

# James Bay Community School

## PAC Meeting Minutes

May 9, 2018

### In Attendance:

1. Welcome & Introductions – Jeff Mitchell, Andrea Woodrow, Laurel Hovey, Richelle Funk, Stephanie McRobb, Corinne Robinson, Carrie Peter, Bruce O'Hara, Veronika Smelova

2. Approve Agenda & Minutes of Apr 11, 2018 meeting.

**MOTION:** to accept the Minutes, Moved by stephanie, 2<sup>nd</sup> by Laurel

### REPORTS

**1. PRINCIPAL'S REPORT-** It's a very busy but fun time at school between now and end of June!

**Upcoming Events:** Big **Rugby tournament this Friday May 11<sup>th</sup>**, kids very excited. Track team is now practicing every other day. Over 100 kids (gr 3,4,5) going to **track meet at Uvic!** Our big school-wide Beach **field trip is Jun 12**. The last week of school will have a **Talent Show (Jun 26)**, with auditions starting the beginning of June.

**Staffing next year:** We are currently down to 10 divisions because of a new district policy. However since there are only 3 empty spots left at the school, it is likely that an 11<sup>th</sup> division will be added by Sept.

**Crossing guard** – Jeanne has regrettably needed to stop, but has been enthusiastically replaced by Rhonda Campbell til end of June! Good news – a new crossing guard company has been secured for Sept. We just need to fill the position now. 😊

**2. PAC CHAIR REPORT-** Well done to everyone for a successful year, with lots of great activities and community building events. Makes our school an exciting and attractive place to be! 😊

Carrie attended **Vic High Open House** tour, and found it to be very interesting, engaging and informative. Big turnout, including superintendent Piet Langstraat. The building itself is a very diverse blend of original heritage combined with new modern tech areas. The District is trying to decide on course of action for seismic upgrade vs rebuilding.

We need to edit/update our '**Calendar for PAC Executive**' to be better prepared for our Spring & End of Year activities, as it gets busy with duties this time of year. Also need to be prepared

for Sept events that happen right away! Laurel will start the editing of the calendar to get it going so it's updated, and everyone has a copy. Please update 'Calendar for PAC Executive' to say '**Staff Appreciation Day**', not just Teacher.

**Suggested new positions to add to next year's Parent Volunteer Request Letter:** 1. Setting up Xmas village 2. Decorating/maintaining PAC Bulletin board 3. Spirit Wear Ordering Coordinator. Laurel has checked with Ms. St. Denis, and we will reword the library category to say 'Book Fair & Other Library Help'.

**3.TREASURER'S REPORT:** We are sitting in great shape, thanks to our extra fundraising income from the Silent Auction Baskets,.... plus from the unexpected donation from Niagara Pipe workers! A large part of our annual expenses come out at the year-end, so the monthly budget will soon reflect that.

### **OLD BUSINESS-**

**Silent Auction (Baskets of Goodies)** was such a fun success. The kids were so engaged, and lots of extended families came out to support the school. Laurel made connections with some aunts/grandmas for future helpers at winter concert etc! Good income and much less work and more fun than previous year's raffle. The 'Candy Kid' basket was very appealing to children, so in future we could do more small baskets for kids to bid on.

**Suggestion for next auction**, from Veronika: more parameters given to families to help them choose suitable items, and to know whether items could be big or small. For example 3 families could go in on one donation. **Class Reps** could be very useful for this kind of intra-class communication next year!

**Suggestion re: looking for Volunteers**, from Veronika: Describe in better detail ahead of time exactly what kind of volunteering we need: days/time of days, length of time, Specific details as to what exactly would be required, as much as possible, to attract more people who can arrange their schedules etc, if they only knew in advance!

**Bulletin Board in hallway: We need to get our upcoming AGM info on there as soon as possible.** Agreed in general that we need to increase our PAC visibility, and make good use of this board space this Fall, and keep it updated with our PAC info, upcoming activities, Volunteers needed etc. Stephanie and Corinne can put up our AGM info, but here is where someone with creative flair and ideas would be super handy!

**PAC Visibility – we also need better visibility at school events, with matching buttons, or lanyards, tshirts etc.**

### **NEW BUSINESS-**

**'Staff Appreciation Day' lunch is scheduled for Fri Jun 8.** Corinne has secured a Thrifty's Smile Card (Manager Ed always seems especially delighted to help with this event), and can place lunch orders similar to last year's event, which was well received at the time. 😊 Jeanine Demmler and Stephanie have offered to help.

**Community School Centre Picnic – Wed Jun 13.** PAC has a table with 8 dozen Empire donuts (Corinne will confirm with Tiffany that they are ordered). We also make Popcorn a couple hours before the event. Corinne and Bruce can help with that. We will need to bring a float. **A couple more PAC volunteers are needed to help man the table, get the float, and clean up!**

**Upcoming PAC Annual General Meeting: Wed Jun 20 @ 6:30pm.** Carrie will send separate memo to Anna next week advertising our PAC Executive positions to fill. (This varies from 1 to 4 positions, depending on who you talk to ;)

**Meeting Adjourned: 8pm**

**Next meeting (AGM) scheduled for Wed Jun 20 @ 6:30pm**