

# **DRAFT MINUTES**

## **Gordon Head Middle School PAC Meeting Minutes.**

**January 17 2018**

### **Present**

Andrea Coppard,, Gautam Khosla, Gill Millam.Wendy Brouwer, Sheri Yager.

19.05 Meeting commenced,

19.05; Minutes of previous meeting approved. Andrea Coppard, Sheri Yager

19.06; Agenda adopted for the meeting. Sheri Yager Wendy Brouwer.

### **Upcoming Events**

Vancouver Island Parent Conference is on March 3rd 2018 visit the website at vipc.ca for full details. The PAC has been given a free ticket if you want to go apply to the PAC email and a winner will be drawn. Registration is \$100.

### **Committee Reports**

#### **PAC Lunch Programme**

The lunch system is running smoothly BUT..... we need a volunteer to make up the team as Andrea Jacoby will be leaving the school in June. the the job description for all 3 positions appears at the end of the minutes. Position 2 needs filling at the moment. However next year positions 1 and 2 will need filling.

**If the position is not filled then the hot lunch program will cease to run in Sept 2018.**

### **Treasurer's Report**

#### **Accounts Balance**

Chequing \$32,304.29

Gaming \$14,487.21 (Deposited in Dec 2017)

GIC \$9,800.00 (Playground starter fund)

The treasurer is also leaving the school this year. This position has to be filled soon so a thorough handover can take place. Please email the PAC email account if you can fulfill the role.

**The budget meeting will be on 7 March 2018.**

### **PLAYGROUND REPORT**

It was decided to shelve the ambitious plans for a large playground replacement and spend the \$20,000 that has raised. A letter will be sent out to the parents asking for ideas as to the best use for the money. The parameters are that it has to be spent on equipment that will encourage Physical literacy and outdoor activities.

### **Principal's Report**

Volleyball is starting up with a record amount of students taking part! In the most part the teams have a dedicated coach but the competitive Grade 7 boys team is still needing one.

Some of the students are being trained as Volleyball referees.

Ukulele and Games club have started. The Abed drumming group will start soon as well.

Overall the school is running well, a new staff member started in January. Suzy Johnson is the new special education teacher.

Mr Khosla is staying as Principal until the end of June 2018, he is currently undergoing a full evaluation by SD61 so is gathering evidence from everyone he has professional contact with. We will know more later in the year regarding his long term position and if he is to stay at GHMS.

22nd January 2018 is a Pro D Day with staff having an inhouse learning day regarding Physical literacy this will enable them to teach our children good health and fitness habits.

### **NEW BUSINESS**

BCCPAC subsidy has been registered so we can have access to them if needed.

8.20pm Meeting adjourned

**NEXT PAC MEETING IS 21 Feb 19.00 in the school library bring your best ideas as to how to spend our money!**

**PERSON 1: WEBSITE MANAGER** (presently filled by Andrea Coppard)

- set up hot lunch ordering website before September in readiness for new school year ordering. This includes inputting correct lunch dates coordinated with correct lunch vendors and all related ordering details.
- troubleshooting website issues

**PERSON 2: ORDERING MANAGER** (presently filled by Andrea Jacoby)

- choose hot lunch dates for upcoming year
- contact and schedule vendors for those dates
- computer related tasks:
  - communicate with vendors
  - communicate with parents regarding lunch order issues
  - receive and post payments from parents who don't use PayPal
  - compile orders from ordering website weekly
  - forward orders to vendors and school office weekly
- attend Hot Lunch Day (if at all possible)--about two hours at school for distribution and sales preparations

**PERSON 3: LOGISTICS MANAGER** (presently filled by Wendy Brouwer)

- purchase necessary hot lunch supplies ie. drinks, snacks, paper supplies
- coordinate volunteers via email
- prepare and manage payments to vendors
- attend Hot Lunch Day--about two hours at school for distribution and sales preparations

