**BAYSIDE PAC Meeting Minutes**

October 20, 2015

**Attending:**

Sandra Arthur, Sharon Schwartz, Marti Redman, Lori Smith, Darcy Winkel, Amy Greenfield, Liza Glynn, Kelly Hoffmann, Lorraine Lindsay, Michelle Martin, Eva Jaycox, Sheila Ayres, Wendy MacDonald, apologies from Julie Proulx

**Approval of Agenda**

* Motion to approve agenda: Sharon accepted. Seconded: Marti. *Motion carried.*

**Approval of Minutes of Meeting of September PAC, 2015**

* Motion to approve minutes: Liza. Seconded: Kelly. *Motion carried.*

**Chair Report – Sandra Arthur**

* It has been a busy start to the new school year.
* PAC funded School Welcome back - Coffee morning – best attended (according to Mrs. MacDonald) – included CPF stand– sadly still no rep for CPF – we are potentially missing out on funding here. Need a volunteer.
* Welcome BACK BBQ – over 400 attended. Bravo to all those volunteers who shopped, cooked and served. Also thanks to all the organizations and people who donated food/tents/materials: Fairway Markets, Jack Marr, Girl Guides, Portofino (bread), Rod McDonald (BBQ).  Thanks was given via our Facebook page, via posters at the event and announced live at the event and one on one thanks to certain individuals, post the event.
* Darcy will also put a thank you in the Peninsula Review for these people to be acknowledged. Great community feeling with many positive comments received from teachers, students and families, $315.50 in donations received.
* New Face Book site attracting support (over 100) adding to our communication with members.
* Due to loss of pizza funding, have been reviewing ways to replace lost funds.
* Reminder card printed – please pick up (available at school reception) and share with friends. Will distribute at Xmas band event.
* If everyone filled up their car x 2 at the Co-op we could raise 1000 dollars!
* NEW - Launched Community card – Fairway Markets - Liza Glynn will arrange to deliver a card to your child's classroom - simply send her an email with your request.
* New Thrifty SMILE cards coming this week - Heather Fyfe will arrange distribution and publicity, cards can raise up to $1500 for PAC.
* Branded Bayside clothing coming - order forms due this week.  Samples can be seen and tried, hopefully next week.   Wendy MacDonald had examples from the last time a clothing order was placed, a hoodie, vest and a jacket. Sandra will connect with Rod McDonald, who is the teacher who last placed the orders, and hopefully within the next couple of weeks get order forms ready. She is hoping to have orders filled and delivered by Christmas time. She may also look at Bayside waterbottles.
* Have set up Red Barn as another PAC fund raiser – can be used to help specific classes/programs or general PAC funds.  Will wait to promote this due the other new programs launching this week.
* Bayside Hockey night – to be used by all Grade 7 for fund raising - other Grades can consider later.
* Brentwood Bay Empourium offering fund raising social night for PAC. It will be promoted as a social event in the community, people will buy tickets and PAC will get the money. Will confirm event dates with Alice Bacon.
* FREE parent presentations – BCTF are offering**FREE presentations**(in October, November and from January to May). Antibullying, Internet Awareness for parents, Supporting your child's learning, Advocating for your child ***-*** PAC will need volunteer to run with this, otherwise it may not happen. Please get in touch if you are interested.

**Co-Chair Report – Sharon Schwartz**

* Sharon and Sandra have edited the Bayside Constitution & Bylaws, it was last updated in June of 2006. It was long overdue to be updated, thank you.
* There was some discussion about the Terms of Office in the Bylaws being moved up to 3 years for an executive position from the current 2 year position. It was decided to keep it at a 2 year term, with the addition of a sentence saying the current board member may stay on for a third year if they are willing to continue their service. This is in the case that there is no one else to take their place.
* It was also decided that the Past President will maintain their parent vote, not their executive vote.
* Section 3 under the Bylaws has been changed to Quorum and Voting, not just Voting. And point #3 in this section has been changed to ‘In the event of a tie vote, the motion is defeated,’ not the Chairperson casts the deciding vote.
* There was also some discussion as to whether we add ‘Communications Director’ and ‘Fundraising Director’ to the Executive Structure. This will be further debated and decided via email. Before the next PAC meeting, the Bayside Constitution & Bylaws will be posted in its DRAFT format for all members to review. A note will be sent out to members to alert them about these new documents. The document will be finalized and then voted on in the November PAC meeting.

