

**Strawberry Vale Elementary PAC  
General Meeting Minutes  
Wednesday November 9, 2016 @6:30pm**

**Call to Order**

6:30pm

**A. Welcome / Introductions**

In attendance: Sarah, Kathy, Corwin, Cindy, Emma, Roberto, Kristina, Moira, Brenda, Mathew Martin, Jeni, Ann George

**B. Approval of agenda: November 2016 meeting**

Motion to approve agenda: Sarah, seconded by Corwin

**C. Approval of minutes: October 2016 meeting**

Amendments: Classroom Fund change to \$9210.00

Amended Oct. GM minutes approved by Roberto and seconded by Kristina

**D. Correspondence/Feedback**

**Teacher's Report Ann George**

- Staff meetings: PAC reports very much appreciated, helpful as per all teaching staff
- Change in PAC funds-flexibility very much appreciated, including some workshops coming in to the schools
- Composting workshop with Kindergarten Kids to be featured by Vital People on Check News

**Admin Report Cindy / Emma**

Cindy:

- Technology Project in classes: 3.5 weeks of carpenters, electricians in the school to set up large screens and projectors, ports for various technology for projectors, this is almost complete
- Enrolling teachers now have district lap tops Both were district initiatives.
- **Action: PAC** to send letter to district thanking them for this initiative
- Wild School Program Cindy and some teachers looked at dev't of this program, looking at where we are going and looking at a water piece option to add
- Nov 18 pro d Day, some teachers, Cindy to go to two day conference all on technology
- Budget priorities: from district (sheet to be sent out to PAC electronically by Cindy) asking PAC to provide input re: budget priorities for the school. **Actions: Cindy to send out, PAC** to respond to same. Submissions due end of November. (looking at philosophy and goals)
- Nature Pathway: painter here today to look at garden sign with wording shared at Lenny's retirement assembly.
- Thanks Corwin: for bringing in rock to go in entrance of the pathway

Emma:

- Earthquake kits: purchased toilets in a bag and ordered food for first day. And to order more in a year to ensure not expiring same time, also radio flashlights, which will also charge cell phones, (1) and one solar powered flashlight
- New report cards coming (CSL) follows typical report cards, now some classes using Fresh Grade (for these parents the term one and two will be using this program). Term three will be traditional report cards for all students.
- Emma went to the Heart and Mind Conference in Vancouver---Dr. Dzung Vo---meditation, mindfulness, sleep, movement--very helpful conference

**Executive Update**

Kathy / Kristina

**Strawberry Vale Elementary PAC**  
**General Meeting Minutes**  
**Wednesday November 9, 2016 @6:30pm**

**A. BCCPAC membership**

BCCPAC membership was offered for free—Kathy signed us up

**B. Parent Education Fund:**

SVE submitted a Joint Parent Education Fun grant with Eagle View for \$250/each. The grant was approved and the district will issue a cheque for the total amount of \$500 made out to SVE, since we wrote the cheque for the full amount of anxiety workshop (\$840). Jeni should receive the cheque within a couple weeks.

**C. School-wide PAC funding**

- Updates from Executive Meeting on School-wide PAC funding:
  - Exec approved \$500.00 for Seaquarium (this was approved at previous meeting)
  - At the executive meeting, the members identified funding school wide student experiences as a priority. They would like to see some of the monies raised at the Spring Fair allocated for a school wide student experience for the 2017-18 school year. **Action: An executive member** will attend the Nov 16<sup>th</sup> staff meeting to solicit suggestions for potential student experiences from the teaching staff. Teachers can make suggestions to be brought to the PAC as options for next school year.
  - At the executive meeting, the PACs ongoing support of the Nature Perimeter Pathway.
- **School wide student experiences:** one suggestion is an African Hand drumming assembly for the entire school (all students participate, show features 40 instruments from around world, and the show promotes cultural diversity, linguistic skills and respect in a fun and educational manner). The cost is \$750.00 for this experience. Link for more information: <http://worldbeatdrumming.com/> Moira moved and Brenda seconded to approve this amount to fund this experience (all in agreement/no oppositions/no abstentions) **Action: An executive member** will bring the drumming event forth to present at the Nov 16<sup>th</sup> staff meeting. Once teachers are made aware of the event, Kristina will put Mr. Martin in touch with the presenter (Jordan of World Beat Drumming).
- **Art Project** this year for the garden (large mosaic) all students will help to create tiles and help put together mosaic to put together additional instructional place (Francisco and Dean coordinating this). Mosaic: needing \$2000.00 (high end estimate-likely to be less than that)
- **Art Start and Tennis:** school wide activity—(tennis: \$10.00 per student/Art Start: \$500.00/Nature Pathway: \$6000.00-approx) See below for additional information on this.
- **Skating Funds:** \$1500.00 (covered by gaming) Motion for this fund to be approved by Kristina seconded Brenda nobody opposed, no abstentions
- **Thrifty's money** can be used for things other than technology, but we can have some flexibility to be determined as PAC how to spend these funds (we can earn up to \$2000.00, depending on how much we raise). **Action: Kathy** to table discussion on use of Thrifty Smile Card funds for future PAC executive meeting.

