

HENRY HUDSON PAC MEETING

Date & Time: June 11, 2014. Meeting started at 6:35 pm

Location: Henry Hudson Library.

In attendance: Parents (approximately 20) and principal Mr. Adams. Please note, a full list of attendees is available from the PAC Chair upon request. For privacy reasons the full list is not posted in the minutes.

1. Minutes

A motion to approve minutes from the May 2014 PAC meeting was motioned by Jerry and passed by Andrea. The minutes are posted on the website.

2. PAC Chair Report

- a. Robert will not be running for Chair position next fall and is ready to step down.
 - He is willing to help with the PAC website and document details/duties over the summer.
 - Chair position will be open as of next September if anyone hears of someone interested.
 - Secretary and Treasurer positions also open for election in the fall.
 - Elections are traditionally held in October

Q: Is it possible to send a notice out to parents so people can think about it?

Robert has put in 5 years as PAC Chair - a huge thank you for all his hard work!

3. Principal's Report

- a. Teachers strike - Don't know what will happen yet. Next 24-48 hours may give more info.
 - Full strike wouldn't start until at least Tuesday if it happens.

4. Year end BBQ

Wendy: M&M Meats have rough numbers to work with already.

- Would need access to school for BBQ and facilities.
- Do we need to cancel? We would lose a \$75 deposit but it seems unlikely to happen.
- Proposal to move event to Kits Beach if there is a strike happening.

Decision made to cancel BBQ, changed to an informal BYO Picnic gathering at Kits Beach.

- email will be sent out to class reps to notify parents. All cheques and \$ will be returned by Friday.

5. Teachers Report

- Email from Mme Boyd. Teachers are doing the best they can, but are feeling the stress and have sympathy for the parents.

* Teachers appreciation luncheon cannot happen but coffee and cookies will be brought to the staff room Friday morning before school. Jerry to bake goodies, Rob to bring coffee.

6. PAC Secretary Report

- Lots of info on website, including next year's gradual entry schedule for kindergarten and first day for Grades 1-7.
- current info also posted on calendar, etc. for remainder of school year.

7. PAC Treasurer Report

- a. Budget - We need to release funds for activities next year and decide how much to spend on what, and discuss how much fundraising will bring in.

- Contending items for discussion:

- 1) activities
- 2) Hot lunch
- 3) Fundraising Committee

Dana: Surplus from current year is around \$18,000, with an anticipated surplus of \$3,000 next year. Income: with a conservative estimate on hot lunch, ~\$18,000 expected for next year.

- How much do we want to allocate to activities? All of the gaming grant goes toward that (\$6,600) + will need some extra. Bring it to \$7,700 or \$8,800 for more kids next year? More money to activities means less money for field trips, teachers wish list, etc.

Q: Can we increase allocation to the resource teachers? There have been so many cuts to services and funds for them.

A: Could reduce field trip \$ or wish list \$, designate some to resource teachers dept.

- Directed \$1000 from wish list and \$300 from field trips (total \$1300) to resource dept.

Q: Activities need to be booked now, this is the chance to decide how much we allocate, but what if the strike continues on in Sept.?

A: There is no financial risk, we book ahead but don't pay until after.

Motion from Robert to approve the provisional budget, seconded by Wendy. Motion passed.

* See appendix A for detailed 2014/2015 budget.

Members-at-Large Reports

8) Fundraising Committee

- a. Mr. Adams gave an update - VCH has inspected the kitchen, some small changes needed but mostly low cost items. It is still possible to continue w/ Hot lunch as in the past.
 - i. 6 or 7 things (procedural changes, etc.) need to be addressed and fixed.
 - ii. Hot Lunch can continue as before with 1 pizza day, 1 hot lunch day per week.
 - iii. VSB can do 1,3,5 days / week if we want with Hot Lunch as well.

Point raised: Even with modifications we can't continue with the status quo because of numbers next year anyway. Still need more ovens, dishes, etc.

iv. We will have a VCH permit but we don't know yet what VSB needs from us.

