

September 24th, 2018 VCE PAC Minutes

Attendees: Kalinda Napper, Ashleigh Preston, Philippa Ainsworth, Michelle Roberts, Jen Bayley, Liz Woodsworth, Jason Page, Kim MacLeod, Sabrina, Kyla Drever, Magda Kiauka, Maia Mardon, Stephanie Bowler, Chris Green, Hardeep Sekhen (Treasurer) Cathy Jester (PAC Vice Chair), Carolyn Green (PAC Chair), Lynne Bouchard (VCE Principal)

Meeting: 6:10 - 8:00pm

June 2018 Approved Minutes: 1st Kathy & 2nd Kalinda (amendment to add attendees list-ops!)
Agenda Approved – 1st by Jen & 2nd Maia

Round Table – Introduction of 18 attendees.

Principal Report -

- Kindergarten mini-days a success, students eased into new environment and explored school wide.
 - VCE Community Event-a new event with family groupings-went well-posted in hall continued work in classrooms.
 - Terry Fox-excellent- we raised over \$450 so far.
 - Living Classroom-should have a team by the end of this week.
 - Student Leadership with both 5/6 classes.
 - SIP-Critical Thinking continues-classroom strategies (common language)+ Collab day for teachers
 - 5 new teachers joined the VCE community-very excited, great energy and ideas to share with an already great team.
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PAC Discussions –
(see next page)

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Area of discussion	Info/Decision	Action/ Person	Voted	Tabled
PAC info	<p>Summary of what PAC is & does</p> <ul style="list-style-type: none"> - Voting - Spending - Fundraising <p>214 Children at VCE Limited number of volunteers Less funding than other schools from SD48 due to number of children; current focus on fundraising Monthly (ongoing) fundraisers + the bigger ones Volunteer sign up sheet shared around</p>	n/a	n/a	n/a
Communication	<p>Raise questions and issues with the teacher first or with the Principal if not PAC related Carolyn is going to need support this year due to personal commitments Current: PAC updates are communicated by e-mail (Muff), Facebook, newsletter, bulletin board & SD48 PAC page. Are there ways to simplify the process & increase reach? Apps to support? Team Snap could be set up for this to support the sign up for each events in advance. We could use sign up.com (what is used for carnival planning) & people are familiar with this, but is not an app *Remind App can be used for more broad based requests & communication but we need someone to take this role on (can also be preloaded to release information at set times). People have liked & used Remind in past years. Some teachers use it already PAC would like to have a longer forward view of what is coming up</p>	<p>Action: Lynn to add May and June Minutes to the Website</p> <p>Action: Chris G to look into Team Snap, other apps & platform options; Sign up.com</p> <p>Action: Carolyn to work on updating a longer future view of what is coming up. (**sign up.com uses a calendar view)</p>	n/a	Will discuss apps/platforms at next meeting with more info. See if anyone can take on this role
Hot Lunch	Once per month – requires coordination	Will post to FB and other platforms	n/a	n/a

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	<p>Michelle needs more consistent help with execution on the day of, and also happy to hand over reins if someone fresh wants to take it on. A new person could also search out new partners if inclined- Fresh Slice / Freshi are on the books already</p> <p>Volunteers needed on the day: 9:30 – 11:45: pick up and drop off 11.45-12.45: portion out food/fill class orders/delivery class orders/clean-up</p> <p>Can be covered in a work lunch break to support. Usually about 8/year (monthly minus winter and spring breaks and June for Sports Day)</p>	<p>putting out a call for more people to get involved- Michelle to sketch out what is involved in executing Hot Lunch Day</p>		
Hotlunch	<p>Voted on renewing the hot lunch software at approx \$350/year. Makes Coordinators life very easy and don't have enough volunteers for another option</p>	<p>Decision – To continue using Hotlunches.com to support the Program</p> <p>All in Favor</p>	PASSED	
Popcorn & Hotdog Days	<p>Popcorn Day: 1st wed of every month – 10.30-1pm. Could this be switched to Tuesday 100% profit (all donated supplies) – great fundraiser & kids love it Another volunteer is needed to support</p> <p>Hotdogs (\$2): All \$ is proceeds as food is donated from Nesters. Runs 7-8 times/year. Unless there are new volunteers this cannot be continued due to time availability – time consuming – like Hotlunch except we also make the food (9:30 – 1:30pm approx) *kids love this day, and parents love it too since they don't have to prep lunch that day</p>	<p>Christine & Yui to take on Popcorn Day *Thank-you to both* If others are interested in being back up volunteers this would be appreciated</p> <p>Jen to sketch up what is involved, # of people needed & will post to various communication platforms to put call out for volunteers to continue this fundraiser</p>	n/a	n/a
All fundraising activities	<p>Discussion about having more detailed volunteer descriptions for all volunteer sign up. Discussion about</p>	<p>Action: Each current or recent past volunteer who has coordinated a</p>	n/a	n/a