**D. Budget: (please see attached)**

**Strawberry Vale Elementary PAC**  
**General Meeting Minutes**  
**Wednesday November 9, 2016 @6:30pm**

- **Amended Budget:** Motion (by Kristina and seconded by Brenda/ one abstention, nobody opposed) to approve all funds (*in principal*) in budget as amended ([see below/attached amended budget](#)), except specific funds that have been approved previously or during this meeting (i.e. tree chipping, skating, deckadence and drumming).
- **Nature Pathway:** paperwork complete at board office. Motion to approve (up to) \$7000.00 for completion of nature pathway by Corwin seconded by Kristina, nobody opposed, no objections one abstention **Action: Corwin** to confirm proposed material costs
- **Amount Owing:** We still owe \$3000.00 to school should be added to outstanding commitments (from General). Aiming to pay this amount in Jan/Feb 2017.
- **Reserve Fund:** reserve account has been described in budget

**Budget (see Appendix)**

- Artist in Residence (literacy): Cost unknown-costs approved in previous years were \$650.00-\$1000.00
- Butterfly Kits: \$200.00 (approx)
- Classroom Funds: \$9210.00 (approved already)
- Entertainment books: \$3582.00 (approved already)
- Family Movie Night: \$300.00 (approx)
- Fruit and Veggie: \$50
- Fun Day-every second year
- Grade five grad \$500
- Monster Ball \$1585.00 already approved
- Mother's Days baskets: \$1600.00—check in with Alex
- Office Admin: \$100.00
- PAC miscellaneous \$200.00
- Parent Ed—approved \$800 changed to \$840—amount has been changed to reflect additional taxes..this has been done already
- Projects: Nature Pathway: \$7000.00 (approved-see above)
- Royals Chuck a Puck: \$2160.00 (up to \$3000 approved previously)
- Russels Book Fair \$50.00
- School Supply Orders: --
- Seaquarium \$500.00
- Smile Card Purchase: \$1000.00 (up to \$2000.00) depending on how much is raised.
- Spirit Day Treats: \$3500.00
- Spring Fair: \$3200.00
- Staff appreciation luncheon: \$400.00
- Student Enrichment: \$750 (drumming)
- Tech Replacement Fund: \$2500.00 (gaming)
- Tree Chipping and Bottle Drive: \$50.00
- Welcome Back BBQ \$235.00-already voted on and approved
- see amended budget for additional information

**Treasurer's Report**

See separate Treasurer's Report

Jeni

**Strawberry Vale Elementary PAC**  
**General Meeting Minutes**  
**Wednesday November 9, 2016 @6:30pm**

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

**A. Entertainment Books—Brenda**

Profit \$3223.00 includes a budget for some prizes to be awarded  
Rachel hopefully to take this on as coordinator for next year??—we have committed with this fundraiser for next year (we have until June 1 to change our minds)

**B. Monster Ball – Oct 20 – Kristina**

Gross Income was \$3456 and our Net Profit was \$1871!

Feedback from families:

- 1) More clarity in the parent communications regarding the no mask and no accessory policy
- 2) Have a parent at the gym exit to prevent children from hanging out unsupervised outside
- 3) Have more pizza ordered during first drop-off
- 4) Ensure volunteers are being spelled off (some people worked extended shifts because of volunteer no shows)
- 5) Thank you teachers for attending this event
- 6) Highest grossing year!

