

# SOOKE ELEMENTARY PAC MEETING: 11 October 2016

## MINUTES (Approved)

### Call to Order at 6:32 p.m.

Attendees: Candice N (President), Lisa S. (Treasurer), Maki M (Hot lunch Coordinator), Lisa N. (Events Coordinator), Mrs. K. Arnot (Principal), Mrs. M. Becking (VPrin.), Mrs. H. McEwan (Teacher Rep), Parents Lorna E., Tara P., & Tammy H.

Regrets: Danielle D. (VPres)

- Territorial acknowledgement: I'd like to acknowledge that we are meeting as visitors on the traditional and ancestral territory of the T'Souke nation.
- MOTION to adopt the agenda as presented (LS/LN) CARRIED
- MOTION to adjourn at 7:30 (CN/LN) CARRIED
- MOTION to approve the Sept 2016 minutes as presented (LS/LN) CARRIED

Introductions were done as there were new parents present.

### Reports (6:35 – 6:55)

Teacher Rep Report: On behalf of the teachers, Mrs. McEwan reported that teachers and students have settled into the new school year. She reminded us that October 28<sup>th</sup> was the Pumpkin Carving contest and students interested in participating should bring their pumpkins into the gym before school.

Admin reports—Mrs. Arnot: Things are always busy at Sooke Elementary. The Terry Fox run happened on Sept. 23<sup>rd</sup>, followed by the Tour de Rock on Oct. 5<sup>th</sup>. SES hosted all the local schools except EMCS. It went really well. There were about 1500 kids, 17 riders, 5 head shaves, and \$5000 raised. We've been asked to host it again next year and although it did require a lot of pre-work, it went off really well. A big thank you goes to Facilities as well.

SES has had 2 fire drills so far and both went really well. Our earthquake drill, the Great Shake Out, is happening on the 20<sup>th</sup>. The Cross country team attended the first race on Sept. 30<sup>th</sup> (the second was on the same day as the TDR so the team didn't go). SES had the most kids ever running in the race. Orange Day and Photo Day both occurred on Sept. 27<sup>th</sup>. Retakes will be honored for Orange Day and we've ensured that the two won't coincide next year. As part of the Arts Reach Community Link School program, 2 classes (Gr. 1 & Gr. 5) have participated in an hour long Hip Hop class. And finally, SES currently has 301 students enrolled, and we're still growing.

Admin reports—Mrs. Becking: We had some excitement at SES in the form of a power outage, which was handled well, as well as a bear visit on Meet the Teacher Night. Ms. Cole took advantage of the bear's visit to do an inquiry into the diet of a bear and sought out the scat to show her class.

### PAC Reports

Arising from the reports presented (see attached), some parents expressed concerns about the cost of the pizza for hot lunch day. It was clarified that the pizza is a full mini-pizza, not a slice, as was originally thought. PAC agreed that this could be more clearly communicated. It was reiterated that food days are fundraising opportunities for PAC but that PAC also tries to keep the costs as affordable as possible. Mark up is not very much. Food days are also offered as an option but are by no means a requirement for parents & kids to participate in. Roughly about a third of the school takes part on average.

## **Budgets & Fundraising (6:55 – 7:05)**

The BC PAC Grant amount was increased to \$5920 to reflect the amount we were awarded this year. The addition of the Poinsettia fundraiser was made to the fundraising portion of the budget for a projected profit of \$500. The water fountain amount was increased from \$2500 to \$3000 to reflect the quote provided to Mrs. Arnot by Facilities.

- MOTION to approve the budget as amended (LS/LN) CARRIED

## **Events (7:05-7:25)**

Pizza Day, Oct. 19<sup>th</sup>: The use of the hotlunches.net system has been largely positive and has gone smoothly for the most part. The online order cut off date is October 13<sup>th</sup> and paper order cut off is the 14<sup>th</sup>. We have about 7 volunteers and need a few more. Will post the request on FB.

Halloween Dance, Oct. 26: The dance will run from 5:30-7:30. Cost will be \$2 per person. We will sell snacks rather than offer a dinner so looking at possibly popcorn, chips, water, juice boxes. We will stay away from sticky foods like candy apples. We will also offer a quiet room for parents and kids to take a break from the dance. A movie can play on the smartboard in one of the classrooms closest to the gym. Lisa N and Candice will coordinate food purchasing and Candice will with Corrina as needed.

Poinsettia Fundraiser, Nov. 4: Lisa N. has contacted Hilltop Nurseries and confirmed the pricing and products offered. We will go with the \$5 single plant pricing sheet to keep prices affordable. Candice will put the order schedule up on hotlunches.net to offer parents the option of paying online or by cash. Cut off for sales will be Nov. 2 to ensure order is submitted by Nov. 4. This should result in a Nov. 23<sup>rd</sup> delivery date.

Craft Fair, Nov. 5: Table sales are going well and it looks to be as successful as in years past. We did learn that if a vendor rents out the kitchen for sales, there is a rental cost associated with that; however, if the PAC runs the kitchen, the fee is waived. Advertising will be going up on our sign in advance of the event.

Book Fair, Nov. 21?: Mrs. Arnot, as librarian this year, has arranged for the book fair tentatively for Nov. 21<sup>st</sup> to the 24<sup>th</sup>, during the week of early dismissal/pro-d day. This timing has worked well in the past. The first day, the teachers bring the kids through, and then it is open to parents in the morning, at lunch, and after school most days. Candice W. will be helping coordinate it again this year. Volunteers are important for its success and a sign-up sheet will be going up soon.

## **Communication (7:25-7:30)**

- Newsletter: next newsletter will be the Nov/Dec one
- Sign: Indoor Market, Ayre Manor hiring, Craft Fair

## **Meeting Adjourned (7:29 LN/LS)**

## Submitted Executive/Coordinator Reports

### **President – Candice N**

September was a busy month for PAC. We prepared our budget and fundraising outline, co-hosted Meet the Teacher, and launched an online ordering system for our first Hot Lunch. None of this could have gone as smoothly as it has without the help of our parent volunteers. Thanks to everyone who lent a hand. It is much appreciated. We are already receiving offers of help for our events in October as well, which is fantastic, and just shows how wonderful our community at Sooke Elementary is.

Our sign has also been very busy. It's clearly gotten out how useful it is in advertising community events. We are booked solid into November. Some are new community groups and some are returning to advertise with us. We are very grateful to our community partners in supporting the PAC and our school. Anyone who is interested in inquiring about renting the sign should email [sookeelementarypac@gmail.com](mailto:sookeelementarypac@gmail.com).

October promises to be another busy month. We have our first hot lunch day on October 18<sup>th</sup> and our popular Halloween Dance on October 26<sup>th</sup>. Mr. Poynter will be DJ'ing the event this year, which promises to be lots of fun for both parents and kids alike. Our Craft Fair is also coming up very soon too (Nov. 5<sup>th</sup>). Table sales are going very well and it promises to be just as successful as in years past. Volunteer requests for all events will be going out soon. Stay tuned!

### **Hot Lunch Coordinator—Maki A.**

#### Meet the Teacher Night

Meet the Teacher Night took place this year on September 22nd and we had a great turnout. The PAC offered 2 full sheet cakes from Costco, and provided water bottles and juice boxes. In addition to the food table, the PAC had an information table which displayed Mabel's Labels fundraising info, FB sign up sheet, and some information on PAC. Overall, the event ran smoothly and I will be forwarding Candice the event schedule which has more details on the prep for the event.

#### Hot Lunch

October 19th will be our first hot lunch Pizza Day. We will be offering pizza and pasta from Boston Pizza and drinks. This year that PAC has decided to use [Hotlunches.net](http://Hotlunches.net) which allows the parents and staff to order and purchase lunch items via an online tool. In addition, paper order forms will be offered (can be picked up in the office) and cash payment will be accepted should the parents wish not to purchase using their credit card online. We are no longer accepting cheque as a form of payment. The website was officially launched on October 11th. So far so good, just few minor questions were asked via FB PAC page and emails which we responded in a timely manner. Majority of the comments from the parents on the FB page has been positive. As of today, we have received 74 orders. The online order cut off date is Oct 13th and paper order cut off date is October 14th. The order for the drinks will be placed on October 15th and the food order will be made on October 17th.