

DRAFT PAC Meeting Minutes – October 17, 2017

Attending: Darcy Winkel, Tora Cameron, Lori Smith, Marti Redman, Bridget Anderson, Kim Cook, Kelly Hoffman, Jolene Burns

Regrets: Kimberly Bramadat, Wendy MacDonald, Lily Yee, Rachelle Hill

Meeting called to order at 6:33 pm – Welcome/Round Table of Introduction and Attendance/Contact List Circulates

- Approval of June and Sept minutes MOTION: Marti moved to accept minutes as presented. Bridget seconded. All in favour – Motion Passed
- Approval of Agenda MOTION: Lori motioned to accept agenda as presented. Tora seconded. All in favour – Motion Passed
 - Marti asked to speak briefly on some new info and was added to Agenda after PAC lunch report
- Correspondence from CPF (Rachelle Hill) and Wendy MacDonald to be presented according to agenda (Principal's report)

PAC Reports:

Vice President's Report - Lori

- Emergency Preparedness Fundraiser:
 - Forgot to put payment method information on poster, unfortunately lots of chasing down of funds. Otherwise looking good.
 - Successfully raised \$584.74. Lori recommends this fundraiser running again, maybe in conjunction with another PAC info night; have someone from First Alert talk, PAC can do a show and tell of supplies and such in the school.
 - Lori will touch base to see when the packages will be delivered. Tora has cheque ready, Lori will take it to First Alert.
 - Unsure of best method to deliver merchandise to families. Lori offered to store items at her place. It was also suggested Holly would be contact at school for finding space to store items at school. Perhaps do a morning/afterschool pick up? Lori thinks 20 orders besides large order through Tora. Tora, Darcy and Kim able to help Lori get things distributed.
 - Kimberly B still looking for help on the committee; she unfortunately can't make Tues meetings. Darcy will get list of volunteers to Kimberly.

Treasurer's Report – Tora

- Copies of financials distributed and reviewed. Contingency fund is less than thought at last meeting as there were some more expenses from last year that have now been accounted for. One of these items is yoga mats, which have been purchased and are at the school, however the receipts are missing. PAC will give few more weeks for locating, but cannot issue funds without receipt.
- In the bank as of today, \$12, 008.63 Operating and \$5955.68 Gaming (see financials attached for more info)
- Have lots of Funding Requests for Fall 2017 – unfortunately more than we have funds for:
 - Review of Budget set from 2016-17 year to see if there are areas to move monies around to make them available to requests:
 - Discussed and agreed to keep *Field Trip* amount as budgeted
 - Discussed possibility of removing *Late Bus* (Wednesday) budget allotment and reallocating. A parent expressed interest in accessing late bus at previous meeting. She didn't realize it was an

option last year. Discussion around perhaps it wasn't advertised properly last year and therefore not utilized properly. Concern was raised around allocating funds to things that benefit a larger number of kids, not just a possible few. Suggested having conversation with school about the need from their perspective. Agreed to keeping allocated funds as is, having a conversation with Steve and Wendy regarding the demand/usage, and make decision in the spring as whether or not to reallocate.