- b. Marina gave an update on the first meeting from the Fundraising committee.

i. Might need transitional time in the fall but the easiest things to get approved are food products.

ii. Fundraising committee is looking at more than just hot lunch for fundraising.

iii. Challenges: There is no list of approved vendors. If you want a vendor approved we ask that they get approved and they can apply. (Need a nutritional label to get approved.)

iv. Need to decide what parents want. - 2 days/ week, etc. Give them all options with cost scenarios. Would survey parents first week of school.

Point raised: Make sure parents know what PAC does so that they can make an informed decision. What would motivate them to donate more?

v. Fundraising Committee are focusing on 3 key areas of fundraising program with 5 key fundraising goals. All info to go out to parents in the fall so they can see the big picture.

Q: VCH will certify our kitchen for use as it is used now (2 days/ week) but problem is we don't have capacity for the increased volume of kids next year. What about 1st come, 1st served for hot lunch program? Or sell everything from vendors?

- There is an objection to relying heavily on vendors 2 days/ week. This school has been making food and serving kids successfully for years. It would also cut into profits.

vi. *Communication will be key. Fundraising Committee suggests a quarterly newsletter with updates.

* See appendix B for detailed minutes of first Fundraising Committee meeting.

- 9) Grade 7 Grad
 - a. Capilano Bridge trip still going. After school with parent supervision.
 - b. Last bake sale was a success. Some leftovers went to teachers.

- 10) Choir Update

Next Wednesday will be performances by both choirs and band. Band and choir in am, and after school 3:30 choir performance for parents.

- 11) SPC Report
 - a. Rainy Day Club - will get it started for the Fall.
 - Mr. Adams will do purchasing, figure out the space.
 - b. Speakers - Anger Management speaker was a success. She has offered to come back and do another seminar on forgiveness.
 - Hope to have 3 speakers a year.

- 12) Community Garden Project

Harvest Party on the 22nd of June is cancelled. Classes will still harvest the garden and have a small garden party but a school wide event will not happen until the Fall. Hopefully the harvest will be better then!

- 13) Spirit Committee

Need to create a better school spirit / community and school pride.

 - Teams don't have jerseys, no school mascot, colors, etc.
 - Tie it in with the 4 R's.
 - Committee met with Mr. Adams already to solidify direction.
 - Ms. Johnson, Mlle Meza are teacher reps.
 - We are branding Henry Hudson for the future, need to engage students in the discussion.
 - Want to create school t-shirts
 - *suggestion to ask first Nations co-ordinator for feedback in name choosing.

Email Dreama with feedback, ideas or to join the committee (dreamalee2003@yahoo.com)

* See appendix C for details on Spirit Committee proposal.

- 14) Motion to adjourn by Andrea, seconded by Jerry at 8pm.

Next meeting date for September 2014 to be decided.

Appendix B

Hudson PAC Fundraising Committee Initial Committee Meeting

Tuesday, June 9, 2014

Minutes:

1. Intros
2. Review of current hot lunch program (Jerry)
 - Hot lunch program is the major fundraiser for Hudson, raising about \$25,000
 - Funds raised go to classroom technology, handwriting program, teacher wish list items, field trips
 - Many parents value it as a service before a fundraiser
3. Overview of new Hot Lunch regulations (Marina)
 - as per VSB and VCH. How vendors get certified, how products/food items get certified.
 - A bit about the Health Link website and how to navigate it.
 - We've had encouragement from VCH to submit as many new products as possible.
 - We were provided some tips from VCH about choosing vendors for certification. Examples were given (ie. Larger foodservice providers vs. corner pie shop: b/c it is expensive to go through the process).
 - Marina registered two spots for Hudson committee/volunteers to attend the Hot Lunches Workshop put on by VCH on Wednesday June 12th. Tammy is going to attend and one other spot for a Hudson volunteer is available.
 - We are waiting for details back from Bruce/VCH regarding the health board inspection of the kitchen and their requirements for upgrades/improvements for next year prior to any kitchen operations.
4. Discussion of past fundraisers (examples)
 - coupon books & grocery delivery (unsuccessful)
 - hot lunches, plant sale & direct donation (successful)
5. Discussion of what drives parents to donate
 - They want to know exactly what their money is going to, rather than hearing general 'fundraising'. Tangible accomplishable goals need to be achieved.
 - Discussion that VSB is not providing the budget for all the things parents perceive that kids need at school (e.g. new playground was paid entirely with PAC-raised funds)
6. Discussion of proposal to develop a strategic fundraising campaign
 - Suggest a letter/e-letter go out at the beginning of the school year with the following information:
 - Fundraising goals. Using key requirements such as classroom needs, development and enhancement wish lists, subsidies for school exchanges, parent wish lists, other key school needs, we would create about 5 key fundraising goals for 2015/16 year.

