

**John Muir Parent Advisory Committee**  
**Meeting Minutes**  
October 17th, 2016

**Attendance:** Danielle P.S., Chantelle C., James P., Sarina A., Wendy J., Aimee S., Krista M., Tess V., Teminey, Alex L.,

**Meeting called to order:** 6:00pm

**Minutes from Previous Meeting:** *Danielle P.S. motions to accept the Minutes as printed, Sarina A. seconded, all parties in favour, Minutes carried.*

**Agenda for present meeting:** *James B. motions to accept the Agenda as presented, Krista M. seconded, all parties in favour, Agenda carried.*

**President/Vice-President:** Chantelle C./Alex L.

- Please see "New Business"

**Treasurer:** Danielle P.S.

- As per report, noting the addition of the PayPal ledger to the report.
- Noted that cheque dated June 17 under Hot Lunch Program should be reflected under the 2015-16 budget
- Danielle P.S. has ordered a charge card through Village Foods; Chantelle C., Tess V. and Danielle P.S. have authorized cards; purchases will be billed at the end of each month, receipts are still required.
  - *James P. motions for account to be switched to John Muir Elementary PAC's name, out of Danielle P.S.' name, Sarina A. seconded, all parties in favour, motion carried.*

**Food Days:** Trudy B. (not in attendance)

- Items approved at last meeting were purchased as a capital expense rather than out of Food day profits; only the items specified in the last minutes have been purchased, some items have been donated.
- 93 orders for food day (60ish for October). 74 kids have hot lunch orders requested for October 14<sup>th</sup>.
- Request for volunteer to take this position will be sent out in the school's weekly. Trudy B. is requesting a replacement as she would like to step down. Discussion raised regarding how to find a replacement, then train them. Deadline set for the end of November.
- Suggestion made to arrange payment for supplies in advance, or better organize the purchasing of supplies so that volunteers aren't left out-of-pocket.

**Garden Liaison:** Krista M./Tanya

- The Garden Meeting will be Thursday, October 20<sup>th</sup> at 5:10pm (right before the family dance)
- \$980 was made with this fall Vesey's fundraiser
- Upcoming fundraisers are: Christmas wreaths, Westcoast seeds, Compost, and Vesey's in the Spring again
- Looking for more volunteers to form a more formal executive to help with the Garden workload
- A parent wrote a cheque to the PAC for a Vesey's order; parent hasn't been responding to attempts to contact to change the cheque, so request is made for PAC to deposit the cheque and transfer the money to the Garden.
  - *Motion made to approve deposit and transfer of funds on behalf of the Garden; all parties in favour, motion carried.*

**Fundraising:** PAC Executive

- Save Around Coupon books - \$1400 in profit at this point
- \$1700 in donations from families
- \$500 in milk money from Village, likely another \$500 in the next 6 months
- \$4000 received from Gaming Grant
- This brings us to \$8100 of the PAC budget made already

- Purdy's and Pointsettia fundraisers in progress
- Bottle drives – bins for ongoing bottle recycling in the school ordered through the Return-It Program, Alex L. will remove them as they fill up. Bottle drive will be October 22<sup>nd</sup>.
- Smencils? Suggested as an ongoing fundraiser, Rasheeda has volunteered to sell them in the office for the PAC. PAC approved purchase of Halloween and Holliday pencils, a couple buckets at a time. Amount dependant on cost of shipping as well.
- Boston Pizza Celebrity night – not just on Celebrity night but ongoing, if families sign John Muir PAC on the back of their receipt then Boston Pizza will donate a portion of the bill to the PAC. School can't advertise businesses though, so this may complicate using this as a fundraiser.

**SPEAC:** Chantelle C.

- Unable to attend last SPEAC meeting; the next SPEAC Meeting is on Wednesday, October 19<sup>th</sup> at John Stubbs, everyone is welcome.

**Emergency Preparedness:** Teminey B./Wendy J.

- Inventory of supplies completed and reviewed with Rasheeda. Antennae needed for CB radio that is in the office, Teminey B. is tracking down a replacement.
- More C batteries and AA batteries are needed
- Better Ziploc bags needed for storing flashlights and batteries
- Recommendation made to have a hatchet and waterproof matches added to the supplies; discussion regarding heat sources raised, and how much community support is available here.
- Crayons should already be stored there, playing cards suggested. Recommendation made to check with Casinos for free decks that they will donate.
- PAC needs to purchase granola bars and water to replenish the supply used from last year.
- Porta-potties needed? Teminey and Wendy will look at the cost
- Recommendation made to look into offering FAST kits for students
- Tess V. will forward Dave Bennett's information to check on updated tsunami risks

**Principal/Vice-Principal:** Tess V./Gord J.

- Thank you for all that everyone does
- Shakeout is Thursday (BC wide)
- Picture day is also this Thursday, as well as the Garden meeting and Dance
- Buddy reading happens every Monday after lunch, placing 6-7 kids in each Jaguar group from all grades.
- On October 25<sup>th</sup> will be the WITS assembly
- November 1<sup>st</sup> and 2<sup>nd</sup> will be the whole school swim in 2 parts, to see if it increases student attendance. Discussion rose about issues with whole school swims, and hope that this will solve them.
- November 3<sup>rd</sup> will be a mindfulness assembly, introducing a mindful minute each day after lunch as a whole school, practicing breathing.
- Remembrance day assembly is on the 10<sup>th</sup>
- November 18<sup>th</sup> a ballet performance called "Zar Yarka" will be coming to the school
- \$1200 was donated by an anonymous gentleman for the Missed Lunch program and currently sits in an account to be used only for food for the students who need it

**Old Business:**

- Funds are still earmarked for picnic tables, and a playhouse. Tabled for later meeting.
- Kitchen Supplies covered under Food Day paragraph. Decision made to table further purchases until new Food Day Coordinator is found.

**New Business:**

- Family dance – running on Thursday; has a decent dance committee helping organize it. Parent volunteer is donating supplies and time for facepainting, another is creating a songlist and will be running the sound system, the popcorn machine will be running, donation jar will be at the entrance and concession is the only other cost. Only costs currently are food items for the concession stand (drinks and snacks at \$140) as well \$24 in balloons and streamers.

Recommendation made to set up tables and chairs for parents to have a break from the festivities without having to remove their children. Request made for any parents to drop off scarecrows for the event, and suggestion made to have a photo booth as well (Krista M. will check on supplies).

- *Motion made by Alex L.. to accept proposed costs, seconded by Teminey, all parties in favour, motion carried.*
- Fridge grant has been approved for up to \$1000. Discussion regarding what is available and approximate costs (in the ballpark of \$1200/\$1300), and possible need for more funds.
  - *Danielle P.S. motioned to supplement that grant with an additional \$500, Krista M. seconded, all parties in favour, motion carried.*
- PAC laptop – was damaged and stopped working a week afterwards. This happened some time ago, and PAC executive have been able to continue working without it. The IT department has stated finally that it absolutely cannot be fixed. **Action – Tess V.** will price laptops and Chrome books through the district.
- Facebook page – all good.

**Next Meeting:**

- Would like to set dates for future meetings so they can be posted on the website. Meetings set for November 21<sup>st</sup>, no meeting in December, January 16<sup>th</sup>, February 20<sup>th</sup>, no PAC meeting in March but we will hold a Beer and Burger meeting March 13<sup>th</sup>, April 10<sup>th</sup>, May 15<sup>th</sup> (AGM), and no meeting in June.
- Rasheeda would also like Minutes electronically, to be posted to the website. **Action: Aimee S.** will provide Minutes in PDF format to Rasheeda.

**Meeting Adjourned:** 7:28pm