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	best to send reminders. Idea to use same volunteer app as Carnival used to have the descriptions there. It would hold people more accountable and have reminders.	fundraising event/day asked to do a sketch up describing how to execute each so that it can be passed off or better shared with full communication of what is required		
Skinny Lunches & Breakfast club	Via Facebook it seems that both are now running smoothly & no further coordination is required, but back up people would be appreciated (in case someone is sick or otherwise unable). Skinny lunch meals/snacks are picked up each day from Helping Hands (downtown) and dropped off at school before 10:30AM. This is being done by a few volunteers. Breakfast club also fully staffed with volunteers, but back ups people would be appreciated- Contact Jill Elliot (coordinator) to put name forward. Breakfast club running in gym this year.	Action: Carolyn to update the group on who is currently coordinating the skinny lunch program	n/a	n/a
Living Classroom – Harvest Festival	Harvest Festival – Giving Thanks Theme Sunday 14 th October - 11-2pm Need full roster of volunteers to help coordinate and run event.	Carolyn and Georgina will write up volunteer descriptions Cathy will post this request to FB.		
X-mas Rummage Sale	Need volunteers for this to help with the coordination going forwards			
Santa Letters	Are we going to continue with this? Takes a lot of volunteer hours to support with individual letter responses. More successful last year doing it over different days @ different people's houses. Or do we send them to Canada Post like other schools? Personal letter responses VS generic responses.			Tabled for further discussion
Spring Fling	Need volunteers to create and coordinate if we want this event – it didn't happen last year due to lack of coordination volunteers. Going forward next year, maybe a Halloween dance instead?			
Carnival	The date for next year is May 24, 2019 (based on Sports Day & Camp Summit). Carnival committee has already met			

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	<p>this year- will be ongoing if anyone else wants to get more involved with this huge PAC fundraiser well before it starts running</p>			
<p>Tabled items from 2017/18: Banquet Tables</p>	<p>Banquet Tables have been ordered and arrived at VCE. They were paid for by the school not the PAC</p>			
<p>Tabled Items</p>	<p>Storage – PAC room needs to be inventoried. What do we need to keep / give away? Outside storage will be used for outdoor tools and equipment Questions raised about where we are going to store Carnival equipment and other items. Need to look into options for additional storage container as Carnival will require more space if there are more games developed</p>	<p>Who will work on doing PAC room inventory?</p>		<p>Do we need container storage in time for Carnival?</p>
<p>Treasurer Update</p>	<p>Hardeep to share accounts \$35K raised last year (\$14K spent) Next meeting is the budget review with voting on expenditures Went over fundraisers with big payoffs over smaller ones- workload discussion & also things the kids appreciate about smaller fundraisers. Silent Auction was big fundraiser last year but need other people to work on it this year (and more than 2 people)</p>	<p>Need to put the call out for Silent Auction via communication platforms as well</p>		
<p>Sensory Area</p>	<p>Sensory area in the playground is an area of interest to be discussed as part of the budget discussion Painting the container could be considered as part of this. Could be considered as part of the Critical Thinking.</p>	<p>Action: Kyla to send Lynne link on sensory play areas and the science behind this. Carolyn to send Lynne Ciara, local mural artist and art teacher.</p>		
<p>Sports Programs</p>	<p>District wide sports events are run through the school by teachers who volunteer their time. If parents would like to assist, contact Lynne or teacher running the program. Is there a way to communicate better about the sports</p>	<p>Encourage parents to watch in School newsletter</p>		

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Sports Programs	District wide sports events are run through the school by teachers who volunteer their time. If parents would like to assist, contact Lynne or teacher running the program. Is there a way to communicate better about the sports Programs to keep parents in the loop of what is going on and coming up? During school vs After school	Encourage parents to watch in School newsletter		
Living Classroom	More people are needed to support this space. Trail and garden maintenance is required and usually obtained through 3 x community events. Now the school is taking more of it on ex. garden beds and Helping Hands Kim McLeod has been weedwhacking etc over the summer to help maintain. *Thank-you Kim! And all the summer garden caretakers* VCE are also getting willow reading nooks at the school	Action: Lynne to follow up with staff sign up. Carolyn to follow up with Lynne and understand a little more about Helping Hands this year. Use communication platforms to put out calls for more involvement with Living Classroom events etc.		
Nature Club	Afterschool activity \$50/session every 2 weeks. Quest University students come and teach the kids, play games and do crafts with drinks and snacks This will be voted on at the next budget meeting for long term Program This also requires a parent volunteer 3.15-4.30pm Vote on \$100 for pay for 2 Oct sessions ie. before budget meeting. Voted in favour of running Nature Club for October	Action: Carolyn to which day of the week it can be with Katie from Quest Put out call for parent volunteers on communication platforms	Yes to continue with Nature Club in advance of next budget meeting	Tabled to be voted for whole year next meeting
Wheelbarrow and	Shed on hold for now.	Magda's husband has donated a		

Next Meeting: Monday, Oct 15th \$BUDGET MEETING\$ – LOTS OF VOTING ON SPENDING