- Direct donation appeal with suggested amount that we determine once we develop our fundraising campaign goal for the year (a combination of all funding requirements total amount, then divided by what we determine Hot Lunches will bring in, as well as two key Fundraiser Events, and Direct Appeal.)
 - Description of our two major Fundraising Events for the 2014/15 (we want to reduce the number of fundraisers and focus on just a couple key 'tried and true' events that will generate a substantial amount of funds)
 - Explanation of new Hot Lunch program
7. Discussion of E-Newsletter
- We discussed having quarterly updates via a electronic newsletter that dovetail into and sit on the PAC website.
 - Quarterly updates would include information on amounts raised, targets reached, recognition of any corporate sponsors would be provided. Photos of students at events, parents involvement, etc. In order to increase engagement students could somehow be involved in the communication (e.g. with student doing interviews, being 'journalists' in some of the columns)
8. Discussion of New Hot Lunch options for 2014/15
- We need to research each of the three below options and then present to the parent community for their consideration. We need to include a full scenario so that parents can give us informed feedback on their preferred choice of preference.
 - Information we are gathering includes a range of costs for lunches, menu options and nutrients values available, fundraising potential, and overall description of the option. The three options are:
 - ✓ VSB provided hot lunch, 5 days/week
 - ✓ Approved vendors (e.g. Bread Garden, Earl's, Flying Wedge) prepare and deliver the meals (we work with them on the menu) that our volunteers then serve to students [*Similar to Pizza Tuesdays now, but using approved vendors*]
 - ✓ Use approved products (e.g. Money's Veggie Burgers, Armstrong Cheddar, UNFI produce) and foodservice suppliers (UNFI, GFS, Centennial, Sysco) to deliver products and we prepare lunches and serve [*Similar to Hot Lunch Thursdays now, but using approved products and suppliers*]
 - Sub-committee (Marina, Allison, Carly, Tammy) will research options and present detailed scenarios for each of the three at the next meeting
 - The sub-committee will also be reaching out to other schools and other sources of anecdotal intelligence to determine costs, menu options, vendor choices, what works and what doesn't. Jerry is going to gather the budget breakdown information from Wendy regarding Henry Hudson's Pizza Tuesdays and Hot Lunch Thursdays.
9. Major Fundraisers brainstorm: Some of the ideas brought up include:
- Direct appeal to parents
 - Movie tickets

- Partnerships with local businesses (similar to the Chapters deal from this year) which apparently proved highly successful. Discussion was had to make a broader appeal to many of the local businesses with the same initiative formula
 - Photography/family photo shoots with partial proceeds back to PAC (proved highly successful as a fundraiser at WSFP)
 - Button making (Kids would make custom buttons: has proven a great money generator!)
 - Silent auction/gala (A number of people in the committee have been involved in organizing successful gala fundraisers)
 - Parent nights out (theme parties, sports nights)
 - Parent trade/business/service showcase
10. Next meeting: **Tuesday, June 23 at 6:30 pm** at the same location.
- Agenda
 - ✓ Review of Hot Lunch options
 - ✓ Determining 5 Key Fundraising goals, Total Funds Sought, Key Fundraisers

11. Additional resources:

- Healthlink BC:
<http://www.healthlinkbc.ca/healthyeating/everyone/schools-communities.html>
- Munch a lunch online school lunch ordering system:
<http://munchalunch.com/>
✓ \$300/year
- Growing Chefs Classroom Gardening and Cooking Program:
<http://www.growingchefs.ca/>
- BC Farm to School Guide:
<http://www.phabc.org/files/farmtoschool/home/F2Sguide-2nd-edition-singles.pdf>
- C'est Mon Café: <http://www.cestmoncafe.com/>

