

Davie Jones Elementary PAC Meeting Agenda

Date Oct 21, 2019 @ 6:30 - DJE

1. Welcome and Introductions - Sign In Sheet

In attendance:

-Welcome everyone! The majority of the info will be on the agenda for you to pre-read/ follow along. Meetings will be strict 1 hr to respect your time.

-We have executive meetings, principal meetings, and event committee meetings prior so this one hour is productive and your voice is heard. If we don't finish, we can grab your email/# and follow up with you or join us at foamers after!!

-Our year was planned in June so we are working towards executing our events and are in need of volunteers for this! Take a look at the openings, grab a friend and let's have some fun!

-There will be a raffle draw just for attending.

-Go around the room, say your name, what grades your kids are in, and any comments, or questions you may have.

Topics of discussion:

1. Move to pass Sept minutes: _____
2. Paint night nov 5 - how can we sell more tickets
3. Fall Craft fair - details and planning
4. How can we increase Parent involvement? We have grant \$\$ to spend!

2. Overview of Calendar of events

3- community events

2-adult only

Fundraiser via munch-a-lunch

Nov: 5- Naked pallet signs, 23 Fall/Christmas Craft fair 10-3pm

Dec: ___ Family Pancakes with Santa, ___ Christmas Concert

Jan:

Feb: ___ Trivia night tba in nov

Mar: (spring break)

Apr: Sam's pub night?

May: 30- Carnival

June:

PAC Meeting Mondays 2019/2020:

Nov 18, Jan 13, Feb 10, Apr 6, May 11 June 15

Grade 7's to volunteer for community hours for childminding during PAC meetings, using the library and courtyard with children (Whoop! Whoop!). PAC meetings happening in Staff Room.

Please use the Davie Jones Elementary PAC email account for PAC related items.

DavieJonesPAC@gmail.com and we will direct your inquiry to the designated Exec's or Committee leaders.

3. Overview of positions and openings

- **Co-Chairs**- Cheryl Irwin & Amber Lockwood
- **Vice Co-Chairs** - Kristy Managh & Aggie Herout
- **Secretary** - Laura Rudderham & _____(take notes at pac meeting, fill the blanks)
- **Treasurers**- Jonathan Kellert & Nikohl Madge
- **Members at Large** - Krystal Hadikin, Alyssa Kellert, Ellen Flores, Lisa Kania, Lorna Singh & _____(∞)
- **DPAC Representative** - Jackie Kostyniuk & _____
~We can have more than 1 DPAC representative, but only one representative from our school votes at DPAC
- **Hot Lunch Coordinators** - Rylee Augustine, Ariane Jaschke, Jennifer Namana, Judy Tilby, **Sheena Russle** (mondays Jan-mar)
- **Munch-a-Lunch Coordinator**- Megan Murden & _____(at home computer job!)
- **Treat Fridays Coordinator**- Krystal Hadikin & Ellen Flores
- **Fruit and Veggie Coordinator** - Jessica Algate & _____
- **Social Media Coordinator** - **Tami Ricketts** _____(from home computer job!)
- **Staff Appreciation Coordinator** - Jessica Algate & Kristy Managh
- **Movie Nights Coordinator** - Karen Capel & Melanie Cooper
- **Volunteer coordinator**: _____& _____ (Amber and Cheryl doing for now)
- **Breakfast Club Parent Coordinator** - Tami Ricketts (From home computer job!)
- **Book fair Coordinator**- Jeanine Halstead & _____
- **Zoom meeting Coordinator** _____& _____(Cool, but not necessary)
- **Hot chocolate during literacy week coordinator** Andrea Cushing & _____
- **Pizza by the slice Coordinator**- _____& _____ (not a thing this year)
- **Back to school BBQ committee**: Amber Lockwood, Cheryl Irwin, Alyssa Kellert, Kristy Managh, Ellen Florez, Krystal Hadikin
- **Welcome new families/volunteer appreciation committee** - Cheryl Irwin, Lori Girard, Jennifer namana, Judy Tilby, Amber Lockwood (sept event)
- **Paint Night Committee**: _____ (8)
- **Fall Craft Fair Committee**: _____(8)
- **Fundraising Committee**- Kristy Managh, Aggie Herout, **Tali Loeweh** & _____
- **Bylaw Committee** - Jackie Kostyniuk, Stephanie Carter
- **Playground Committee** - Kristine Rowe, Cheryl Irwin, Carlie Collins, Ms. Nelson, Ms. Wellington, **Tali Loeweh**
- **Christmas hamper committee** Arianne Janske & Robyn (Dec event)
- **Trivia night committee** Kristine Rowe & _____(6)(Feb event) (Need a fun crew to organize cash bar! etc)
- **Sam's pub night** Kristine Rowe (April/mar?): _____ (Need fun people to promote!)
- **Carnival committee** **Tali Loeweh** & _____(8)
- **Garbage Free, clean school Committee**: _____(∞)
- "Fresh to you" fundraiser coordinator: _____ for sept 2020 (orders in by oct, delivered nov)

