

## **SOOKE ELEMENTARY PAC MEETING: 13 SEPTEMBER 2016**

MINUTES (Approved 11 October 2016)

### **Call to Order at 6:35 p.m.**

Attendees: Candice N (President), Lisa S. (Treasurer), Maki M, Marjana R, Kim J., Lisa N., Mrs. K. Arnot (Principal), Mrs. M. Becking (VPrin.), Ms. K. Smyth (Teacher Rep)

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 approve the June 2016 minutes as presented (LS/LN) CARRIED
- MOTION to adjourn at 7:30 (CN/LN) CARRIED

### **Welcome (6:35-6:45)**

Candice welcomed everyone and invited everyone to introduce themselves and their connection to the school. In the interests of time, the discussion of what PAC is and what it does was dropped. The open positions on the Executive were announced and Lisa N. agreed to stand as the Emergency Preparedness Coordinator, as well as the Events Coordinator. The PAC expressed their gratitude.

Candice explained that due to the small PAC this year, PAC is going with a Chairperson approach to events, meaning that one parent is the point person for a particular event. The importance of volunteers was further stressed with the acknowledgement that if there is a lack of volunteers for a particular event, it will be cancelled. Given the generosity of our school community, this isn't anticipated as a problem, but the importance of volunteers in making PAC events a success will be expressed through FB, in the newsletter, and possibly via the auto-dialer.

Current Chairs are as follows:

- Maki M. – Hot lunch & Mabel's Labels Coordinator
- Corrina R. – Craft Fair Coordinator
- Lisa N – Halloween Dance & Spring Fling Coordinator
- Candice N. – Meet the Teacher Coordinator

### **Reports (6:45 – 6:55)**

Teacher Rep Report: On behalf of the teachers, Ms. Smyth expressed the staff's excitement to be back. The kids are settled and already at work. They are looking forward to Meet the Teacher (Sept 22), the Terry Fox Run (Sept. 23), and Tour de Rock (Oct. 5). Teachers are already planning into the fall –the Winter concert is already planned, and the Pumpkin Carving Contest will take place on Oct. 28<sup>th</sup>. Planning is underway for the Remembrance Day ceremony as well.

Admin reports—Mrs. Arnot: The year is off to a smooth start. Enrollment is sitting at 300, with 13 divisions. Sooke is the overflow school currently, though there is very limited room in the two K divisions, which are almost at capacity. There are 5 new staff that are also part time learning assistance so there is a large LS team this year. The position for the Gr.1/2 split has been posted and we should know next week who the teacher is. Ms. Booth, who is currently in the classroom, is doing a great job setting the room up and getting the school year underway. We are very excited to have two Principles of Learning (POL) classes this year—a Gr.4/5 and a Gr. 4. In other news, there is still no update on our garden plot initiative but the issue has been brought to the assistant superintendent. We are also still waiting for the installation of the video data projectors purchased last spring.

Admin reports—Mrs. Becking: The Kindergarten staggered start went really well. The kids' first day is Sept. 14<sup>th</sup>. There are 2 full Kindergarten divisions. The staff participated in their development day in August, which was focused on data collection and discovered what the local area offered in terms of field trips.

### **Proposed Budget 2016-2017 (6:55 – 7:05)**

Some highlights of the budget this year include an increased classroom amount for the teachers (\$425/division), with a streamlined administration process that should give them greater flexibility in how they use their funds. There is approximately \$6500 from past revenue that we are able to spend. Proposed expenditures include a bottle filling water station, guest speakers, a new fridge, and technology for the classroom.

The amounts for Read/Math with me and Grade. 5 recognition were amended to reflect accurate costs—down to \$250 from \$500 for the former, and down to \$75 from \$250 for the latter.

The fundraising events this year are proposed as follows: 6 hot lunch days, Halloween dance, craft fair, spring fling, and fun day. The option for selling poinsettias was raised as well, based on correspondence received. Candice reiterated that for it to move forward, someone would need to be a point person who would be responsible for coordinating it. Lisa N. agreed to look at the information in consideration of being the point person.

The proposed budget will be updated and posted in the school for review. All comments should be sent to [sookeelementarypac@gmail.com](mailto:sookeelementarypac@gmail.com). It will be voted on at the next PAC Meeting

### **Upcoming Events (7:05-7:15)**

Meet the Teacher, Sep. 22: Mrs. Arnot confirmed that the event will run from 6-7pm. After some discussion, it was agreed that PAC would offer cold refreshments along with the cake.

- MOTION to increase the budgeted amount for Meet the Teacher from \$150 to \$200 (MM/LS)  
CARRIED

Halloween Dance, Oct. 26: This item was tabled till the next meeting in the interests of time.

Craft Fair: After discussion, it was decided that the date for the Craft Fair will be Saturday, November 5<sup>th</sup>. Candice will inform the Chairperson.

### **New Business (7:15-7:25)**

Rationale: as part of the PAC's commitment to supporting Smart Classrooms, the purchase of this video data project will mean that every classroom in the school has, at minimum, a laptop and VDP, which will give teachers greater flexibility and innovation to address students' interests and learning needs in delivering the curriculum.

- MOTION to spend \$1500 from savings on a Video Data Projector (LN/LS) CARRIED

Rationale: this item was brought to the PAC by parents who saw the same station at Saseenos Elementary last year. The water station falls under the Health and Wellness initiative that is PAC's focus this year. At the request of parents, PAC confirmed that the water quality at the school is safe—it has been tested 3 times in the past 3 years, with the most recent test in June 2016. Mrs. Arnot has put in a request for a cost estimate and timing for installation.

- MOTION to spend \$2500 from savings on a bottle filling station/water fountain (MM/LN) CARRIED

Rationale: at the request of parents, PAC investigated the possibility of implementing an online food ordering system to help streamline the process as well as enable parents to pay online if they choose. Hotlunches.net is the system used at many other schools in the district and elsewhere and in talking to PACs and parents at other schools, it is quite successful.

- MOTION to spend \$300 on the hotlunches.net program (LS/KJ) CARRIED

Rationale: PAC currently has a chest freezer but borrows fridge space from the school fridges. The chest freezer is rarely used and our freezer needs would easily be met by a fridge/freezer combination. Selling the chest freezer would help offset the cost of the new fridge.

Discussion on this motion raised concerns regarding placement of the fridge to ensure safe egress from the kitchen. PAC agreed to measure and make sure a fridge would work in the space. Questions were raised if the fridge had to be new or whether it could be one in good condition. A suggestion was raised that the chest freezer could be repurposed as a compost to accompany the school gardens—something that is done in the Nordic countries. The wording of the motion was amended as follows:

- MOTION to ~~purchase~~ investigate the purchase of a fridge to replace the chest freezer (LN/LS) CARRIED

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

- Newsletter/FB: Open PAC positions, need for volunteers & event Chairs, milk money, joining FB acct, Mabel's Labels fundraising campaign
- Sign: Ron, Sooke Saltwater series (Sept 25-Oct2nd); Craft Fair Vendor applications (dates?)

### **Meeting Adjourned (7:35)**