

John Muir Parent Advisory Committee
Meeting Minutes
November 21st, 2016

Attendance: Chantelle C., Danielle PS., Krista D., Wendy J., Gord J., James P., Tanya H., Alex L., Aimee S.

Meeting called to order: 6:00pm

Minutes from Previous Meeting: *Krista motions to accept Minutes as written, Tanya H. seconds, all parties in favour, motion carries*

Agenda for present meeting: *Danielle PS motions to accept Agenda as written, James P. seconded, all parties in favour, motion carried*

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

- No report

Treasurer: Danielle P.S.

- As per report, items from last beer and burger night have been auctioned off, proceeds will be credited towards this year's fundraising.
- Discussion regarding having petty cash in the PAC office for emergency supplies (in this case, food days needed 9 dollars to finish their hot lunch orders at the last minute, where should that money come from? Volunteers shouldn't be made responsible. This is where the Village Foods account cards would be useful; decision made to leave the card accessible to volunteers, stored in Rasheeda's office.
- Village Foods account has been switched to John Muir Elementary PAC's name.

Food Days: Trudy B.

- Two potential volunteers, not sure if they'll be able to follow through; December's food day ordering was opened online, so Chantelle C. and Danielle PS. will run it if no other volunteers come forward.
- Now to the point that if we don't have a Food Day coordinator by the end of the week, we won't be opening orders for January. Gord J. will send out an autodialer.
- SPEAC has an information session open to all parents coming up
- Paper orders: changing them to make the options clearer to parents, with a blurb explaining the online ordering systems.

Garden Liaison: Krista M./Tanya

- The Garden Meeting – lots of construction going on, needing gutters and drainage trench. Irrigation is coming soon – early December or early January. Camosun students are lined up to help.
- Will be hosting a Rotary meeting at the school to showcase the garden as they've been great supporters of the Garden project.
- Another branch of the Rotary is giving a grant for library books regarding gardening.
- Fall Vesey's raised over \$1000
- Christmas Wreaths – looking for ribbons, bows, etc for the wreaths. Will need a variety of greenery.
- We've been accepted to run a

Fundraising: PAC Executive

- Purdy's and Pointsettias – estimated at \$893.27 and \$200 respectively
- Bottle Drive – next bottle drive has been planned for January 7th. We have 3 bottle collection boxes, discussion raised regarding where to place them. Will look into it.
- Sysco fundraiser for grade 5's will be run by Jodi W.; pending approval of the PAC she's prepared to send out order forms tomorrow. Discussion regarding how to collect the payments, Danielle PS motions to run the money raised (deposits and fundraising payments) through the PAC accounts under the Grade 5 budget line, James P seconded, all parties in favour, motion carried.

SPEAC: Chantelle C.

- New grant available for food oriented projects – including the John Muir Garden Program.
- November 30th, 7-9pm Emergency Planning Meeting
- Santa's anonymous helps with playground funding. Campbell's program is also back up and running, and the money raised can be used only for outdoor playground.
- Happy Valley found a way to do tax receipts for donations through the school board. **Action:** Chantelle C. will investigate as an option to offer parents for the 2017-18 school year.
- Times Colonist has the better reader program which can be used towards fundraising with Scholastic books (ie – the grant offers \$5 per kid and PAC matches that, hoping parents spend more when they bring their kids to the book fair, earning the school more books over all, or it can go directly to the library).
- Next SPEAC meeting is December 14th, 7-9pm at Buffy's Pub
- The April 19th SPEAC meeting will be at John Muir; Principal/Vice-Principal will be putting a presentation together for the meeting.

Emergency Preparedness: Teminey B./Wendy J.

- Hatchet, matches, fire starter and batteries have been purchased. **Action: Wendy J. and Teminey** will repackage supplies in waterproof ziplocs.
- Still researching antennae for the CB radio and porta potties.
- Discussion raised regarding how releases would be handled in case of emergencies, and how students are tracked when released to adults/guardians.

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

- Looking for materials for making shelves in the shed – half of the shed will be used for garden supplies and the other half will be used for playground equipment. Requesting that the PAC contribute up to \$50 for supplies. Suggestion made to post a wanted add on Sooke pages, used victoria type sites for scrap wood or shelving supplies. **Action: Alex L.** will look into the building of the shelves. James P. motions to approve spending \$50 for shelving supplies, Krista D. approved, all members in favour, motion carried.
- Looking to use \$250 Fine Arts budget for the Craft Afternoon coming up; no objections raised
- Aylard Farms came up to \$427 for bussing; request made that if some classes don't use up their field trip money can it be used towards this. PAC approved.
- Pricing on laptops/Chrome books still in the air.

Old Business:

- Family Dance – absolutely worth repeating

- Purchase of refrigerator – options were to purchase one fridge of the same size for \$1400 or purchase 2 smaller fridges for \$1500. Decision made to purchase the 2 fridges, so the PAC now has a fridge in the PAC office for lunch days, separate from the missed lunch and other programs.
- Minutes in PDF to be posted on school website.

New Business:

- Winter Wonderland dance with budget, concession and float approval. Planned tentatively for mid-January, Krista D will have some decorations, and suggestion to have a class snowman building competition. Krista M. *motions to approve \$20 per class for snowman supplies totalling \$180, \$820 for the float and supplies; all parties in favour, motion carried.*
- Krista D. motioned to create a new Executive position of Advisor and to nominate Sarina A. in that role, Danielle PS seconded, Sarina A. accepted the nomination, all parties in favour, and motion carried. Signing authorities to be as follows:
 - Chantelle Cutting
 - Danielle Pasta-Smiley
 - Aimee Scott
 - Sarina Amos
- December 6th/7th for a school auction/sale where kids can purchase gifts for family members; donations will be requested from families (message going home to families tomorrow), request for volunteers, and gift wrapping supplies/gift bags for the presents.

Next Meeting:

- January 16th, 2016 at 6pm

Meeting Adjourned: 7:21pm