- Discussed and agreed to keep *June Lunch* amount as budgeted.
- Discussed and agreed to keep *Band Festival* amount as budgeted.
- *Back to School BBQ* has already happened and budget was used less \$70, which has rolled back into available funds.
- *Winter Wonderland* – budgeted \$500, received a request for \$750; Discussion around limited funds this year and that there is a fair amount of support through community donations to this event. MOTION: Tora moved to stay as budgeted, \$500 for Winter Wonderland. Marti seconded. All in favour – Motion passed.
- *Cartooning Club* – Cartooning is part of Lunch Room Club; budgeted \$1,000 for all clubs, request is for \$600 for the Cartooning Club. Last year PAC funded close to 600\$ to Cartoon club. Again, due to money constraints this year the amount was discussed and several options/amounts were suggested as alternatives to the full amount. MOTION: Lori motioned for approval of \$400 to the Cartooning Club as it would cover 2 of the 3 rounds of printing costs. Tora seconded. All in favour – Motion passed. Remaining 600\$ will stay as funds budgeted to Lunchroom Club and this will be reviewed in spring with other requests if made or discuss reallocating with Late Bus budgeting.
- Other Funding Requests, not previously budgeted for, presented en masse prior to individual discussion. Then each item was considered and motions were made as such:
 - *Uvic Speakers* [Grade 8 (6 speakers) requesting \$120, Grade 7 (10 speakers) requesting \$200] MOTION: Marti moved to allocate full funds requested to each grade. Bridget seconded. All in favour – Motion Passed.
 - *Outdoor balls* requesting \$200. \$400 allocated last year of which \$386 was spent. Discussion that balls won't be used until spring. Suggestion to allocate some funds and have request submitted again in February and consider more allocation at that time if funds available. MOTION: Kelly moved to allocate \$200 to outdoor ball request. Lori seconded. All in favour – Motion Passed.
 - *Disc Golf Course* requesting \$250 for tee signage. Discussion that this sport can be played all year long so cannot defer this to spring. Also, need time to order and receive signs. MOTION: Marti moved to approve allocating \$250 to tee signage for the Disc Golf Course. Kelly seconded. All in favour – Motion Passed.
 - *Visiting Authors* requesting \$300, each session allows for 90 students to attend, 100\$ per author. MOTION: Tora moved to allocate funds as requested. Marti seconded. All in favour – Motion Passed.
 - *Aquaponics* requesting \$300. Discussion that monies may need to come out of Operating, (but we do not have the funds in our operating account at this time), not Gaming if approved, as it is part of Science class. MOTION: Bridget moved to deny funds as this seemed like it should come from classroom funds. Lori seconded. All in favour – Motion Passed.
 - *Guitar* requesting \$300. 2 kids are spearheading, have 3 donated guitars. Program to reach out to kids struggling in school. Discussion to use budgeted funds allocated to Lunch Room Clubs. MOTION: Marti moved to approve \$300 to be allocated out of Lunch Room Clubs for the guitar request. Bridget seconded. All in favour – Motion Passed. Remaining \$300 dollars to stay in budget for future Lunch Room Clubs requests.
 - *Dictee PGL*; requesting \$406.85 to provide booklet for all Grade 6 French (5.15 per student) (vocabulary, grammar, etc.) Some discussion about whether this is something PAC should be funding or not as it seems curriculum based/classroom learning. Suggestion that the parents perhaps could cover the \$5.15 per student and PAC could look to fund prizes and small celebration, which has happened in previous years during the spring. If it is part of curriculum and part of classroom work, we cannot pay out of gaming funds. MOTION: Lori motioned to deny

request for funds with the idea that we will support a request for funds to help with the celebration and prizes in the spring. Tora seconded. All in favour - Motion Passed.

