

## John Muir Parent Advisory Committee

### Meeting Minutes

December 7th, 2017

**Attendance:** Chantelle C., Danielle PS., Trudy F., Shannon M., Wendy J., Aimee S.

**Meeting called to order:** 6:09pm

**Minutes from Previous Meeting:** Danielle PS motions to accept, Trudy F. seconded, all parties in favour; motion carried.

**Agenda for present meeting:** Motion made by Wendy J. to accept Agenda as amended by adding “what to do when cheques bounce” under Treasurer, seconded by Trudy F., all parties in favour, motion carried.

**President/Vice-President:** Chantelle C./Trudy F.

- Craft night – went well and people enjoyed it
- Gift shop – still in the works, needing more donations. **Action:** Trudy F. will update the Facebook page, encouraging parents to donate.
- Bottle drive confirmed for January 13th
- How to volunteer with children” information/letter for parents pending
- Needing parents to take pictures of the concert, hand out programs, and watch the donation bucket.

**Treasurer:** Danielle P.S.

- As per report
- Cheques to Meghan and Chantelle not on the report, just written in the past 24 hours
- Village Foods owed \$150 for the last food day
- Teachers encouraged to track their expenses; PAC updates their books once a month
- \$34 from Cobbs received. Discussion regarding concerns about promoting businesses, healthy food options
- Purdy’s and Poinsettias currently in a deficit due to the pending cheques from the respective companies; estimated profit will be about \$1000
- Mabels labels and Smencils are ongoing
- Bouncing cheques – New policy suggested, 1st and 2nd bounced cheques will be forgiven if paid within 2 weeks; if unpaid with no communication with the PAC for the 2 weeks then cash only will accepted in the future. If bounced cheques are frequent from a family then cash only will be accepted from that family. Tabled to be voted on and possibly added to bylaws later.

**Food Days:** open position

- Suggestion to change the format of delivery to a more cafeteria style, to eliminate the issue of kids stating their order was wrong (no sauce, wrong sauce, etc).
- Issues with volunteers came up as well – some showing up late, some not showing up at all
- Suggestion made to have Subway as the next food day menu
- Popcorn day on the December 13th

**Garden Liaison:** Krista D.

- No report

**Fundraising:** PAC Executive

- Popcorn day – a volunteer has been found, Chantelle C. will be training. It will happen next week.
- Date for the dance – a date still has to be picked
- Coffee in the morning is currently in a deficit, but not by much – decided the idea is worthwhile, but maybe we should try an afternoon, during pickup time? Maybe then hot chocolate for the students would be an option. Ideas to make it a regular occurrence, and make a sign up sheet for volunteers.
- Bottle drive schedules for January 13th
- Beer and Burger planning to begin in January

**SPEAC:** open position

- No report

**Emergency Preparedness:** Wendy J.

- Water and granola bars have been stocked up
- Bigger bags for the Lugaloo have been purchased
- CB radio is a really outdated system and the Fire Department recommended that a new system should be considered
- Vests have all been purchased
- Recommendation made to purchase premade drinks like Ensure, Pedi Light and Gatorade and add it to the emergency supplies stored at the school. These will be purchased from the remaining funds in the Emergency Preparedness budget.

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

- Handball games have been started and finished, with the older grades participating in the games and younger grades learning it as well
- Ms. Purnell and Ms. Hepting are running Cocoa for a Cause to raise money for the food bank next Wednesday
- Bulletin board has been changed to reflect the goal of being “a school of kindness”

- The John Muir Christmas tree at Seaparc is being decorated this Friday
- The new recycling program (including 2 sorting bins) has been introduced, seems to be working smoothly
- Request made for books for the library totalling \$51.15; *Trudy F. motioned to approve \$200 for a library budget line, Aimee S. seconded, all parties in favour, motion carried.*
- Also requested was \$237.20 of the \$1237.22 xylophone bill, as \$1000 is covered by a grant and \$219 is covered in the current PAC music account, leaving approximately \$18.20 for the PAC to approve in additional expenses. Jingle bells were needed for the upcoming Christmas concert at a total of \$32.20. *Trudy F. motions to cover the extra expenses for xylophones and the cost of the jingle bells for the upcoming Christmas program, with the addendum that any further purchases must be requested ahead of time; Wendy J. seconded, all parties in favour, motion carried. .*
- New printer costs came to \$475.79, previously approved at \$200. PAC agreed to pay for this printer from “Capital Expenses” budget.
- Last year’s (2016-17) comfort kits are still in the medical room, waiting to be given back to students. The new comfort kits need to be collected and stored.
- Please add Shannon to PAC mailing lists – note the double “M” in her email: shannonmmiller@sd62.bc.ca

**Old Business:**

- Water bottles – tabled until the January meeting. Should we still purchase these for students?
- Art Friendship Project – tabled until the January meeting.

**New Business:**

- Suggestions for new items on next year’s school budget include: DARE, PAC office, and School Office.
- PAC approved \$200 to keep the school office fish tank viable. This amount should keep the tank viable until the end of the current school year. In order to budget for the fish tank a new budget line will be needed (“Fish budget”).
- A “Staff Appreciation” budget line will also be added to the PAC budget. \$50 has been approved to purchase a fruit place for the staff.

**Next Meeting:** January 11th (due to the holidays), 6pm in the library

**Meeting Adjourned:** at 8:01 pm