**C. Scholastic Book Fair – Nov 3 to 8 – Lisa**

Went smoothly, volunteer roster filled up faster than previous years.

**D. Parent Education – Nov 7 – Sarah**

Successful event

Huge Thank you to Sarah for coordinating this very important event.

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

- We have confirmation from Barlett, Moira to book Bottle Depot
- Colleen Neves to help oversee on day of event, but we still need a parent to coordinate (Jan. 7)—Corwin to support (not coordinate) **Action: PAC** to solicit a coordinator for this event
- Food to be brought in for lunch

**F. Victoria Royals – Nov 15 – Moira**

- Sold 30 of 60 tickets, will do another push for e-bulletin and directly through class reps.
- Need 15 volunteers for the night of the game. (12 so far)
- We get 100% of chuck a puck money—this is good fundraiser (not gaming money)
- Prizes: Leslie \$50.00 gift basket from Kernels, and movie passes, Leslie giving \$150.00 worth of coupons (2 for 1)
- Smaller winnings (Jiffy Lube coupons)
- float \$60.00 each (10 floats—**Action: Jeni** to organize)
- all volunteers: meet at back door at 5:30 (volunteers)

**G. Spring Fair**

\$3200.00 funds needed based on previous years.

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

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

**Strawberry Vale Elementary PAC  
General Meeting Minutes  
Wednesday November 9, 2016 @6:30pm**

- Child alert-in process of training more volunteer
- Lice Check-good till January
- Smile Cards: \$98.00 to date earned
- Earthquake Kits—many people ordered online, very customer friendly
- Parent Fundraising Idea : hobby fair (in 2017)-Kathy to get parent in contact with Emma
- Corwin attended Saanich Police Strategic Planning Focus Group: Corwin only member from a PAC, very well attended otherwise, all results to be presented (all who attended to return) and questions for this given to (action) PAC for us to fill out and to be emailed to Corwin.
- Otherwise, nothing to report on others

**Old / New Business**

Other business/announcements/questions---nothing to report

Next PAC Meeting: Wednesday January 11, 2017 at 6:30PM

PAC Happenings for November 2016–January 2017

Scholastic Book Fair – Nov 3 – 8

Crazy Hair Day/Treat Day/Report Cards – Nov 25

Tree chipping/Bottle drive – Jan 7

PJ Day / Treat Day – Jan 27

# Strawberry Vale Elementary PAC

## General Meeting Minutes

Wednesday November 9, 2016 @6:30pm

### Appendix - Approved Budget 2016/2017

STRAWBERRY VALE PAC		2016/2017	FINANCES	
	Proposed figures based on historical data - Nov Exec Meeting	Budget figures presented at Nov General Meeting	Notes from November Meeting	Items that were voted on (in the end the budget was voted on in its entirety)
<b>INCOME</b>				
Entertainment Books	\$ 7,799	\$ 6,885	modified to use exact number from event	
Family Movie Night	\$ 1,433	\$ 1,400	rounded for ease of explanation	
Gaming grant	\$ 6,100	\$ 6,220	modified to use exact number from event	
GIC\Bank Interest	\$ 79	\$ 75	rounded for ease of explanation	
Monster Ball	\$ 2,050	\$ 3,457	modified to use exact number from event	
Mother's Day Baskets	\$ 2,249	\$ 2,200	rounded for ease of explanation	
Parent Education Fund	\$ 255	\$ 500	updated to include \$250 for 2016/2017 from PEF grant and \$250 from Eagle View (there is an additional \$500 carried forward from 2015/2016--not shown)	
Royals Chuck a Puck	\$ 5,776	\$ 3,210	modified to use projected number for chuck a puck; \$2210 was also added to the \$1000 to reflect gross projected income instead of net	
School Supply Orders	\$ 188	\$ 188	exact number from event	
Spirit Day Treats	\$ 7,208	\$ 3,276	modified to use number associated with Qoola treat days rather than full fun day lunches actual number updated from deposit	
Spring Fair	\$ 11,823	\$ 12,000	rounded for ease of explanation	
Thriftys Smile Cards	\$ 1,143	\$ 1,150	rounded for ease of explanation	
Tree Chipping & Bottle Drive	\$ 1,190	\$ 1,200	rounded for ease of explanation	
<b>Total Projected Income</b>	<b>\$ 47,293</b>	<b>\$ 41,761</b>		
	Base number from Treasurer	Figure presented at Meeting	Notes from November Meeting	on (in the end the budget was voted on in its entirety)
<b>EXPENSES</b>				
Artist in Residence - Literacy	\$ -	tbd	tabled for later discussion	*
Butterfly Kits	\$ 187	\$ 200	rounded for ease of explanation; approved	*
Classroom Fund	\$ 9,210	\$ 9,210	previously approved 307 students * \$30	
Entertainment Books	\$ 3,874	\$ 3,582	modified to use exact number from event outstanding cost of pizza for 2 divisions still to be paid (Nov 30, 2016)	
Family Movie Night	\$ 273	\$ 300	rounded for ease of explanation; approved	*
Fruit & Veggie Program	\$ 34	\$ 50	rounded for ease of explanation; approved	*
Fun Day	\$ 313	\$ -	removed - event is held every second year	
Grade 5 Grad	\$ 463	\$ 500	rounded for ease of explanation; approved	*
Monster Ball	\$ 279	\$ 1,585	modified to use exact number from event	
Mother's Day Baskets	\$ 1,593	\$ 1,600	rounded for ease of explanation; approved	*
Office & Administration	\$ 106	\$ 100	rounded for ease of explanation; approved	*
PAC miscellaneous	\$ 185	\$ 200	renamed from 'social'; expense is for things like meeting costs; approved	*
Parent Education	\$ 24	\$ 840	modified to use exact number from event	

