

Henry Hudson PAC Meeting Minutes

Date: September 23, 2015

Time: 6:30 pm

Location: Henry Hudson Library

Call to order 6:31 pm. In attendance: 24 parents, 2 teachers, school principal, HOOSC director

1. Minutes from previous meeting on June 3, 2015 approved
2. PAC Chair report
 - a. All PAC meeting minutes are posted on the PAC website for information.
 - b. The October PAC meeting will hold elections for the PAC executive positions. These positions include the chair, vice chair, treasurer, and secretary. We will also be deciding on committee leaders.
 - c. We are looking for class representatives for two kindergarten classes and one grade 4/5 split. The class representative duties are to keep a class email list from the parents and send weekly updates to the class. The updates are written by Chantal and sent to the class representatives for email. Please contact Chantal if you or anyone you know might be interested in helping with this task.
3. PAC Secretary Report – no report
4. Budget
 - a. We have a \$30,000 surplus from last year. We will be using \$20,000 for PAC initiatives and keeping \$10,000 for a contingency fund. This contingency is useful because income generated fluctuates from year to year and we would like to continue funding programs and activities currently in place.
 - b. We have an operating budget of approximately \$38,000 per year to fund programs and activities throughout the year.
 - c. Our largest fundraiser is the hot lunch program. It generates \$25,000-\$30,000 per year.
 - d. There was a PAC executive meeting in June earlier this year to plan for the current school year. It was decided by vote and passed that the PAC would focus funds into three pillars:
 - i. Technology - It was also decided in consultation with the teachers and at that meeting that some funds would go to procuring 30 laptops for the school. They arrive in two weeks and we look forward to their arrival and know that the students will benefit from them.
 - ii. Improving the grounds – an outdoor classroom was discussed at previous meetings. The principal will be providing us with specifications on what constitutes the outdoor classroom, then we will discuss the next steps at future PAC meetings.
 - iii. Arts and culture
 - e. We will also be operating a direct donation campaign in late September and will run until mid-October. These donations are tax deductible and the requests will be sent to the parents via

handout in the back pack. We are hoping for \$25-\$30 dollars per child, but understand that not all families can contribute financially, but volunteers are welcome and greatly appreciated. This year our funds are allocated:

- i. 20% for classroom resource materials and fieldtrips.
- ii. 20% for whole school activities including school dance, sports, etc.
- iii. 10% for educational trips for the senior students. Last year the grade 7 classes went to an environmental camp on Gambier Island and was a huge success.
- iv. 15% for technology
- v. 30% for events including Carnavale, winter fair, sports day, speaker program, etc.

5. Principal's Report

- a. We currently have a full school. Some in catchment area students were placed in other schools because we are at capacity. Should space become available, these students will be invited back.
- b. The school has a new attendance procedure: late students should sign in at the office, and students leaving early should sign out at the office. This will help keep track of who is present should a safety drill or event occur.
- c. The school is implementing new security protocol. All exterior doors (less one) will be locked from the outside during the day. They will be operable from the inside out, but not operable from the outside in. They will be unlocked during recess and lunch periods. There will be one door available for access by the public during the day and there will be new signage indicating this main entrance. All guests must sign in at the office.
- d. The principal is looking forward to launching a principal's newsletter for parents and students. This will be a positive and helpful way to keep parents informed of what is happening at the school.

6. Teacher's Committee Report

- a. At the next professional development day the teachers will be learning from neuropsychologist Dr. Doug Cohen, who will be speaking about neurological conditions such as ADHD. The PAC expressed interest in potentially bringing in this neuropsychologist to speak to parents as part of an evening lecture about various neurological conditions.
- b. The teachers are looking into bringing in a speaker to speak to social responsibility around technology on a professional day. The PAC expressed interest in this speaker for parents as well.

7. SPC (School Planning Council) Report

This is an informal group who meet to work on the school plan.

8. Committee Updates

- a. Hot Lunch - we now have the students eating at the same time. To improve the timing of service, new procedures are being looked at to shorten the line such as serving the younger students at the table. This will help keep the lunch hour on schedule. The hot lunch group of volunteers is looking for new volunteers to help prepare and serve hot lunch to the students.