**Treasurer Report – Lori Smith**

* The welcome back to Bayside BBQ total cost was $869.45 and the school will pay half this amount.
* Lori had print outs of the gaming funds, $6 428.68 and the operating budget is $29 701.01.
* Volunteer T-shirts were a big expense, though many of the volunteers at the BBQ have now paid for their shirts. For those still with shirts, If you were planning on paying for your t-Shirt, could you write a cheque out to Bayside PAC in the amount of $12.50, and leave it in the PAC cupboard in the office.

**Communications Report – Marti Redman**

* Nothing to report at this time

**COPAC Report – Amy Greenfield**

* All of the PAC Exec has been invited to Policy 1100, which is on November 2, from 7-9pm, this will be at the Bayside Middle School. It will be a get together with administrators and trustees, Scott will present on the new curriculum. There will be a parent education night in the spring regarding the incoming new curriculum.
* The Board is still working on Bill 11, the cutting of the School Planning Council. COPACS will be involved with this.

**Fundraising Report – Liza Glynn**

* Business cards that summarize our fundraising efforts have been distributed, Liza handed out quite a few at the Welcome BBQ and is planning to hand more out. She has also handed out the new Fairway Community Cards during the recent BBQ. A new publicity drive is required to encourage more families to use and support.
* Liza has looked into Purdy’s chocolates-this has been a Bayside Quebec fundraiser in the past, it will remain as one for the Quebec fundraising so as not to duplicate efforts within the school community.
* Marti mentioned that she had a contact for Kernels Popcorn as a fundraiser.

**Principal’s Report – Wendy MacDonald**

* Student Vote was a very successful school wide event where teachers set up a mock voting station – remarkable that our student results were close to our Canadian actual !
* Student Leadership is 'up and running' as a PJ day is scheduled for this Thursday. 22 kids are going to ‘WE’ day tomorrow and our first School Social is scheduled for Friday October 30th in the afternoon
* Darren Laur will be presenting to our student body Monday Nov 16th (parents are welcome to attend the school presentation as well, starts at 8:40) and to parents November 18th 7-9 pm – Internet Safety
* Technology Update: wi-fi and band width scheduled for post Christmas (Parents survey to be coming)
* Provincial Student data system change over from BceSIS to my Ed BC post Christmas
* Late Bus starts this Wednesday
* New k – 9 Curriculum implementation for middle September 2016
* Clarification sought – does PAC wish to have the Bayside or a parent present when requesting funds? The answer to this question is yes, if the request is over $500.
* Wendy had printouts for PAC funding cheat sheets. It was designed to aid in the communication and understanding between PAC’s requirements and the teachers’ requests for funds. On the back of this cheat sheet, is a list of all current fundraisers in place, by organization for Bayside for 2015/2016 year.
* Wendy has seen that all teachers have received a hard copy of the PAC fundraising cheat sheet.

**New Business – PAC Funding Requests**

**The following funding requests were received, discussed and voted by PAC.**

* Julie Proulx-request for travel expenses in the amount of $60 for guest speaker (3 x $20) for all grade 7 presentations. APPROVED.
* Charles Kovacs- $1250 for hockey gear and new pinnies – APPROVED. But declined on the hurdles for now, will re-evaluate at the February PAC meeting if he would like to submit another funding request.
* Steve Newlove- $325 for Darren Laur’s speaking fee/internet Safety – APPROVED.
* Amber Aitchison- $1080 for Grades 6-8 festival registrations ($500 is currently in the budget for a total of $1580 for band festival fees) – APPROVED.
* Wendy MacDonald- $1750 for additional $50 per classroom funds - APPROVED
* Michelle Maxwell-youth and family counsellor-$500 for lunchtime club funds - APPROVED
* Ed Timmerman-APPROVED $1000 for updating video capabilities, Wendy contributed $500 to this also
* Lorraine Lindsey-Librarian-approved $500 for book racks (This dates back to June 2015 with regard to matching funds for funds agreement following Lorraine’s two fund raiser efforts).
* Emma Timmis-APPROVED $500 for a Winter Wonderland Store, also asking for donations of Christmas gifts to this store, unwrapped gifts to be dropped off to Holly in Student Services.
* Sheila Ayres-Swim Club parent-APPROVED - $400 to cover swim meets
* Heather Huck-asked for $1404 for standing desks and Wendy said she will cover this cost from administration.
* Julie Proulx-moved this request for $3320 for Buddhist Temple and Extreme Airpark field trips to Richmond until the February PAC meeting, when PAC will review this funding requests again.
* Julie Proulx-moved this request for $2490 for field trips to Hartlands learning circle and Goldstream Nature Center until the February PAC meeting also. There was discussion around these two requests made on behalf of all Grade 7. PAC will send some fund raising suggestions for the Grade 7 year to consider. If some fund raising can take place, PAC will consider to match funds for funds, as in previous years.
* Request for a new paper cutter for the art room was DECLINED but Wendy advised she would cover this cost from her budget.
* Lori calculated that PAC approved $7365 in funding total, of which $4060 came from the operating account and $3305 came from the gaming account.
* Liza questioned why we can’t match funds raised for teachers’ field trips. Wendy mentioned that last year alone the total amount spent on field trips at Bayside was $54 000, which would deplete all of our monies quickly if all the teachers came to us requesting us to pay for their field trips.

As the meeting extended beyond the original adjourn time, a number of agenda items did not have time to be discussed. Sandra stated she would send out an email to PAC members to share further information so that time would not be lost waiting for the NOVEMBER PAC Meeting (see message below)

**Next meeting date – Nov 17th, 2015 – 6:30pm**

**Motion to adjourn: 8:38 pm**

Summary of items that were not discussed at the meeting, but covered via email:-

1.   BCTF are offering FREE presentations (in October, November and from January to May).

- Antibullying
- Internet Awareness for parents
- Supporting your child's learning
- Advocating for your child

Plus there are presentations for aboriginal parents (two hour long workshops to help them learn strategies, gain knowledge and share concerns.)  Subject to presenter availability we could potentially run TWO workshops on the SAME night.

I heard back from a number of you and there is strong interest and support to plan these workshops.  Votes for Advoting for your child, Supporting your child's learning AND even Internet Awareness - could be good to run in the Spring as a top up to the workshop running in November.

**ACTION:**  We need a volunteer to kindly plan and set up.  Role will involve making our request (see below), booking the school room, publicising event (with help from Marti - via FB, email, web etc), deciding on refreshments - an opportunity for some fund raising (coffee @$1.00 etc).  We need to move quickly as BCTF have many requests, so the sooner we email over our request the better.

Please email back if you are able to help - so that all our work does not always FALL to our group, feel free to discuss with your friends at school.  Maybe a new face might be interested to take the lead on this interesting project.

To book sessions the contact is Michele Hope mhope@bctf.ca or tel 604 871 2286.

2.   Movie night licence.  We missed the deadline to buy the school a licence, but I have been assured we can do this at any point during the year.  The school does not have cinema quality projection/screen but the equipment is used for large group viewing.  The lack of licence does not affect the school to show films during school hours.

If PAC felt this expense could be of interest, it could allow the school to use the licence to show films at lunchtime and after school hours.  PAC could also use the licence as part of a fund raising effort - hosting a family film event
that could include sale of popcorn, drinks etc.  In other words, everyone could come and watch a film for FREE but we would sell items to raise some $$.

