

MINUTES

McKenzie Elementary School PAC Meeting

Date | time 12/11/2019 6:30 PM | *Meeting called to order by* Lisa May

In Attendance

Lisa May, Tracy Len (Recorder), Jodi Longstaff, Shelley Pugh, Lana Hansen, Arlene Salido, Joanna Snow, Sunny Jun, Lauren Hudson, Debbie Bowden, Angela Zhang, Kristine Kusnyerik, Sophie Macdonald, Gulwinder Singh

Presidents Report – Lisa May

- Adopted last meeting minutes with Special Food Day report. Motioned by Lisa, seconded by Lana, Passed.
- Lisa will try to e-mail teachers from the PAC address opposed to her personal one.
- Mike Coles-Webb has offered to donate a new latch for the earthquake shed.
- Thanks to Volunteers who took on Freezie Friday, Movie Night and Santa Shoppe.
- Thank you to everyone for coming out to meetings and being supportive of the new executive.
- Lisa read special food day report (attached).

Treasurer Report – Shelley Pugh/Lana Hansen

Reviewed current financials (attached), noted a small surplus that we'll need to discuss at the long-term planning meeting as to where that may want to be allocated.

Old Business

1) Frozen Freezie Day

- Lisa will replace popsicles for Lisa Schneider, PAC may need to find alternative freezer space
- Thank You card was sent to Lisa Schneider for lending us her popsicles.
- Profit was \$38.81

2) Movie Night

- All went well, Feedback from Parents to put out more chairs
- Profit was \$208.36

3) Santa Shoppe

- Positive Feedback from Parents/Staff
- A little short on Volunteers due to illness, there were a few adjustments to schedule to accommodate
- Profit was \$1283.52
- Parent Feedback was shared to regarding the negative environmental impact of Santa Shoppe items
- Jodi has agreed to take on Santa Shoppe as the lead for 2020 and will explore some ideas to increase efficiency for next year. More discussion on plans to happen in the New Year.

1) Special Food Day – addressed during President’s report

2) Winter Concert – Thursday Dec 19th 1:30pm & 6pm

- Lisa has 3-5 minutes of talk time to remind parents of Country Grocer Program & introduce herself
- Lisa will be selling candy canes and will have some information on PAC funding for attendees to read

3) Tree Chipping- Jan 4 & 5 10-2pm

- Online Marketing & Signage is up, posters are available with those who want to help spread the word
- Poster will be included in our last newsletter and has been shared with our family of schools
- Tracy (event lead) will be in touch via email to those who volunteered for tree pick up over the holiday (once list has been confirmed, Jan 2/3)
- Sign Up Genius is out

4) Parent Education Night

- Lauren Hudson (event lead) has been working with Strawberry Vale, Eagle Ridge & Marigold to co-ordinate pool funds to talk about Internet we would host & open to all parents, joint promotion.
- Speaker Options Include;
 - Merlin Horton of Safe Online ’s fees are \$750 plus travel/accommodations which would be more than the combined grants.
 - Brad Rudner Graduate Student, Department of Child & Youth Care: Excessive Screen Time, the Internet, Video Gaming and Social Media: Misused and Overuse (UVic Speaker’s Bureau with lower fees TBA)
 - Dr Ulrich Mueller, Department of Psychology, Electronic Media and Young Children: Positive and Negative Effects on Development (UVic Speaker’s Bureau with lower fees TBA)
- Was working on Jan/Feb date but if the later speakers with lower fees are chosen we may need to look at alternative dates (School needs at least two weeks’ notice)
- Another option if more than one session could be offered: Anxiety/Anxious Behaviours or Mental Health, Julianne Richards was very well received when she spoke on Childhood Anxiety in 2017

5) Long Term Planning Meeting

- Lisa offered to host. Booked for the evening of Jan 24th, 2020.

6) Movie Night

- Move to Feb 21st, 2020 as the original date is the Family Day long weekend
- Sophie MacDonald will be the event lead
- Idea to try pre-ordered pizza/movie tickets through special food day system to gauge demand, speed up processing
- Kristine Kusnyerik will order the pizza & investigate using the system

7) Board Game Night

- Tentatively date of Jan 31, 2020.
- Meaghan Elliot (event lead) will check dates with Board Game Café.

Teachers Report – Arlene Salido

- Preparing for Winter Concert, first year where we are soliciting a ticket donation. Evening Performance is sold out.
- PAC Funds were spent on Junior Choir Shirts, Funds from donations will likely be used for bussing and hopefully with enough to replace aging (and expensive) instruments. The Grade 2/3 Group's entry has made it into the finals of the CBC Music Class Challenge!
- Concerts at City Hall for Senior Choir & The Legislature for the Junior Choir which the kids are really looking forward to.

Administrator's Report- Sunny Jun & Joanna Snow

- All upholstered furniture in the school will need to be removed due to Fire Regulations likely by end of this school year. This includes all the chairs in the library and couches. As a school community we will need to investigate how to fund these replacements.
- Four new students, one started last week, three in Jan and 2 International Students from South Korea (fee paying) in February.
- Maker Fair funding has been approved and the fair will take place in May. Maker Fair allows parents/community members to run booths to showcase their trades/crafts to students with a hands-on activity. More info will be shared when Fair planning begins.
- Laurie Bailey (School Counsellor) is taking on the Kindness Tree Project in Feb will tie into Pink Shirt Day/Jump Rope for Heart. Students will make a heart for the Kindness Tree, hearts can be purchased with proceeds being donated to the Mustard Seed.
- Fresh Grade is used for Reporting, Grades 4-5 will get letter grades. Each Grade will have summary "report" post or document which is not required for Grades K-3 but our Teachers have decided to provide for all classes.

Adjournment:

12/11/2019 7:30 PM

Next Meeting: Long Term Planning Meeting Friday Jan 24th, 2020

DECEMBER 8, 2019 PAC MEETING - Special Food Day Coordinator Update

SFD Date: December 13, 2019

SFD Type: Subway/Sushi (Helmcken Subway and Dragon Roll Sushi)

Order Stats	
Students Registered on the hot lunch system:	83.41% (186 out of 223)
Orders placed for the Oct 11, 2019 SFD:	136 (76% subway/24% sushi) <i>A decrease of 15 orders from Oct 11, 2019 subway/sushi</i>
Staff Orders	0
Net Revenue	\$221.89 Correction :Net revenue from Oct 11.2019 sfd estimated at \$425.00 however was actually \$300.88.

Task list for Dec 13/19 SFD

- Debbie B per usual will organize volunteers and order details have been passed to her. She will pick up sushi late morning.
- Subway delivery has been ordered for 11:30am delivery to the old gym.
- extra juice will be purchased by sfd coordinator and placed in the PAC cupboard.
- invoices have been sent to vendors for confirmation. Cheque to be made out to Dragon Roll Sushi (made payable to Fleshing Palace) and Subway Helmcken. Debbie B will coordinate cheques.
- As of Dec 8th 5 out of the 10 slots are filled on the sign up genius

Pac Treasurers Report at December 10, 2019

Reconciled Bank Balance 17,871.41 (\$3121.47 savings, \$80.21 gaming account, \$14669.73 operating)

McKenzie PAC Fundraising Activities Sept-Dec 2019

	<u>Revenue</u>	<u>Expenses</u>	<u>Profit</u>	<u>Notes</u>
Santa shoppe	2,216.94	933.42	1,283.52	Doesn't include cost of wrapping paper
Family BBQ	1,187.00	505.86	681.14	
Special Food Day	5,092.79	1,237.48	3,855.31	Revenue may include pymnts for future SFD
Popcorn Day	108.55	94.46	14.09	
Movie Night	275.55	67.19	208.36	
Family Dance	679.65	179.65	500.00	
Frozen Freezies	76.55	37.74	38.81	
	9,637.03	3,055.80	6,581.23	
<u>Pac Operating Expenses</u>	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>	
Pac meeting expenses	275.00	90.00	185.00	
Contingency Fund	2,000.00	-	2,000.00	
Supplies in support of activities	350.00	-	350.00	
Speakers	250.00	200.00	50.00	
Student/teacher Recognition	300.00	-	300.00	
Fun Day/Hot dog day	300.00	-	300.00	
Misc	500.00	142.20	357.80	
Special Request	300.00	300.00	-	
Beautification	1,000.00	-	1,000.00	
	5,275.00	732.20	4,542.80	