- b. Spirit Committee
 - i. We are aiming to have school spirit days one Friday per month. The teachers will be generating ideas on how we can use spirit days to enhance pride and create a sense of ownership of being caring and kind to one another and wearing red to express this stewardship.
 - ii. There is a new tagline for our Henry Hudson Hawks: we soar together, we soar as one.
 - iii. The logo will be available on our website for use.
 - iv. We have a banner with our brand coming for use at sporting events.
 - v. Spirit wear will be available online until October 4th. Spirit wear is a small fundraiser for the PAC. The school teams now have beautiful team jerseys as a result of spirit wear. Note that the spirit wear mark-up is very small.
 - vi. There will be a re-sale of gently used spirit wear at the winter fair.
 - vii. Friday, September 25th the PAC will have a table outside with spirit wear for parents to see the quality and design. Individual items will be for sale, these items are overflow from last year's order.
- c. Safety and Social Responsibility Working Group
 - i. The group has been in touch with the city to re-paint the areas of no parking in yellow.
 - ii. They group has also been in touch with the city to paint a path at the bike path exit at the ramp on the south side of the school green for safety reasons.
 - iii. The school will randomly call traffic enforcement at drop-off times.
- d. Technology Committee
 - i. This committee is looking forward to the arrival of the new laptops.
 - ii. There is the possibility of a technology or computer club at the school.
- e. Grounds Committee
 - i. The group has put a budget amount and plan together for an outdoor classroom. The principal will be getting the specifications from the VSB so that we can develop this space with the school.
 - ii. We plan to add a long bench for the grounds.
 - iii. We may be adding a buddy bench.
- f. In School Activities Committee
 - i. This group has a \$10,000 budget to organize and put into action 2 sports and 2 arts and cultural programs in the school for all grades.
 - ii. The group works with the teachers to develop these programs.
- g. Communications Committee
 - i. This group helps the school with communication to the parents. They put together the weekly reminders, monthly calendar of events, and website. They will be working on graphic templates for communications.
 - ii. The PAC will be putting a noticeboard outside for information for parents and school notices.
- h. Earthquake/Comfort Kits
 - i. The list of items recommended is coming out soon to teachers to send to parents.
 - ii. The on-site supplies for an emergency have been here for 4 ½ years. They have recently been updated.

9. Activities/Events

- a. Before and after school activities: multi-ball, Spanish, Hudson storey time, cross country – signup sheets are available in the office.
- b. Hudson choir – the junior and senior choirs are up and running.
- c. Guest speakers – currently looking for speakers.
- d. Rainy day club – we are currently developing this program and are looking for activities for the children to do inside on rainy days. We are open to having parents come in to run activities.
- e. Fruit and vegetable program – this is a BC program where the province provides milk, fruit, and vegetables for the school every two weeks. We are currently looking for a volunteer to take this on, with grade 7 students helping. This is part of the BC healthy school initiative, there are grants available for these programs, and we are also looking for individuals interested in pursuing these grants.
- f. Family photos – this will be an opportunity for parents to have a local photographer take beautiful candid photos of families. The sitting fee and packages will be sold at a discount. Last year the outdoor photo sessions went really well and netted amazing photos.
- g. Halloween fair/pumpkin carving – there will be pumpkin carving on October 28th, we are looking to have the pumpkins donated by a local grocer. There will also be a Halloween fair on October 30th.
- h. Winter fair – the winter fair will be on December 4th. There will be games, music, and raffles for the students and parents. The committee will be meeting soon and are open to volunteers.
- i. Babysitting roster – we put out a list of older students who have taken the Red Cross babysitting course or equivalent. The information is provided so that parents who are looking for babysitting can contact potential babysitters' parents.
- j. Welcome back potluck - The welcome potluck was well attended and a great success. Thank you for all that participated in such a great start to the new year.
- k. Terry Fox run – September 25th. All students will be running this charity event, so please ensure all students are wearing the appropriate shoes. Sponsorship forms for the students have been sent out, there will also be a toonie for Terry campaign at the school on this date.
- l. Walk to School week -- will take place October 05 to 09. More information will be distributed later .
- m. French Book Fair -- will take place in the school library the week of October 19 - 21, during the same week as early dismissal for parent-teacher conferences. Parent volunteers are needed for set-up, cash desk, take-down, etc. Please contact Chantal if you would like to help.

10. New Business

- a. BC Grant for Parents (6-9 year olds) – the PAC may be providing a seminar to walk through the process of applying for this grant with parents.

11. Next Meeting October 21, 2015

12. Adjourned: 8:10 pm.