

MINUTES

Gordon Head Middle School PAC Meeting Minutes.

Weds 18 April 2018

Present

Gautam Khosla, Sandy Hansen, Carren Dujela, Gill Millam, Wendy Brower

Regrets Andrea Coppard (Chair) Sheri Yager

19.05 Meeting commenced,

19.05; Minutes of previous meeting approved. Carren and Sandy

19.06; Agenda adopted for the meeting. including new business. Carren and Sandy

Committee Reports

PAC Lunch Programme

There is still a need for at least 1 person to come forward to help make the lunch program happen. Without this we will be unable to continue the highly successful lunches and potentially lose \$12,000 of fund raising money.

The position needed to be filled is the ordering manager.

Treasurer's Report

Accounts Balance

Chequing \$18915.83

Gaming \$4409.73

GIC \$9,800.00

All funds have been paid out now.

The Thrifty Card fundraiser has also been applied for and we are able to raise \$1500 in the 2018/19 school year..

There is no limit on funds raised through the Fairway program.

Recent Fundraising initiatives results

Spring drive \$250.00

Popcorn sales \$178.00. Sara Ball has offered to run the popcorn fundraiser again, administration agreed to support but more attention to clean up is required.

Budget Presentation

Carren went through the proposed budget which was passed with amendments. Budget proposed by Carren, seconded by Wendy and passed all in favour. The new budget will be posted on the school website in the PAC section.

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.

Upcoming events

Grade 8 celebration.

A coordinator needs to be identified. Once this has happened they will head the planning for the celebration and e mail the Grade 8 parents. **Interested persons invited to email the PAC.**

September 2018 welcome back BBQ

We will hold it on the evening of Meet the Teacher. It will be a whole school evening with the opportunity for parents to say how they help with the PAC initiatives. Date to be decided. Administration will work with the PAC early in the school year.

Principal's Report

2018-2019 registration indicates at this time the school will have the following classes in grade years.

Grade 8= 5 Classes

Grade 7= 5 Classes

Grade 6= 4 Classes

We currently have based this on 360 students if the number rises to 370 or above an extra class could be formed. At this time there will be no split classes.

All continuing staff at this time are staying and we are still awaiting a decision for the appointment of a Principal. This will follow the district filling their existing Admin and senior staff positions.

The spike ball sets have arrived and a gaga ball court is in the process of being planned and built. School district has measured the area for the gaga ball court and will provide a draft invoice.

MAY 17 2018 is district transition day with the new Grade 6 students visiting GHMS and the grade 8 students going to their respective high schools.

JUNE 28 is the last day of school. There will be 2 assemblies the morning one will be for Citizenship, sports achievements and arts awards. The afternoon will be a celebration of the Grade 8 graduates.

Sports this term are badminton, ultimate frisbee, field hockey and rugby. All are being well attended.

The PRO D day on April 20th will focus on food and nutrition along with social and emotional awareness. Speakers will be coming in to give the staff new information and tools for these important pieces of our students lives.

The Terry Fox run was a great success.

NEW BUSINESS

In May the AGM will occur for the PAC Outstanding PAC positions for Sept 2018 are as follows:

Chair (executive position)

Treasurer (executive position)

Hot Lunch Coordinator 2, (non-executive position)

Vice Chair (executive position)

Members at Large (executive position)

Fundraising team (non-executive positions)

The roles have been evaluated and the work involved in them all scaled back somewhat. We do not expect any of the roles to take up too much of your time, we ask that you

attend the meeting on **May 16th at 7pm** and show your support to help continue the vital role the PAC performs in enhancing your child's Middle School experience.

Meeting Concluded at 9.00pm.

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