Appendix C

Henry Hudson Spirit Committee Proposal

Given that Henry Hudson lacks a team mascot and a growing number of students, parents and teachers wanting to build an ever-greater “community” at our school some parents and teachers would like to see the creation of a “Spirit Committee” at Henry Hudson that would focus on the following:

1. Creating a stronger community and building pride around being a part of Henry Hudson.
2. Supporting the 4-R’s program through greater school “spirit” amongst students, teachers, parents and administrators utilizing a unifying mascot and organized spirit activities
3. Supporting and encouraging further athletics, arts, music, drama, creative writing and other activities at Henry Hudson

Governance

The Spirit Committee shall be made up of teachers, parents, the Principal and students.

All funds raised by the Spirit Committee shall reside in subaccount of the schools general funds.

Expenditure of funds shall be determined by the committee as a whole and no funds shall be utilized for activities, services or products outside of Spirit Committee related expenditures unless agreed upon by the Committee as a whole.

Fundraising

Fundraising shall consist of selling of t-shirts and other activities that may be deemed appropriate in the future. (For example, talent show ticket sales, etc.).

Mascot/School Colors/Etc. selection: “Branding”

Mascot selection shall be completed with as much student, teacher, administration and parent participation as possible. To that end, a committee shall be formed to prepare a selection process, called the “Spirit Committee.”

Mascot selection should take into account the following:

1. Gender neutral (should appeal to both sexes equally)
2. Consideration for the Kitsilano area, British Columbia
3. Consideration of Henry Hudson’s history – the current boat, the namesake “Henry Hudson” the explorer, arctic seafaring
4. Consideration for the First Nation population

Proposed Mascot ideas to date

1. Raven
2. Hawks
3. Explorer
4. Pirate
5. Orca

Proposed Colors

1. Bright color
2. Colors should be limited to 2-3 for logo/etc. for printing (1 tshirt color, 1 print color is most cost effective)
3. Consider "Red" since many people refer to Hudson as the "little 'red' school on the corner"

Fundraising

1. Initial fundraising will be via t-shirt sales.
2. Projected revenue of \$1500-\$2000 depending on how much we can get the t-shirts printed for (quotes from \$4.50-\$6/shirt) and how many we will need to "donate" - goal for ALL children to have a t-shirt. Adult t-shirt sales will also occur.
3. Vendor selection – principal to contact other administrators to see how to get set-up with an account with a large "school supplier" vendor
4. Small rental fees for jerseys for sports teams, etc. could be utilized to raise funds in the future or parents could opt to buy jerseys/uniforms outright (with a small margin for fundraising)

Items to fund

1. Jerseys for current sports teams:
 - a. Track & Field
 - b. Cross Country (could use same jerseys for track and field)
 - c. Badminton
 - d. Basketball – possibly in the future, attempts to coordinate a team last year were not fruitful
2. Banner to be used at sporting events, Child Run, school wide events both on grounds and off, etc.
3. School signage – "Welcome to Henry Hudson, Home of the Exploring Ravens" –or the like
4. Rewards/etc. for monthly 4R's "Superstars" (could be called monthly 'mascots' moving forward once we have a mascot)
5. Organizing events around the art/music/dance/debate/public speaking/etc.

Possible Additional Events/Activities the Spirit Committee would like to Support

1. Annual talent show – could be a fundraiser
2. "Student Corner" (or "Mascot Corner" – Example, "Ravens Corner") – on the Henry Hudson website where student writers, poets, artists, videographers, photographers, musicians, athletes could be featured – this would be a place we

could highlight one of our talented students each week/month on the website and also in weekly school wide emails. Their “talent” would be featured on the website. This could also be where the “Super Stars” are highlighted

3. Spirit Assemblies – tie-in with the 4R’s, special speakers, supporting groups competing in activities (sport, debate, etc.)
4. Student Council – does this exist?