

**Call to Order 6:30pm**

**Attendance:** Moira Chambers, Kathy Rowbottom, Tamara Pillipow, Jeni Mason, Brenda Knox, Roberto Ruffolo, Corwin Sikora, Emma Marley, Cindy Sanderson.

**Welcome / Introductions**

Whitney Drinkwalter was welcomed as a new Member at Large

**Approval of agenda – January 2016**

- Moved by Brenda, seconded by Corwin

**Approval of minutes – November 2016**

- Kathy noted that there were several corrections to the November 2015 minutes. These amendments included:
  - Adding this note under 'Entertainment Book Fundraiser': We are committed to the Entertainment Book Fundraiser again next year. We will need someone to take over from Brenda.
  - Adding these notes under 'Scholastic Book Fair': There will be additional space allocated for the next book fair. Lisa will work with Mr. Richey and the custodians. Several ideas about how to connect book fair gift giving between the parent/student community and the teaching community. One idea put forth is a "Book Buck" system that allows us to pre-sell gift certificates through the PAC so that parents, students, and teachers can buy them for each other. Students will be able to pre-order non-book and packaged set items at the next book fair. The minimum pre-order amount will be \$5. The final book fair of the year will be with Russell Books.
- There were no further corrections. The minutes are approved as corrected. Moved by Brenda, seconded by Tamara.

**Correspondence / Feedback - Kathy**

- Aboriginal Youth Conference March 21-24.
- Braefoot PAC education opportunity – *Want to help your child learn math?* – Dr. Tim Pelton – January 25<sup>th</sup> 7pm; Braefoot Library
- 2016 Vancouver Island Parent Conference – Saturday February 27<sup>th</sup>, at Royal Bay Secondary School in Colwood.

**Admin Report – Cindy & Emma****Nature Play Perimeter Pathway (NPPP) - Cindy**

- Cindy noted that the garden, dry river bed, and hill & dale were funded by the PAC – through proceeds from last year's spring fair, and from the gaming grant the PAC received from the provincial government.
- Cindy also reported that work is continuing on the Aboriginal Big House – this is the most complex piece of the NPPP. It requires contractors, building permits, etc. This component likely won't be complete for some time. We now have a kiosk to hold gardening tools. The children will be working with Fransisco on a mural in the near future.

**Writing - Emma**

- Emma Marley and Kathy Mead reported that they are working on project to assess how being in nature changes how children write. So far, they have found that after spending time with nature, children create longer sentences, use more descriptive words, and write more overall. Writing is one of the school- wide goals this year.

**Grant application - Cindy**

- Cindy discussed a grant that the school is pursuing. This grant will take into account the aboriginal experience associated with the NPPP.

**Emergency Preparedness - Emma**

- Emma noted the items in the emergency kiosk are checked over each spring to see what needs replacing. This year some food and water packs are being replaced. We are trying to rotate items that expire so not everything needs to be replaced at once.
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- The kiosk hold buckets, first aid supplies, tools, activity packs, tables and chairs, rescue equipment, tarps, etc. Strawberry Vale Preschool's emergency supplies are also in our kiosk. Coordinating with the preschool will help in the event of an emergency, particularly because many children at the elementary school have siblings at the preschool.
- Emma will be coordinating a 'show-and-tell' about the emergency kiosk for the spring.
- Emma and Moira will explore options to sell Home and Car emergency kits through the school.

**Executive Update - Kathy****New member**

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**Keating Elementary**

- In September, we agreed to give \$500 to Keating Elementary, in light of the theft of their PAC funds. Since then, there have been overwhelming contributions from the community. The executive has discussed this and agree that this gift is no longer needed. The members in attendance agreed with this decision.

**Coordinator positions – Grant Application & Parent Education**

- **Grant Application Coordinator** – Seek out grant opportunities, assist with grant application process – a volunteer has stepped forward to take on this role. More to follow in February.
- **Parent Education Coordinator** – explore what type of parent education our school community is interested in, find experts to provide education, arrange parent education events, and explore potential partnerships with other area schools to share costs – we may have a parent volunteer for this role as well. More to follow in February.

