

John Muir Parent Advisory Committee
Meeting Minutes
September 21st, 2017

Attendance: Danielle P.S., Chantelle C., Rheanne R., Rachel T., Gord J., Aimee S., Krista M., Shannon J., Sarina A., Annette M., Wendy J., Sara H., Naomi

Meeting called to order: 6:00 pm

Minutes from Previous Meeting: *Krista M. motions to accept previous Minutes as written, Danielle seconded, all parties in favour, motion carried.*

Agenda for present meeting: Agenda amended to add vice president election under president/vice president, *Danielle motions to accept Agenda as amended, Sarina A. seconded, all parties in favour, motion carried.*

President/Vice-President: Chantelle C./open position

- Introductions of new parents – Welcome, and thank you to all the parents who came to the meeting!
- Vice-President Election:
 - o Description of the PAC – fundraising for field trips, missed lunches, classroom supplies, equipment that needs replacing, the new water fountain, community building events (dances);
- Draft of the PAC fundraising calendar:
 - o Save Around Books are here! This year we will just be sending order forms home
 - o November to early December is the window for Purdy's and Hilltop Nurseries' pointsettias
 - o A walk a thon in May
 - o The Beer and Burger night was planned for November, but PAC members are finding that will be too tight a turn around. Suggestion made to postpone it or replace this fundraising event with something else, but due to the enthusiastic response of parents decision made to keep the event.
 - o Smencils as an ongoing fundraiser; Rasheeda has offered to continue selling them from the office
 - o Mabels Labels is another ongoing fundraiser available online; it made \$65 for the PAC last year.
 - o Bottle Drives, dates to be decided
 - o Discussion raised around sending a request letter for donations with the PAC welcome package, decision to go forward with it.
 - o Dances proposed for October, January, March and June

Treasurer: Danielle P.S.

- Review of current bank account balances, explanation of how funds are used and specifically how Gaming Grants are used. Also discussed were further grants which can be applied for with specific projects in mind, and the fact that the school, the PAC and the Garden are separate organizations and as such eligible for different grants.
- Should the PAC switch from CIBC to Coast Capital? Due to the rising fees at CIBC (including fees for every single transaction) and the convenience that Coast Capital offers (Business deposits eliminating waits in line-ups, no need to roll coins, etc) switching seems like a good solution. *Motion made by Krista M. to switch banks, seconded by Sarina A. and all parties in favour. Motion carried.*

Food Days: open position

- Last year we went through 8 Food Coordinators and countless vendors, ran into many complicated regulations regarding food quality and still the program ended up \$40 in the hole. Decision was made to switch to PAC sponsored Food Days.
- At the end of last year PAC proposed to fund Food Days, which would alleviate some of the more stringent regulations regarding food quality, and reduce the workload because Food Days would be more limited
- **Action** : Chantelle C. will organize the first Food Day; Rheanne R. will help.

Garden Liaison: Krista M.

- The garden experienced a LOT of growth over the summer – including a dinner plate sized sunflower!
- Suggestion made to sell garden produce at markets
- Fundraisers include Vesey's in the Fall and Spring as well as WestCoast seeds. Whether or not we'll have the Christmas wreaths fundraiser again is up in the air.
- We will be borrowing an apple press to make apple juice for the school one day.

Fundraising: PAC Executive

- See President/Vice-President
- Regarding the October dance (fast approaching) a call-out will be made to parents for volunteers to help decorate, run the concession and clean-up. *Motion made to approve a budget of \$1000 to be spent on classroom supplies to make decorative scarecrows, for the concession and for any other dance supplies needed. All parties in favour, motion carried.*

SPEAC: open position

- There was a SPEAC meeting last night, no representative sent by John Muir
- SPEAC is the district level PAC meeting, request made for volunteers. Meetings can be attended in person or remotely.

Emergency Preparedness: Wendy J.

- Still waiting to hear back regarding the CB radio
- On the to do list is checking the emergency supplies in the storage container and replace water and granola bars supplies
- Will need to buy larger bags for the lug a loo.
- Will double check tsunami zones to be certain that John Muir is above the tsunami zone.

Principal/Vice-Principal: Gord J./Shannon M.

- Goal is to hold open houses in conjunction with parent education once a month
- The staff's focus is on the 3 pillars of John Muir – kindness, honesty and respect
- Trying to encourage more events happening in our community, for example, moving cross country events to Sooke for the spring
- Request made for funding for 6 additional Chrome books and an air printer; Sarina A. motioned to budget \$1800 towards the purchase of Chrome Books, Danielle PS seconded, all parties in favour, motion carried. **Action** – Gord J. will order Chrome books through the School District.

Old Business:

- Water bottles with John Muir logo, name and rectangle for student's name (to be Sharpie'd on). **Action:** Naomi will design the logo.

New Business:

- Orange vests for supervision – at least 5 vests have been requested, and possibly additional vests for the emergency shelter. The supervising staff have requested specifically 1 in XXX and 4 in XL, and to please make sure they have pockets. Recommendation made to shop at Slegg's Lumber. *Danielle PS motions to approve \$300 for these vests, Krista M. seconded, all parties in favour, motion carried.* **Action** – Wendy J. will shop at Slegg's for the vests.

Next Meeting: Meetings will be held the first Thursday of each month (as possible, working around holidays), at 6pm. Next meeting will be October 5th at 6pm, followed by November 2nd, December 7th, January 11th (due to the holidays), February 1st, March 1st, April 5th, May 3rd, June 7th (if necessary)

Meeting Adjourned: 7:32 pm