**Strawberry Vale Elementary PAC**  
**General Meeting Minutes**  
**Wednesday November 9, 2016 @6:30pm**

EXPENSES	Base number from Treasurer	Figure presented at Meeting	Notes from November Meeting	on (in the end the budget was voted on in its entirety)
Projects	\$ 3,060	\$ 7,000	up to \$7000 was approved in principle for the nature perimeter pathway; the original amount was a placeholder until we decided what we were going to fund - the original amount Cindy noted for Deckadence was \$6000 (prior to estimates)	<b>*</b>  after this line, the PAC moved to approve the budget as a whole
Royals Chuck a Puck	\$ 1,074	\$ <b>2,210</b>	modified to use exact number from event - \$50 was added to the \$2160 to account for the \$50 prize package Moira is going to purchase; originally approved \$3000	
Russell Books Book Fair	\$ 37	\$ 50	rounded for ease of explanation; approved	<b>*</b>
School Supply Orders	\$ -	\$ -	no cost associated with orders	
Seaquarium	\$ 510	\$ <b>500</b>	modified to use exact number	
Skating	\$ -	\$ <b>1,500</b>	new expense approved at November meeting	<b>*</b>
Spirit Day Treats	\$ 6,680	\$ 3,276	modified to use number associated with Qoola treat days rather than full fun day lunches paid out in 4 instalments of \$819 o We have paid one \$819 instalment for Nov 25 Treat Day already and have 3 more instalments yet to be paid for Jan 27, Mar 4 and May 5	
Spring Fair	\$ 3,204	\$ 3,200	rounded for ease of explanation; approved	<b>*</b>
Staff Appreciation Luncheon	\$ 418	\$ 400	rounded for ease of explanation; approved	<b>*</b>
Student enrichment	\$ 1,409	\$ 750	e.g., Drumming, tennis, art start, artist in residence - previously named 'Artist in Residence'; approved \$750 for drumming event	<b>*</b>
Tech replacement fund	\$ 2,500	\$ 2,500	from gaming reserved fund	
Thrifty's Smile Card Purchase	\$ 1,088	\$ 1,000	up to \$2000 depending on how much is raised	<b>*</b>
Tree Chipping & Bottle Drive	\$ 31	\$ 50	rounded for ease of explanation; approved	<b>*</b>
Welcome back BBQ	\$ 235	\$ <b>165</b>	\$50 gift card received from Save On Foods \$50 gift card received from Quality Foods \$40 for buns from 6 Mile Bakery	
<b>Total Projected Expenses</b>	<b>\$ 36,787</b>	<b>\$ 40,768</b>		
Projected Surplus (Deficit)		\$ 993		