**Parent Education Fund**

- At the November 2 SVE PAC Executive meeting, the executive decided to apply for the school district's Parent Education Funds for parent education events that will be accessible to our entire school community.
- Brenda has written and submitted the Parent Education Fund application. We should hear by January 31. We will need to submit report within 30 days. There is a second opportunity to

apply by May 31. We will hear whether our application for the May grant has been successful at the end of June. These funds are intended to be used in the fall.

**Funding Request**

- Ann George, on behalf of five primary classes, has submitted a request for \$185 for butterfly kits. This has been funded by the PAC in the past.
- **Motion to approve \$185 for butterfly kits. Moved by Moira, Seconded by Brenda. Motion carried.**
- A discussion followed about the value of our PAC knowing about annual requests so that we can consider them during our budgeting process.

**Budget Committee**

- The Budget Committee is comprised of Kathy, Jeni, Tam, and Corwin. The Committee met on January 13. They are currently working on a budget and hope to have something to share in the next month or so.

**Constitution & Bylaws Committee**

- The Constitution & Bylaws Committee is comprised of Kathy and Brenda, but they are still looking for members. They plan to meet in the next few weeks to review and revise the Constitution and Bylaws.

**VCPAC Meeting – Jan 26**

- Corwin agreed to attend the VCPAC meeting.

**Treasurers' Report**

See Financial Report attached.

**Event Reports – Updates / Feedback / Action Items****Tree Chipping – Kathy for Heidi**

- Thanks to fantastic volunteers - everyone was so helpful, organized and efficient. Another big thanks to families for bringing their trees and refundables. The event raised just over \$1000.
- Heidi noted some things to consider for next year, including:
  - a longer duration. Other schools have bottle/chipping events that last longer than 2 hours. This would require more volunteers.
  - a sandwich board sign to put on the corner of the Wilkinson intersection for advertising
  - parents and students to drive door to door to collect bottles. Rather than knocking on doors, we could ask people to put their donations at the end of their driveway on a certain day and then volunteers could drive around and collect the donations.

**Scholastic Book Fair - Kathy for Lisa**

- The next book fair has been moved to February 11, 12, 15 and 16. We will receive an extra 10% for our sales in February, and the change allows Mr. Ritchie to have the library space for the planned for author visits during literacy week.
- There will be a new volunteer blurb containing our new protocol details. We will have a NO refunds policy and will allow re-orders for any item over \$5 in value. We will have an expanded space to allow for a more enjoyable and comfortable shopping experience.
- The final fair of the year has been booked for May with Russell Books.

**Spirit Day Qoola – Kathy for Leanne**

- The next Qoola event is Family Literacy Day / PJ Day – January 22

**Movie Night - Moira**

- Moira reported that the event went well, and thanked the family who loaned us the movie. The leftover popcorn was used for a school fundraiser for the Food Bank.
- Movie Night raised approximately \$900.

**Victoria Royals Fundraiser – Moira, Tamara, Jeni, Rob**

- Moira noted that ticket sales are going well for the Family Day game and that we have volunteers in place to sell 50/50 tickets at the February 8<sup>th</sup> game.
- We will focus on selling tickets for the February 20<sup>th</sup> game after Family Day.

## 2. Program Reports (as needed) – Updates / Feedback / Action Items

**Class Reps** – nothing to report. Thanks for your work!

**Child Alert** – no update

**Lice Check** – Jeni – best one ever. Only one case! Thanks to parent volunteers.

**Fruit & Veggie** – No update

## 3. Old / New Business

**FreshGrade technology review** – School purchased iPod touches for teachers who are using Fresh Grade. This allows ipads to be put back in the hands of students, and teachers no longer need to use personal devices.

**Fundraising opportunities**

- Western Speedway – Corwin is pursuing an opportunity for a fundraising event with Western Speedway. The Speedway would provide tickets to Strawberry Vale, and the school would get 50% of the ticket revenue. The events we are looking at are the Pirate and Princess Night and Superhero night in 2016.
- Mother's Day Baskets - Alex Gilbert is taking it over this year and will be using Holland Nursery. The deadline for orders will be April 13<sup>th</sup>. Order forms will be sent out to families Spring Break.

**Next PAC Meeting – Wednesday, February 17, 2016 @6:30pm**

**PAC Happenings for January - February**

- Spirit Day Qoola – Family Literacy Day / PJ Day – Friday, January 22
- Scholastic Book Fair – Thursday, February 11 – Tuesday February 16