- Internet Safety Talk requesting \$420 and school would pay equal amount to cover total cost. Event has already been booked - November 29, 2017. Discussion that this is an important topic that is of high interest in the school community. MOTION: Kelly motioned for approval of the full amount of \$420. Bridget seconded. All in favour – Motion passed.
- Dodgeballs; requesting \$524.64 for balls, not part of PE program. Funds were allocated last year. MOTION: Lori moved that we allocate \$500 towards Dodgeballs. Tora seconded. All in favour – Motion Passed.
- Cox Box Mini and Microphone requesting \$565.00, 12 students in rowing. Discussion that there may be other sources of funds for this (possible toque fundraiser). Suggestion to use Wendy Vanderford of Garden Stitches who runs a clothing supply business out of home so very low overhead, possibly better pricing. MOTION: Lori moved to deny funds requested. Tora seconded. All in favor – Motion Passed.
- Sponsor Gr 8 student field trip; requesting \$600 and hoped to become an annual budgeted request. Discussion that this request is not suited to the Gaming money as it is directed to one child as opposed to benefitting multiple children. Discussion about a scholarship fund to be developed to help for something like this. Perhaps school board has options for funding in this current situation. MOTION: Bridget motioned to deny request for funds for this with the idea that there must be an avenue through the school board for these situations. Tora seconded. All in favor – Motion Passed.
- Bon Macaron Fieldtrip; requesting \$1500 for all French classes. Visit to a French bakery, kids take a tour, make their own Macaron. Discussion about allocating some money towards this but not the full amount as well as discussion that this could be funded through the field trip budget. MOTION: Bridget moved to deny Gaming funds to be allocated. Lori seconded. All in favour – Motion Passed.
- 12 Google Chrome Books and 2 Tech Tubs; requesting \$4700 for a set of 12, Shark Shop funds to pay for an additional 6. Suggestion to allocate funds for 1 set. Members present supportive of having them as important to have this digital access in school. Perhaps we can support one set this year and budget for another set next year. MOTION: Bridget moved to approve half of the funds requested, \$2350. Marti seconded. All in favour – Motion Passed.
- 24 Jive Chairs; requesting \$1656.00. This request was funded last year and there was discussion that monies would not be budgeted for this in 2017/18. MOTION: Marti moved to deny request for funds for 2017/18 year. Kelly seconded. All in favour – Motion Passed.
- Multi Purpose Room Technology upgrade requesting \$10K; overhead projector, slide down screen, facilitate proper sounds system, etc. multi year project \$10,000 + (ultimately 25k project) Discussion around PAC having funded a few large projects over last few years, perhaps this year should spend a little more broad, try to hit more people, and gear up to help in coming years with some large projects again. Request was tabled. Darcy will discuss further with Wendy.
- \$200 left over to carry into Spring Funding requests.

COPACS Report – Melissa

- Kelly briefed PAC on the COPACS meeting. Gearing up for Policy 1100 Parent Meeting, lots of focus around parent engagement at the meeting. The meeting is being hosted at Bayside on November 9, 2017. Topic is around new curriculum, how it directly involves the child and how it will support Secondary education. Superintendents and PAC executives will be in attendance and it is open to everyone. Darcy discussed how PAC postponed a Parent Info meeting regarding curriculum due to poor attendance, so perhaps they will wait to do another parent info night in the spring to not overlap or conflict with this meeting. COPACS is concerned these events are often not well attended, but they really want to push this and get lots of participation. Darcy suggested to get information to her and she will get it on the Bayside

PAC website. Should also be sent to Julie, as with the current technologic difficulties will be sure to reach more parents.

CPF Report – Rachelle

Rachelle not able to attend tonight's meeting, emailed report:

I'm unable to attend the meeting tonight but wanted to give you a bit of information from the CPF so you can have an update.

We have presented and introduced to Wendy, a trained debate Master named Dr. Teale. They met in late September and discussed options for having a debate training at Bayside. We are considering providing debate workshops for the FI kids and Wendy also wants to spread it through to all students at Bayside. **We are currently waiting for the Teacher's interest**, if and when that happens, we may need funds from PAC. We, CPF have also applied for grants to help fund this project. **FL Teachers meet on Oct. 27 so we won't know until after that if they are interested.** (not sure when Wendy is presenting this idea to Core Teachers) Isabelle may show up tonight and she is the backbone to launching this program. She is very passionate about having the debate at Bayside.

Stella's is going ahead with Dr. Teale and his debate program for the grade 9's at the end of October.

Other projects on the horizon;

We have offered Theatre de la sixieme to Teachers...waiting to see who is interested

We are purchasing a game called Verb a thon, and we will be arranging with Teachers to create a game/ contest for kids to play either during lunchtime or reading block. Prizes and fun.

We are also going to plan the Bonjour, Bonne Nuit with Bayside students, Deep Cove students and Keating Students. This is where the older kids go into the Elementary School in the evening and read to the little ones in French. Possible date in November.

That's all for now. :)

Have a good meeting.

