated Chris Wakefield & Brian James. Darcy Winkel seconded***. Motion carried***.

EMERGENCY PREPAREDNESS: Marti Redman nominated Gus Underwood. Amy Greenfield seconded. ***Motion carried.***

TREASURER: Lori Smith nominated Tora Cameron. Darcy Winkel seconded***. Motion carried***.

COMMUNICATIONS: Cindy Wezenbeek will consider this position.

SPECIAL FOODS EVENTS COORDINATOR: Sandra Arthur nominated Lily Yee. Marti Redman seconded. ***Motion carried***.

**Additional Funding Requests:**

* Marti moved that PAC give the Grade 8 farewell an extra $200. Liza seconded. ***Motion carried***.
* Mr. Cook was looking for an additional $300 for rugby shirts. Marti moved we accept this request, and Amy seconded. ***Motion carried***.
* Sandra moved that provide up to $250 for Karen Gartside to purchase headphones with microphones for lunchtime homework. Kelly seconded. ***Motion carried.***

**Meeting adjourned at 8:46 pm**