4. Overview of budgets:

\$9,000 PAC Fund Budget

Allocated \$7,208 (72% to teachers for classroom needs, rest: munch-a-lunch, dunk bucket, staff appreciation, service party, grade 7 leaving, Christmas hamper donation, fruit & veg program, Gr 6 Immunization, bank expenses
Unallocated \$1,576

\$7160 Gaming Fund Budget (must be for extracurriculars for ALL students)

Bought basketballs this month!

Allocated \$7160 (27% back to school bbq, 21% internet safety course, rest: field trip subsidy, movie license, teacher requests, Fox run granola bars, breakfast club request, lost and found cart, literacy Week Hot chocolate, emergency containers restock.

Update: Final cost of lost and found cart? *Next meeting*

\$2200 FH Grant Fund (used to increase parent involvement)

How much spent on breakfast: \$190 (cheryl needs to submit receipts) Jen: \$ ____

Spent: 619.44 (volunteer t-shirts, table covers, poster boards, decorations for events)

Rest allocated for: Welcome back/ appreciation breakfast, Christmas Family Pancake breakfast, "Welcome to DJE" Banner...

5. Overview of Volunteer opportunities on Sign up Genius

1. "Breakfast Club parent helpers" (daily 8-8:45).
2. Hot Lunch and treat day helpers (this is a feature on munch-a-lunch)- need a sign up coordinator_____ (temp: Amber)
3. "Kid Wrangling at PAC Meetings" babysitters and kids who need babysitting
4. Paint Night
5. Craft Fair

6. Reports from meetings:

Co-Chairs-

What happened at the executive meeting?

EVENTS:

- oct 17 Movie night : 20 pizzas sold. How many to buy extra, Amber advised buy and sell extra by the slice 1-2\$. 2 grade 7 volunteers.
- oct 18 Treat day : 189 sold! Ellen and Krystal asked for help wednesday evening. All slots filled for volunteers! Thanks **Lyndsy Pahl, Judy Tilby, Carolin Anderson, & Carolyn Clayton!**
- oct 24 Hot lunch : 7/8 spots filled for volunteers! **Thanks Lyndsy Pahl, Rylee Augustine, Judy Tilby, Tali Loewen, Carolyn Clayton, Carolin Anderson, Jennifer Namana**

Subway and Milk. Amber adjusted sign up so it is clear who is in charge of ordering food and milk (Jen Will) and picking up the milk (_____ will) .

- nov 5 Paint night : Insurance paid. Liquor licence approved and paid. Amber got SES certificate to host event. Tali buying drinks. Ellen gave Amber her serving it right cert # and will serve for us! Michelle dealing with orders.
- Nov 23 Craft Night : Custodial services needed on weekend events. Paid. Grade 7's doing concession. Arianne doing santa photos. Santa booked, will need cheque ready for him on the day. Grade 7s or highschool kids for volunteers? Kristy looking into Tom's and Tales for the library
- Dec 19: Christmas concert- Amber now applying for raffle license for teacher fund- Will do on Cheryl's PC. Okay with staff to run a simple concession?
- F/U: Rickys restaurant - Will let Ricky's serve kids whenever they would like. Will scrap family pancake breakfast idea.
- Sam's Pub night? _____ april? *Postpone to next meeting*
- Carnival: find "carnival class reps"?
 - tali organize police, ambulance, fire to be there. No rain option.
 - Ellen's dad to DJ if available and feeling well.
 - purchase cotton candy machine, food trucks that offer % of profit.
 - Before having carnival need to make sure teachers okay with using classrooms in case of rain.

MONEY:

- **Treasurers** Cheques and reimbursements will be completed by the monday of the PAC meeting Oct 21, Nov 18, Jan 13, Feb 10, Apr 6, May 11 June 15
Balances: PAC _____ Gaming: _____
Donations: _____
Need to write \$5200 cheque to teachers, reimburse for basketball purchase.

OTHER/ ONGOING:

- Cheryl will send minutes to michelle today. For approval next meeting.
- Nikohl to make "Parking Spot Winner" sign and laminate and zap strap to parking spot near garbage can? Draw in December at Concert
- Bulletin Board "Parent Involvement" inside: Thanks Nikohl!
- Internet safety- Amber to email head of highland PAC again and remind.
- Inviting some kids to speak at a meeting - Cool idea!

