**ROYAL OAK MIDDLE SCHOOL**

**PAC Meeting Minutes**

**Thursday, September 19, 2019, 7:00pm**

**Present:** Co- Presidents: Luanne Richardson and Lena Palermo,Past President: Josie Pucci-Cocco, Secretary: Jenny Eastman, Volunteer Coordinator and Fundraising: Courtney Lloyd, Grade 8 Liaison: Lynn Bartle, Member at Large: Elisa Greenway, Treasurer: Ravinder Manhas, Members at Large: Shannon Eastman & Emily Scott. 21 ROMS families were represented at the meeting.

**Regrets:** Grade 8 Rep: Sukhmani Virk, Communication: Kathy Alexander, COPACS Representative: Lisa Gunderson

**Territorial Acknowledgment:** We acknowledge and thank the W̱SÁNEĆ people on whose traditional territory we live, learn, and teach. The W̱SÁNEĆ people have lived and worked on this land since time immemorial.

1. **Welcome, Introductions & Approval of Agenda– Lena & Luanne**

* Two new items were added to the agenda – Thrifty Smile Cards and Lunch Program
* Motion to nominate and vote in Lena and Luanne as co-presidents for 2019/2020 school year by Josie, seconded by Courtenay: CARRIED
* Motion to approve the September meeting agenda by Josie, seconded by Lynn: CARRIED

1. **Administration Report – Karen MacEwen and David Mark**

* 640 kids, 26 divisions, 40 staff, 20 support staff
* School values: Curiosity, Compassion, Resilience
* Karen will do a lesson on these values to all new grade six students
* No phones allowed 9 am – 3 pm, except by special teacher permission
* Great start to the year, many clubs and sports teams underway – look for more
* Upcoming events: Orange shirt day (Sept 30), immunizations for grade 6, school musical (likely for spring show), Terry Fox Run (as part of regular PE classes), Student Vote (Oct 17)
* For details see Administration Report (attached)

1. **Treasurer’s Report (moved up in agenda) – Ravinder Manhas**

* Current balance $14,153.79 (attached)
* Current Grade 8 Farewell funds $518.56
* Gaming grant has not yet been received, expect about $20 per student as per last year’s enrollment figures. In 2018, received ~$15,000
* Draft budget presented (attached)
* PAC usually brings in about $20 – 30,000 per year
* October meeting will be presentation of budget and voting

1. **Approval of June 2019 Minutes – Lena and Luanne**

* Motion to approve the June Minutes by Elisa, seconded by Alayne:CARRIED
* All minutes posted on PAC website <https://royaloak.sd63.bc.ca/course/view.php?id=5>

1. **Presidents Report - Lena and Luanne**

* Thanks to Josie for her leadership and guidance
* One executive meeting was held in early September to brainstorm ideas for the year - guest speakers, events, fundraisers – goal to build community, as well as raise funds needed
* Co-presidents met with Karen about year ahead, goals, expectations etc.
* Coffee and donuts given to staff as thanks and best wishes for year ahead
* Wednesday, September 25 Welcome back BBQ - plans well underway, many volunteers
* PAC plans for the year will be presented at October meeting for voting by membership

1. **Outstanding PAC Executive Positions – Lena & Luanne**

* Still need two positions: Co-treasurer with Ravinder, Co-COPACS Representative with Lisa
* If interested, please follow up with Lena and Luanne
* Alayne may be able to take on COPACS role

1. **COPACS Update – Luanne for Lisa**

* First meeting of the year will be in October and Lisa will provide updates at next PAC meeting

1. **Grade 8 Farewell Event Update – Lynn Bartle**

* Early planning well underway
* Hoodies being designed, should have samples for sizing at Sept 25 BBQ and for sale at lunch times
* Planning team will meet again in October

1. **Next Meeting October 23, 2019 – Lena and Luanne**

* Usual PAC meeting is Thursday night - in October will move to Wednesday, October 23 as very few executive are available for Thursday that week
* Could shift some PAC meetings to Wednesdays to be able to involve more families
* Schedule for the year to be set ASAP

1. **Discussion Items**

**2019/2020 Events/Activities –looking for volunteers to lead events**

Thrifty Foods Smile Card Fundraising – Emily

* Goal is to have all families in the school with a smile card they can load and use, percentage given from Thrifty’s to PAC – no cost to families, can still earn airmiles etc.
* Emily has class list for all new grade sixes to send home smile cards
* Last year made ~$2900
* **ACTION:** Confirm maximum amount we can raise though this program – Emily

Lunch Program – Elisa

* Program to provide some lunch for students who need - program receives funding from one Friday pizza day per year, Boys and Girls Club, and donations from ROMS families of baking etc.
* Sign up genius will be sent out soon – please sign up to bake or cook chili, macaroni and cheese etc

School Dance

* Consider a dance, 5 – 7 pm?, would need to be held off site

**Fundraising**

* Reminder to be aware of band fundraisers and dates when planning

Holiday Craft Fair

* Successful in past, but much work
* Will not run Holiday Craft Fair this year

Purdy’s Chocolates - Courtenay

* Plan to offer for winter holidays and Easter
* Suggest to get booklets out soon before other groups/teams

Spring Fair

* Held every 2-3 years, good opportunity to welcome incoming grade fives
* Could consider for this year, keep in mind school musical this year as well

Movie Night at Silver City

* Will consider for this year

Royals, Pacific Football Club, Harbourcats Games

* Can sell tickets – earn a percentage
* Avoid “chuck a puck” not profitable

Apple Pies

* Make and sell frozen, local orchard may donate?, can Home Ec class help?

**Welcome Back BBQ – Wednesday, Sept 25**

* Ready to go with this event, plan to keep notes/photos of set up for future years

**Meeting adjourned: 8:10 pm**

Ongoing Fundraising

* **Peninsula Coop Number:** (**58597)** Put this number in your phone and don't forget to use it when you pay at the gas station or grocer.
* **Country Grocer receipts:** Save your receipts as PAC can earn gift cards to Country Grocer. The collection envelope is hanging by the PAC Bulletin Board at school.
* **COBS bread:** PAC participates in the COBS bread fundraising program. Mention Royal Oak when you go in and 5% will go back to our school with every purchase.

**Next PAC General Meeting:** Wednesday, October 23, 2019

**Speaker:** Carly Hunter, Director of Instruction, SD63, New Grading Methods for Middle School Students