

MINUTES

South Rutland Elementary Parent Advisory Council

Date | time 10/14/2014 6:30 PM | *Meeting called to order by* Heather Johnson

In Attendance

Heather Johnston	Tanya Harnett	Andrea Blanchard
Cathie Mutter	Sue Miles	Sofia Simeouidi
Jackie Tower	Elya Martinson	Jennifer Larsen
Vivian Evans	Josie Jagers	Tessa Russell
Luisa Jesson	Angela Johnson	

Agenda Approval

Vivian made a motion to adopt October 14, 2014 agenda, Josie Seconded.

Approval of Minutes

Minutes from June were unavailable and will be available for review at November 18, 2014 meeting.

President Report: Heather Johnson

Introduction:

Everyone took a turn introducing themselves.

What Happens At A PAC Meeting?

Heather Johnson went over what a PAC meeting is and the steps during a PAC meeting. A PAC meeting is where a group that makes and spends money, while it is formally ran. The steps are as follows: make a motion; its gets second; the group discusses it; find out who is all in favor; and attended members will vote. Motions can be amended if needed to better fit the situation. For a Passing vote the PAC needs Quorum, which is all voting executive members minus two. If anyone would like more information on how the PAC meeting are run or have any questions please contact Heather Johnson

Treasurer Team Appointment:

Angela Johnson and Andrea Blanchard will be working together this year. Angela Johnson will be doing all the collecting and more of the front end work. Andrea is the co-chair and will be doing the accounting and background tasks, such as working with the software.

Payment Procedures:

Heather Johnson went over the procedures for submitting receipts. All receipts need to be placed in an envelope located in the first aid room off the office. All receipts have to be labeled with the submitters name and the reason for the purchase. There is also an envelope in the same location for picking up cheques from submission.

When submitting cash from events or fundraising, a deposit slip needs to filled out and given to Wendy at the office.

Treasurer's Report

Sofia Simeoudi provided the Profit and Loss report, the breakdown of fundraisers and reviewed them for the year 2013/2014. Sofia made a motion to accept her report as read which was seconded by Elya Martinson. All present voted in favor.

Principal's Report

Principal Cathie Mutter presented her report.

New Business

- Kids are all now settled in their classes
- Everyone is working to keep the normal routine
- Terry Fox run or walk has be changed to October 23, 3014
- Halloween costumes are welcome for the children's parade
- Will be doing a food bank drive

Teacher Request:

- Mrs. Hebert and Mrs. Hugh requested 150.00 for the McMillian Pumpkin Patch, 117.00 for the Museum, and 195.00 for a cooking fund.
- Mr. Mcleod requested 347.14 for Rocket Building Kits.
- Mrs. Miles and Mrs. William requested 258.00 for the McMillian Pumpkin Patch.
- For a total of 1073.14 that is coming out of the gaming request.
- Cathie Mutter requested that the PAC assist with two carpets for our classrooms costing a total of 1399.90 coming out of our general account, which will stay with the school.

Vivian makes a motion to spend 1073.14 out of the gaming account which was seconded by Tessa Russell. All present voted in favor. Jackie makes a motion to spend 1399.90 out of the general account which was seconded by Luisa Jesson. All present voted in favor.

COPAC Report: Elya Martinson

Elya Martinson missed the meeting but was able to get us the information needed to bring to our PAC meeting. She let us know that the COPAC is asking for school trustees and if parents have any questions they need to be submitted by email to copac.president@sd23.bc.ca by October 24, 2014. We will be renewing our membership with the BCCPAC. All parents are encouraged to join the COPAC Facebook page. The COPAC next meeting is November 3, 2014 at 7:00 p.m.

Committee Reports

Hot Lunch: Lisa Klassen and Josie Jagers

Lisa and Josie informed us that they had a great response to their email looking for volunteers and were able to fill their volunteer sheet. They also encourage our parent, guardians, and students to give feedback on our hot lunch program, so we can enhance it to its fullest potential. Lisa and Josie request that parents and guardians make sure that the money and the order form for hot lunch stay together but putting it in a bag. If parents would like they are able to combine all their children on one form.

Fundraising: Jackie Tower and Tessa Hopkinson

Treat Wednesdays

Every Wednesday up till the end of December will be called treat Wednesday. October Wednesday will be popcorn, November Wednesday will be Apple sauce squeeze and a cookie, and December Wednesday will be Timbit and Hot Chocolate.

Family Movie Nights:

Our next family movie night is going to be November 7, 2014 and will be playing Home Alone. The concession will be open and Jackie and Tessa are thinking of added some new things this year.

Winter and Spring Raffle

This year with school starting later than normal we will be switching the spring and winter raffles this year. The letters for the new winter raffle will go out November 12, 2014. We will be going with song theme baskets this year. And the draw will be done at the Dance on December 4, 2014. Pre-sale of tickets will be available at the office. Tessa and Jackie are thinking of getting each child and teacher a small gift for Christmas time. The new spring raffle this year is going to change some. The ticket prices might go up and have a smaller amount of tickets made but with higher valued prizes.

Other/New Business

1. Playground equipment maintenance and saving for future replacement was brought up, but was tabled for another meeting in the near future.
2. Sofia Simeouidi maked a motion to support Vivian Evans to be COPAC President which was seconded by Tessa Russell. All present voted in favor.
3. Cathie Mutter had another request from Mrs. Hendricks for the Music Program at the school. Vivian Evans maded a motion to spend 2027.00 for music out of the general account which was seconded by Sofia Simeouidi. All present voted in favor.

Next Meeting

11/18/2014 6:30 PM, Staff Room at South Rutland Elementary School

Motion to adjourn was made at 8:30 p.m. and was passed unanimously.

Treats are being brought by Jackie Tower and Jennifer Larsen.