COMMITTEE UPDATES:

- **DPAC** - Does someone want to step in and take over for Jackie while she is away? Includes attending DPAC meetings and creating New bylaws. Next meeting is October 24 Location: Albion Elementary Presentation: Emergency Preparedness
- **Hot Lunch Coordinators-** Teachers have asked that parent volunteers also hand the food out
- **Treat Day Coordinators-** rockin it!
- **Munch-A-Lunch Coordinator-** Will look into the "donate a lunch" function.

- **Fruit and Veggie Coordinator-** Dates set: Oct 22, Nov 5, Nov 26, Dec 10, Jan 28, Feb 11, Mar 3, Apr 28, May 12, Jun 2 She needs a helper, one to hand out milk, one to hand out veggies. Fridge needs to be used for other things
- **Social Media Coordinator-** Thank you **Tami Ricketts** for stepping into this role!
- **Movie Nights Coordinator-** Oct 17- how did it go? If someone can type up SOP (Standard Operating Procedure) for this so next people know what to do that would be amazing!
- **Fundraising-** Neufeld farm to go out.
 - Fresh to you fundraiser- Amber dropped the ball on this one. Thought I was waiting for our school to be accepted.. Orders are due oct 23!
 - Neufeld- kristy, paper copies arrive Thursday. Tali to look into incentives. ?highest sellers win front row tickets to christmas concert?
 - Purdy's for easter: Tali to Organize, link to website emailed out.
 - Flowers in spring: Kristy to look into
 - 50/50 earnings: \$193.50 **CHRISTINE ROWE WON!!!** You must spend gaming earnings within 12months, you can get an extension. But need to apply for "Major capital spending". Spend on gaga ball or tetherball count as playground equipment??
 - LUNCH LADY- she is active at our school.

QUESTIONS/ IDEAS from parents:

- None.

What Happened at the Co-Chair/ Principal Meeting?

1. nov 5 Paint night : Everything is done- sell tickets!
2. Nov 23 Craft Night : See SOP. Amber to create Sign up for grade 7 volunteers- what we can't fill we will ask highschool. Amber to submit for raffle license
3. Dec 19: Christmas concert- Yes, we can do concession. Keep simple, water, popcorn (nothing sticky that can wreck the gym floor) messy is fine, sticky no. Need better logistics so parents can buy raffle tickets, food and then stand in line. 2 lines essentially.
4. F/U: Rickys restaurant - Family Pancake Breakfast- Scrapped. Ricky's can come serve kids only when available.
5. Carnival: before we start planning: Are teachers cool with this? If rains, we will have to put games in classrooms, will that be okay with them? If we do have: 10 punch card or wristband. sell fresh slice by the slice. Combo with chips water. Give "davie dollars" for game prize and they can cash in "prize room". Cheap prizes at store in Van. Give each class a theme for raffle basket. Combine with edith?
6. FH grant: How do we spend the rest? Fun day- parents come dressed up for tug o war and do cheer! Extend special persons day and move parents into the classroom- will check with staff
7. Fresh to you fundraiser- scrapped. Will be more prepared next year!
8. 50/50 earnings: Spend on gaga ball or tetherball count as playground equipment?? Right now football is super popular near tetherball poles. Lets do gaga ball!
9. Internet safety: waiting to hear from edith.
10. Babysitters for PAC meeting: Amber will send out sign up for.

ONGOING:

11. Ms. Davis and 2 teachers to have 20 mins to talk and answer questions about the New Curriculum at Nov PAC meeting. Will start from beginning by explaining basics of the new curriculum.
12. Banner "Welcome to DJE" ? In generic font? (No vector file)... Amber will order later
13. All letters for donations to be sent to Ms. Davis to be put on a letterhead and signed
14. FH grant money- Submit receipts to Ingrid
15. Aldergrove water park for intermediates in June: Is cheaper admission vs cultus so can look into getting buses for this. Parents to pay for buses
16. Michelle will look into getting quote for new lines on bball court

8. Upcoming Committee Meetings:

Playground Committee: Sept 26:

Paint night Committee:

Fall Fair committee:

Fundraising Committee:

Bylaw Committee

Carnival committee

Christmas hamper committee

Trivia night committee

Sam's pub night committee

9. Amendments to last meeting?

10. Wish list items:

- fill divots/ make back field flatter and more safe for ankle injuries etc. *Michelle put in work order, but the whole thing needs to be reflattened which costs so much \$\$\$\$*
- Gaga ball- *cheryl to get quote from her church*
- lines on bball court- *Ms. Davis to get quote*

Meeting adjourned at:

winners of the draw:

6. Special Thank yous:

Thank you Karen and Mel for Coordinating an amazing Movie Night!

Thank you to the Grade 7s for volunteering: