

**Strawberry Vale Elementary PAC  
General Meeting Minutes  
Wednesday January 18, 2017 @ 6:30pm**

**1. Call to Order**

**6:30pm**

**a. Welcome / Introductions**

In attendance: John Hajacek, Corwin Sikora, Kristina Andrew, Brenda Knox, Moira Chambers, Kathy Rowbottom, Emma Marley, Cindy Sanderson, Jennifer Parlee (teacher)

**b. Approval of agenda: January 2017 meeting**

Moved by Brenda to accept the agenda as presented, seconded by Moira.

**c. Approval of minutes: November 2016 meeting**

Moved by Corwin to accept the November 2016 minutes as presented, seconded by Kristina.

**d. Correspondence/Feedback**

The following correspondence was presented to the PAC:

- A beautiful, hand-made thank you card was given to the PAC from Mrs. Brookes' class, thanking parents for everything they do for the school.
- An invitation from Vic High PAC to attend a Parent Information Night on Substance Use and Overdose Prevention on January 26, 2017.
- A poster advertising the Vancouver Island Parent Conference on February 25, 2017.
- A poster advertising a Friends for Life Parents Program Presentation on January 25, 2017.
- A poster advertising the Attention Challenges parent education series, which runs January 24 to February 28.
- Please see the PAC Facebook page for more information.

**2. Teacher's Report**

**Jennifer Parlee**

Jennifer Parlee reported that skating field trips, which are funded by the PAC, are underway. The children love the skating and many enjoy going with other classes. She thanked parents for their passion for putting on events for the school, noting that it builds our community.

**3. Admin Report**

**Cindy / Emma**

*Ready, Set, Learn*

Emma reported on Ready, Set, Learn event on January 19, which is for 3 & 4 year olds and their parents to familiarize themselves with the school and prepare children and their families for school.

*Lockdown Drills*

Emma also reported that there was a planned lockdown drill that same afternoon, during which the Saanich Police are on-site to help with the drill. There are different lockdown drills (e.g., a break in at Mac's would result in the outside doors being locked and the blinds closed; a cougar siting would result in the outside doors being locked but the blinds open)—this drill is to prepare the school in the event there is an intruder in the school. There is a lot of prep work before the drill (including ensuring that the children know that it is only a drill) and debriefing afterwards.

*Kindergarten Registration*

Monday is Kindergarten registration; there are expected to be 20 children in a class. There are approximately 55 Grade 5's leaving, and the hope is that an equal number of kindergarten children will register. As a result of the Supreme Court ruling, the school has posted a position for a 0.4 teacher. This new teacher is expected to start Tuesday, January 31 and will work 2 days per week. S/he will work with

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every classroom; some teachers will use this as a cooperative teaching opportunity and others will work with class while the new teacher is doing small group work. This is being offered to all staff, including music and learning support. The time is to be used as learning support time, not class preparation time. It is up to each teacher to decide how he or she will use the support.

*Nature Perimeter Pathway*

There are no updates on the labour for the Nature Perimeter Pathway.

Mr. Richey is planning an Eco-Literacy Day out in Nature Perimeter Pathway in April. The teachers are involved and so will some authors.

*Foundation Skills Assessment*

A question was raised about the Foundation Skills Assessment (FSA). Clarification was requested about the letters that go home with the children. Cindy reported that a district letter is sent out via email and the teachers send home a letter a week prior to the assessment. She asked that parents call or email the school if have any questions about the FSAs (or any topic). Cindy also noted that there is preparation to help the children take the test. They are given sample questions, and the children have been doing reading and responding to questions since kindergarten. Children have support during the test and have as long as they need to complete it.

*Technology*

Cindy reported that when the technology package was put in, each teacher received a laptop.

The school purchased 9 Chromebooks in addition to the 6 purchased by the PAC; when they arrive, there will be a total of 15 Chromebooks in the school. The new charging station holds 18. The Chromebooks remain in the school and the children have access to them every day.

*Upcoming Events*

The PAC was reminded of several upcoming calendar items:

- Jan 27 – Qoola treat day and PJ day
- Feb 15 – early dismissal – some classes doing student led conferences
- Mar 2 – early dismissal – some classes doing student led conferences
- Feb 10 – curriculum implementation day
- Feb 13 – Family Day
- Feb 24 – Pro-D day

**4. Executive Update**

**Kathy / Kristina**

**a. Interim Treasurer appointment**

Kristina Andrew has been appointed as interim treasurer. John Hajacek has also expressed an interest in the Treasurer position. John will work with Kristina to learn the position.

**5. Treasurer's Report**

**Kristina**

Kristina presented 2 reports: month by year to summarize the activity for each month (showing what was approved and any variance between expected and actual amounts) and a monthly report for December and January. Several small modifications were suggested (e.g., adding 'combined' to the

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cash-on-hand and changing 'Grade 5 Grad' to 'Recognition Ceremony' and the 'Technology Replacement Fund' to the 'Technology Enrichment Fund').

Kristina reported the following activity:

- Each year the PAC has to submit a summary of how we used our gaming grant. This report has been updated and re-submitted.
- The balance of the classroom fund has been given to the school
- 5 Chromebooks and a charging station were purchased for the school.
  - The amount given to the school included the GST (which it shouldn't have).
  - The GST rebate also wasn't taken into account for the iPad purchase at the beginning of the year.
  - The school has purchased an additional Chromebook using the funds from these overpayments.
- Staples – the \$2 PAC donation was not added to the order form, so the PAC did not receive any money back from Staples. Staples has offered to give the PAC a gift card instead.
- Tree chipping and bottle drive made \$1,120
- Thrifty smile cards – the PAC has averaged about \$95/month for Oct, Nov and Dec. The application was submitted late. A note will be going out to kindergarten and grade 1 classes, and then to the other classes, to remind people to sign up for a card. We project that we will be able to make about \$760. Kristina is still waiting to gain access to the account.
- We (read: Moira) sold all of the Royals tickets!! Our net profit was \$978 from Royals: \$265 from ticket sales and \$713 from the chuck a puck.

**a. Usage of gaming funds for technology expenditures and Nature Perimeter Pathway (vote needed)**

The PAC discussed the use of gaming funds for technology expenditures and for the Nature Perimeter Pathway. Based on documentation from the Gaming Branch, funds from the Gaming Grants must be used to support student extracurricular activities; funds must be used within 3 years. This includes playground equipment and field trips. The documentation also notes that the PAC needs to confirm how we want to spend the grant money. The wording around the use of gaming grant funds for technology was unclear.

As noted in previous meetings, the PAC is interested in funding skating field trips, which includes every class.

Moved by Moira to **not** use gaming funds for technology until we have clarification about this topic from the Gaming Branch, seconded by Corwin. CARRIED.

Moved by Kristina to use gaming grant funds for the Nature Perimeter Pathway, seconded by Corwin. CARRIED

**b. Tennis**

Tennis is taught every other year (coinciding with the Spring Fair – i.e., years when there is no musical). The question was raised as to whether the PAC is interested in funding it. The cost is \$10/child (\$3,060) for 4 lessons and could be paid out of the gaming account. There are sufficient funds.

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Moved by Moira to pay for tennis (\$3,060), seconded by Kristina. CARRIED.

The PAC appreciates that the teachers have been letting parents know that parent efforts (through the PAC) pay for activities like tennis.

**6. Event Reports (*Updates/Feedback/Action Items*)**

**a. Summary of Support**

See attached 'Summary of Support' – sent out to parents via email December 10, 2016. It was suggested that this summary be added to the bylaws as a report that the secretary sends out twice a year.

**b. Tree Chipping & Bottle Drive – Jan 7**

The annual bottle drive and tree chipping was a successful fundraiser thanks to the volunteers that pitched in and the many families that contributed to the fundraiser. Families dropped off trees and bottles, others stuck around to sort empties and we even had families driving around to pick-up donations. The SVE PAC raised \$1,120 and counting from this fundraiser. It was noted that having the event a week after school was back in session helped.

Corwin has agreed to coordinate the Tree Chipping & Bottle Drive next year.

**c. Victoria Royals – Nov 15, Dec 17, & Jan 13 – *Moira***

We sold all of the tickets—thank you, Moira!!! Our community really stepped up! We made \$978 from this Royals fundraiser: \$265 from ticket sales and \$713 from chuck a puck.

Because it is very hard to ask one person to sell the tickets, Moira is going to check with Royals to see if in the future we could partner with other schools and sell fewer tickets to more games.

**d. Family Movie Night – Feb 9**

Preparations are underway for Family Movie Night. The pizza and popcorn have been ordered. Kristina noted that we need to increase the amount in the budget because last year the pizza was paid for out of the float. The movie hasn't been chosen yet – we need to put forward 3 movies for the children to vote on. Suggested movies are: Zootopia and Storks. Kernals has also agreed to donate a prize. There will be a popcorn count again this year.

Moved by Kristina to increase the Movie Night budget to \$600, seconded by Brenda. CARRIED.

**A coordinator is still needed.**

**e. Book Fair – Feb 16 – 21 - *Lisa***

The next Scholastic Book Fair will run from Thursday, February 16- Tuesday, February 21. Any Book Bucks from the first fair will be honoured, but no more will be sold. The Book Bucks have been discontinued because it was more complicated than the benefits warranted. Lisa would like to find one or two literacy sponsors to donate for a parent prize draw to attract more interest (since there are no grownups' books at the fair). Lisa would welcome any suggestions for sponsors.

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Lisa has been in contact with Russell Books and they would be happy to work with us on a small fair just prior to the Easter break. The potential dates would be **April 11-13**. It would be a 2 day fair only. Lisa asked the PAC to confirm she can secure these dates.

**ACTION: Kathy to let Lisa know that she can go ahead with the Russell Book Fair April 11-13.**

There was also some discussion of combining the parent book sale event with the April PAC meeting.

**f. Mother's Day Baskets – Alex**

Alex has agreed to take on the Mother's Day Basket fundraiser. She will look into the GardenWorks gift card as an add-on. She will also look into veggie starters.

**g. Spring Fair – June 9**

The PAC is looking for a coordinator to oversee the Spring Fair team. The Spring Fair team will include a volunteer coordinator, stations coordinator, bag bonanza coordinator, food coordinator, raffle coordinator, and donations coordinator. Information sheets will be written up outlining what the different coordinators do. The goal is to have 2 reps from each classroom on the Spring Fair team.

The PAC will be hosting a Spring Fair meeting during movie night.

**7. Program Reports – As needed (*Updates/Feedback/Action Items*)**

**Class Reps, Child Alert, Lice Check, Earthquake Kits, Fruit & Veggie program, Thrifty Smile cards, Facebook**

**Fruit & Veggie Program** – no updates

**Treat Day** – Next Treat Day is Friday, January 27

**Child Alert** – still need volunteer for Wednesdays – request will go in the next e-newsletter

**Lice Check** – there is no coordinator; there was lice reported in one classroom. A team went in and checked the class. Until there is a coordinator, school wide lice checks are on hold. In the meantime, if a teacher becomes aware of a case of lice, the PAC will get a team together to go in and check the children in the class. More information about checking your children for lice and how to treat lice can be found here: <https://www.healthlinkbc.ca/healthlinkbc-files/head-lice>.

**Earthquake kits** – food and emergency toilets have arrived.

**Smile cards** – From Treasurer's report: Thrifty smile cards – the PAC gets about \$95/month. The application was submitted late. A note will be going out to kindergarten and grade 1 classes, and then to the other classes, to remind people to sign up for a card. We project that we will be able to make about \$760. Kristina is still waiting to gain access to the account.

**Facebook** – Gordon Neufeld seminar 'Raising Children in a Digital World' was posted. Moira will post the invitations and posters mentioned at the beginning of the meeting.

**8. Old / New Business**

**a. Chromebooks**

See earlier discussion under Admin Report and Treasurer Report.

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The school is moving to Chromebooks rather than updating Mac lab. The school and PAC have purchased new Chromebooks and a Charging Cart to replace some of the dated MacBooks. This was funded from money (\$2,500) approved and set aside for technology.

**b. Other business/announcements/questions**

No other business.

**Next PAC Meeting: Wednesday February 8, 2017 at 6:30PM**

**PAC Happenings for January – March 2017**

- Tree chipping/Bottle drive – Jan 7
- PJ Day / Treat Day – Jan 27
- Family Movie Night – Feb 9
- Scholastic Book Fair – Feb 16 – 21
- Hat Day / Treat Day – March 3

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**Summary of Support**

**From email sent Dec 10, 2016:**

***As we wrap up 2016, we thought it was time to celebrate the remarkable contributions of the Strawberry Vale Elementary Community.*** The Parent Advisory Council - which includes all parents and guardians of SVE students - has been incredibly successful in our fundraising efforts so far this year. Your hard work has helped enrich our children's education in many ways. Here are a few of the highlights:

**Fundraisers:**

- \$3223 from the Entertainment Book Fundraiser
- \$1872 from the Monster Ball Fundraiser
- \$1042 from the Thrifty Smile Card Program (monies from 2015/2016)
- \$83 from the Mabel's Labels Fundraiser
- \$2341 from the Scholastic Book Fair

**This is how your hard work has supported our school:**

- Provided teachers with \$30 per student to supplement field trips, classroom purchases, and home reading books (\$9210)
- Hosted a Welcome Back BBQ and Potluck with free hot dogs for all families
- Purchased 3 iPad minis with monies raised from the 2015-16 Thrifty Smile Card Program (\$1042)
- Held a Qoola Treat Day
- Contributed \$500 for the Seaquarium
- Paid for the school-wide skating field trips (\$1687)
- Purchased 5 new Chrome Books and a Charging Cart to replace some of the dated MacBooks (\$2476.89)
- Funded the upcoming African Drumming Assembly with World Beat Drumming (\$750)
- Hosted a parent education evening on childhood anxiety with Eagle View Elementary (\$840)
- Provided Mr. Richie with \$2341 in free books for our library (monies raised from the Scholastic Book Fair)
- The PAC was successful in obtaining a gaming grant worth \$6,220
- We have set aside \$7000 to support the next phase of the Nature Play Perimeter Pathway (more information about the Pathway is [available here](#))