

**Strawberry Vale Elementary PAC  
General Meeting Agenda  
Wednesday June 15, 2016 @6:30pm**

### **Call to Order**

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- In attendance: Kathy H, Sarah M, Corwin, Tam, Brenda, Whitney, Jeni, Roberto, Moira, Cindy, and Emma
- Thank you to Cindy and Emma for dinner
- Motion to approve agenda June 2016 meeting: Moira and seconded by Jeni
- Motion to approve amended minutes May 2016 meeting: Tam and seconded by Brenda
- Other business PAC welcome pkg--
  - **Action:** to be discussed by PAC further via emails

### **Invited Guest: Saanich Police**

**Inspector Steve Morgan**

- Strategic plan for Saanich police dept. in process
- Survey input of community re: service levels, priorities, partnerships. Seeking SV help with community based survey (anonymous) to set direction of where we are headed in future. If you give name on survey, you can win one of five IPADs
- In the fall Saanich police will be hosting community groups (to re-contact us) to sit in on focus groups to refine survey data to allow to prioritize future action
- Looking for one representative from the PAC for focus groups (to start mid Sept. early Oct.)
- Survey responses needed by the end of August.
- Inspector Morgan requested that we send the survey out to people on our school email list if able-looking for as many people as possible to complete the surveys
- Action: Cindy to request this message gets out to parents through calendar/e-bulletin
- Action: Kristina (Class Reps:) to send out information with link to survey to parents to encourage them to participate
- PAC to put out in e-bulletin re: survey or send out via email through class reps.

### **Teacher's Report**

- Thank you to PAC for support, field trips, art supplies, playground etc.

### **Admin Report**

**Cindy / Emma**

- Thank you to PAC for all events, etc.
- Kids excited, but some apprehension about change in routine/new transition to summer-many kids upset at transition, end of year fatigue.
- Corwin here with crew (including Dale Cooke-Coast Powerline, Corwin's step Dad, friend Ted, neighbour Gary, etc.) on weekend to do playground big house. Big thank you to Corwin and crew! Thank you again to all parents in school for help to fundraise for garden (\$9000.00) and the big house.
- Garden crop to be harvested at the end of June. In fall kids can treat soil to get it ready for seasonal crops
- Ceremony at 10:45 next Tuesday-ribbon cutting ceremony (Mr. Ross to be here), looking for Aboriginal elder to come and offer a blessing and children with Aboriginal ancestry to participate

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- Time Colonist to do newspaper spread on Strawberry Vale nature philosophy, nature garden, including where we are going with this. CHEK TV to participate as well. **Action:** Cindy to look into coverage for same through CTV?
  - Nature pathway-Deckadance (performances/poetry café, skits, on the stage etc.)
  - Update on available space for next year: We have 307 kids with 13 divisions, we have some space for new students for next year.
  - School wide requests for next year programs
    - a) Tennis program PAC has sponsored \$5.00 per child and parents pay the other half, primary program of butterflies, grade five grad, deckadance (theatre), art start performances sponsor up to \$500.00 so school can share the cost.
- Action:** Kristina to send out above requests to class reps  
**Action:** Cindy to ask Mrs. Noakes to put in bulletin

**Executive Update**

**Kathy**

- Kindergarten Orientation– got emails and names of parents there; invited them to Welcome Back BBQ and to 1st PAC meeting in September
- Kathy gave sign out sheets and handouts for back to school barbeque and PAC
- Budget update – still reviewing. Jeni presented
- **Action:** PAC members to vote on budget in fall

**Treasurer's Report**

**Jeni**

- Lot of expenses to be signed
- Fun day receipts done
- Grade five luncheon is getting underway and it is looking like it won't be as expensive as originally expected.
- Staff luncheon-invoice is in, waiting for decorating portion
- If putting on an event, please hand in receipts within a week of the event
- In Sept. Jeni to get names of people who are organizing events and send info re: paperwork/receipts and follow up so people are aware in advance of what is needed (receipts need name on them please)
- Jeni to get breakdown for fun day and what the budget was (went over the budget for this, but plans to make up the money with grade five grad)
- Sheet for parents/organizers to fill out expenses (claim form) in past was not used by parents historically
- **Action:** Jeni to try expense claim form again in September

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

**~7pm**

**1. Book Fair--Lisa-- See attached review for book fairs 2015-2016**

**Action:** Kathy to attach with these notes

- Russell Books (we get 30% from them) is it possible to re-negotiate with Russell Books (Lisa okay with member of PAC to request same)
- Would like to do two book fairs and to determine which time slots for each provider
- November for Russell's Books and Scholastic Fair in February
- Will only having one book fair with scholastic negatively impact our profit?
- Book Buck system for vouchers to be spent at the fair (i.e. offering booth at monster ball, welcome back bq, etc) to include donation box

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- Looking at additional ways to encourage for donations for teachers (i.e. kids to write name and division on the wall as an incentive)

**2. Fun Day—Maddie, Basanta, Kamal**—sounds like kids had a good time. Got thank you card from Div 5 today.

- Lessons learned: We went \$40 over budget and could have bought more face paint. An extra \$100 for the next Fun Day was discussed, but it seems it may be helpful to look for more donations instead. Face painting was very popular.
- **Action:** Jeni to provide break down of details of what was spent to inform future budgeting for this.
- Ideas for next year: water station or bins for water bottles; more help coordinating Colquitz kids; misting station if hot out
- **Action:** Are there PAC Thank You cards that could be used to thank the preschool, for their power, and Cannor Nursery for their donation?