The price for the licence is $460.00

I received mixed feedback - some for and some against.  Let's place this on our agenda for November and put it to a final vote.

3.   **Breakfast Club** - As you will recall, PAC voted to provide $500 funding towards the launch of a new Breakfast Club.  In addition, I understand that Thrifty are offering the school one day old bagels for this club.  PAC have advertised the need for volunteers to run this club.  I have also personally spread the word to people who are already good supporters and volunteers at the school.  Currently I have received response from TWO people who can help out ONCE per month.

As a result, as we are struggling to find Volunteers.   I believe we need to go back to the school to determine the best way to help kick start this much needed program.  Question: Could the Canteen Manager run this with help from Grade 8 Students.

We have two volunteers ready to help x 1 per month, so perhaps they could help for the FIRST day and then assess if it is feasible for students to help.

**ACTION:** Comments, suggestions , volunteers, please!

4.   **CPF -** We still have no rep for the Canadian Parents for French.  The regional President of CPF will be supplying us with a more detailed summary of this role.  She mentioned there is some funding the CPF could offer Bayside
but without a rep we will miss out.

**ACTION:** Suggestions, volunteer?  Maybe a letter/email  could be sent to all French Immersion parents alerting them to this need etc.

5.   **Mid-Summer School Party** - We discussed in the summer the idea of hosting a mid-summer school party in May 2016.  This would be for all students and would roughly involve:-

- Call for pot luck buffet (international savoury and sweet dishes)

- PAC to supply refreshment that could be sold.

- LIVE music: featuring probably Mr Timmerman's (band?), Invitation to First Nation Musicians; other musical talent (French singer, etc)

- Wish to include: - To use a great French word kermesse or fair /fete games: A series of fun activities for students such as throwing bean bags through hoops, Guess the weight, duck fishing etc etc
Something that students could design /teachers run with...

- Tickets would be sold to attend: $5.00 per person (Under 5 FREE) - includes Buffet and one free drink.

This event would be a "year-end" social for all students/families to build on the very positive community spirit we raised in September.  The goal is also to build on our fund raising, so we have a good balance for September 2016.

 **ACTION:** Need decision and DATE on whether we want to support, so this can be added to the school calendar.  Will include in November agenda but meanwhile, please consider and hopefully build up some energy to volunteer again!

6.   **PAC new fund raisers:**

A- We will receive this week the new Thrifty SMILE cards.  Need another push to promote our Fairway Market Cards and Thrifty cards.  Heather Fyfe and Liza Glynn are standing by to distribute.
 **ACTION:** Marti - can you please help Heather and Liza promote - Liza has suggested that you could ask parents to email their "orders" and Liza will arrange to get cards delivered to their kids classrooms for pick up.

B -  **Bayside Branded Clothing** - for those PAC members that arrived early, we reviewed the clothing and mock-up images.  A final range of clothing: Hoodies, Jogging pants, T-shirt, Baseball style t-shirt and Vests will be launched later this week.

An order form will be created to share with parents this week​

.  Sample clothing will be arranged (hopefully for end next week) so that students can try on and confirm correct sizing.  Branded clothing is not cheap, but hopefully we have a reasonable range with competitive pricing to allow most to consider.

This will be another important fund raiser for PAC.  At the same time, it will contribute to the Bayside Pride - whether students choose to buy garments to wear for sport or as day to day wear for school.

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Clothing will be offered for sale in November- so some parents may consider buying as an xmas present.  Subject to interest, a second clothing sale could be schedule for the new year to also offer Spring wear items such as shorts.

PAC members discussed an interest in also have a Bayside metal water bottle.  Options will be reviewed and shared.

7.   New Education Curriculum - Wendy touched on this topic - more information to follow.

8. The topic to fund a legacy gift was proposed by the retiring PAC members in June. The current PAC will investigate some ideas which will include a potential new Bayside sign and/or a First Nation Welcome carving for the school entrance.