Rachelle

PAC Lunch Report – Lily

- Lily not able to attend but has communicated with Darcy. She has 9 volunteers organized for Wed and 7 on Thurs. There is concern that 7 for Thursday is not enough so perhaps need to round up more volunteers. There seemed to be surprise that the request for 'extras' on the order form were continued as there was discussion from last year that the extras were difficult to manage as far as distribution goes. Perhaps this was missed in the poster making process. Lily is going to cook sauce on the day of the event and kept warm for the day instead of cooking, refrigerating and reheating. They are also going to blanche/pre-cook spaghetti the day before and refrigerate. This should allow for a shorter cooking time on the day of the event. Will still accept order forms on Monday, October 23 (last day). Bridget is helping Lily with the lunch.

- Darcy indicated that the PAC black box is in place in the office. She was able to get it out last week sometime.

OF NOTE: For color copying

- The school cannot do color copying, but is able to do black and white copying on colored paper. If PAC wants/needs color copying we need to go outside of school. Tora is offering to do this when needed, as her boss has approved this as a 'gift' of sorts to the school.

Principal's Report – Wendy

Upcoming dates to note:

- *Weekly Thursdays: Pizza Lunch*
- *Oct 20 - ProD day*
- *Oct 26 - Photo Retakes*
- *Oct 26 - PAC Lunch*
- *Oct 26 - Interim Report 1*
- *Oct 31 - Halloween Social 1pm*
- *Gr. 6 Immunizations early Nov*
- *Nov 10 - Remembrance Day Assembly*
- *Nov 13 - STAT - No School*

Information to Report:

- Website forum subscriptions continue to be under repair by our IT team. They are hoping to have regular daily posts and PAC forums functioning properly ASAP
- *Sports/Clubs underway include: Soccer, Rowing, Cross-Country, Basketball*
- *Field Trips include: Corn Maze, Panorama Gym, Boulders, Commonwealth*
- *WE Day for Youth In Action - Oct 18th in Vancouver*
- *First Nations Luncheons with families and staff begin this week with Gr. 6 students/families*

New Business

- Marti was wondering if anyone received email about PAC lunch or other emails from Bayside PAC? Some yes, some no. There are two places you can subscribe to PAC; one on the Bayside home page and one on the PAC page. There are 180 people who have subscribed on the PAC page and they are getting the emails, but not those that have subscribed on the Bayside home page. IT is trying to merge them and Julie has been sending information for PAC, but this is not ideal. Due to this glitch, lunch orders have been sent to each student by paper instead of electronically.
- Marti discussed Bayside wear – 15 current orders, which is about \$800 and about \$150 of last year's items also sold. Deadline extended to order online until October 25th. Still have some things left over so may do another email blitz. Will look to continue to have Bayside wear available at evening school gatherings that involve parents.
- Marti presented Thank you cards. Wendy used Bayside students' art work and had them printed on good card stock. These are going to donors/support persons with the Outdoor classroom along with a water bottle. Marti and Wendy distributing these. Darcy offered to help.
- There were 150 bottles ordered and paid for by the school. 60 have been earmarked for a specific purpose, 40 are for the Outdoor Classroom thank you list, Wendy has 30 to personally distribute, and 20 are currently with PAC to try and sell. Of note: the funds do not stay with PAC, they need to go back to school as the school bought them. If PAC is unable to sell any, the bottles will be given back to the school to distribute.
- Kim C is willing to run a basket raffle fundraiser in the late spring to help augment funds in the bank. Bridget willing to help. A gaming license will have to be purchased, believed to be approximately \$25. To

help alleviate responsibility for teachers, suggestion to have Grade 8 students volunteering to help sell tickets, however this may not be possible under the gaming license. Will continue to explore details and discuss with Wendy to make sure this is feasible and doable in the school. There is a school family night scheduled for Thursday, May 24, 2017, may be a good night to finish the raffle off that night.

Meeting Adjourned at 8:53 pm

We are always looking for new ideas and people to get involved. In particular, we need help with some of our PAC events, PAC posters and information, earthquake preparedness and communications. If you have some expertise or just want to get involved, email us at baysidepac@gmail.com

Next meeting: Tuesday, November 21, 2017 6:30 pm in the Learning Commons