**3. School Supply orders—Alex**

- notification went out to parents June 6; had challenging time with Staples – new person in the job- **Action:** Kathy to call and follow up

**4. Staff Appreciation Luncheon—Kristina, Kathy –**

- beautiful decorations – thank you to Franziska (saw her take some pix – can we get copies?), great food – huge thanks to Mike and Kristina!!  
**Action:** Kathy to request copies of pictures to put on facebook page.

**5. Grade 5 Luncheon—Kathy**

- meeting June 16 after school; coming together; more info to follow.  
**Action:** Kathy to request to let volunteers know where and when they will be needed. Photo book and Photo Op station may need volunteers

**6. Entertainment Books—Brenda**

- Met with Jamie (Ent book Rep) signed on to do in Fall. Theme this year is “The Secret Life of Pets” (theme for prizes). Profit margin \$12.00 per book. Looking for new vendors for the book—any vendors we would like to see in there? (i.e. Crooked Goose, Trampoline park, etc). Goal for selling books: 345 (based on a little more than last year). To do similar raffles and prizes/incentives (i.e. principle for a day, extra long recess). New this year: if up to 25 books sold: prize is a drone. Books to arrive week of Sept. 12. Campaign to start week of Sept. 20.  
**Action:** Sarah to talk to another parent about this).

**7. Welcome Back BBQ**

- need to approve \$500 and find a coordinator; what about the Grillverado (Cindi)?—needs to be booked by April. **Action:** Kathy to call Jenner to look into booking.
- Move to approve budget for bbq: Moria and seconded by Brenda. None opposed.
- Coordinator suggestions: **Action:** PAC: to be discussed via email?
- Suggestion to have PAC table at welcome back Barbeque to give new parents a chance to see what we do, make it more real. (this has been tried historically-but this tends to be more of a social event). Pictures on bulletin board re: what PAC does, pasting pictures of PAC organized events into e-bulletins, take pictures of events, with writing and put on TV monitor, pics on website if approved by parents  
**Action:** PAC to arrange to do above prior to this event?

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**8. Royals – Moira**

- Motion to approve pending expenditure to buy \$3000.00 for tickets (will know if approved by August)-Moira made motion, seconded by Roberto. 10 in favour, none opposed, one abstention
- We need to continue to work on ticket sales
- Hope to get an earlier game (i.e. post Christmas game)

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

- Class Reps, Child Alert, Lice Check, Earthquake Kits, Fruit & Veggie program, Thrifty Smile cards (Jeni taking over)
- Smile Card Program: Approved up to \$2300.00 per year. We are close to \$1200.00 this year. This has allowed us to purchase iPads. The money to be held aside for the purchase of these items. We have to use it for whatever item we specify on the application, and we can change the item when doing application each year. Application needs to be done in summer months as it starts in Sept. Email sent by Thrifty's to let us know when to reply. **Action:** Brenda to pass on information to Jeni.

**Old / New Business**

~7:30pm

- Fundraising Review Committee—*Moira, Jeni, Kristina*
  - No news/Status Quo
- Parent Education & Parent Education Fund—*Brenda & Kathy* –
  - Brenda met with the rep on Thursday; still looking for replacement coordinator
  - Last installment applied for, we should find out at the end of June regarding status of this
  - We need to spend this money, as it is offered in good faith and we need to use it
  - Can we partner with another school—that has a person who wants to organize it and we join in and offer our parents and money?
  - **Action:** Brenda to check with friend on Eagle View PAC VP, Jeni to check with Tillicum
  - Mental health as theme for parent education? To be booked for Sept. Oct. \$500.00—**Action:** Sarah to look into this
- Treat days – a number of parents have approached executive to request going back to pizza days.
  - Staff liked the Quoola/Treat day attached to Spirit day
  - Could this be simplified? What if it was just a piece of pizza with no packaging, no drinks, etc. to allow parents a break.
  - **Action:** Cindy to approach staff about suggestion to simplify meal with pizza only
- Recognition – Lenny's gift – at year-end assembly; Unsung Heroes award, Staff departures---All of this is done and ready to go
- PAC newsletter- **Action:** PAC--to be discussed via email
- Recognition cards-ran out of those ordered two years ago—can we order or print more? **Action:** Cindy to check with Karen re: copywrite

**Next PAC Meeting: Wednesday September 14, 2016 at 6:30PM**

**PAC Happenings for June - September**

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Fun Day – afternoon of Friday June 3<sup>rd</sup>

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School Supply orders – First week of June (delivery in  
September)  
Staff Appreciation Luncheon – June 10<sup>th</sup>

Grade 5 Luncheon – June 22<sup>nd</sup>  
Welcome Back BBQ—Sept 22<sup>nd</sup>