

JRES PAC Meeting Minutes, June 17, 2015 – APPROVED FOR DISTRIBUTION

IN ATTENDANCE: Tracy M, Tracy Mo, Claire T, Theresa N, Krista H, Sarah T, Krystal P, Don P, Sarah R, Deb T

ADMINISTRATIVE ITEMS

- **Welcome, Introductions and Recognition:** Tracy M welcomed all attendees. Each attendee introduced themselves to the group. Tracy M thanked outgoing PAC President Claire T and gave her a bouquet of flowers and a certificate for a star named in her honour as recognition for her dedication and hard work throughout the 2014/2015 school year.

OLD BUSINESS

- **May minutes adopted:** Tracy M motioned, Claire T seconded. The motion carried.
- **After School Phone Use:** As a follow up to a request from a parent, Claire T asked what the rules were for use of the phone after school hours. Don P and Krista H clarified that the phone use after school requires is the same policy as phone use during school hours. The student must present a phone pass signed by a teacher. There is a strict “no social calls” policy. Using the phone to obtain parents’ permission for social dates is considered to be a social call. Students are allowed to bring personal communication devices to school and are free to use them after school or during class time for special projects with a teacher’s permission. The school is WiFi equipped. Students are not permitted to use communication devices during lunch break and recess.
- **Additional Old Business Items not on Agenda:**
 - o A draft letter introducing and summarizing the new Crossing Guard Program will be developed over the summer to present at the September meeting;
 - o The PAC cannot access the JRS electronic mailing list due to privacy laws but the school can send messages out to all members of its mailing list on behalf of the PAC;
 - o The solicitation rule pertaining to electronic mail needs to be clarified, for example, can JRS send out emails promoting events such as bake sales, hot lunches etc. on behalf of the PAC? Don P will confirm the solicitation rules for the next meeting; and,
 - o The PAC will continue to encourage enrollment with the PAC mailing list through the PAC website and Facebook page.

STANDING REPORTS

- **Principal Report:** Don P provided the following information to the attendees.
 - o 426 students are registered for the 2015/2016 school year at present;
 - o 51 of the students are kindergarten;
 - o The current 17 Divisions may be able to accommodate 19 additional students, depending on the distribution of the new students;
 - o If the school goes to 18 Divisions, the school has room to accommodate these students. The current Community Room can become the Music Room and the current Music Room can be converted into a classroom;
 - o If in the future the school grows to beyond 18 Divisions, the Community Room space could be converted into two Kindergarten rooms which would free up two classrooms so that rooms for each Division could be reallocated;
 - o The school will have resources to provide music to 13 Divisions next year. The PAC will need to provide funds to hire contractors to provide music to additional Divisions;
 - o The final student enrollment and number of Divisions will not be known until September;
 - o The district-wide Professional Development Days have been set for the following dates: September 25, October 23, December 7, February 19, April 18, and May 16;
 - o There will be four early closure dates to accommodate parent/teacher interviews: November 12 and 13, February 17 and 18;
 - o The last day of school will be June 30;
 - o Two teachers, Grant N and Rolynda S will be participating in the Vice Principal Program next year. They will be involved in activities related to the program one day a week, Thursdays. There will be a new position brought in to take over their classes on Thursdays;
 - o The amount that the school will receive from the provincial Education Fund will be known tomorrow; and,

JRES PAC Meeting Minutes, June 17, 2015 – APPROVED FOR DISTRIBUTION

- Dismissal will be at 12:00 on the last day of school this year. An assembly will start at about 11:15. The assembly will include student recognition, goodbye to teachers that are leaving, and a slide show.
- **School Planning Report:** Nothing to report. Tabled until 2015/2016.
- **Teacher Rep Report:** Teacher rep not in attendance.
- **Treasurer's Report:** Sarah T, the outgoing Treasurer, provided an updated financial spreadsheet and the following information.
 - Dearborn Ford donated \$5,000 to the Playground Fund;
 - The Hot Lunch Program brought in \$762 last month;
 - The new Munch and Lunch program does not allow refunds, the refund policy needs to be communicated to teachers and parents at the start of the year. Don P. indicated that a PAC representative may attend the school staff meeting on September 14 to provide information on the Munch and Lunch program; and,
 - Tracy M added that the Gaming Account allocation is expected to be \$7,000 and will likely be received in August.

COMUNIIICATION

1. 2014/2015 WRAP UP

- **By-Law Amendment to Remove Don P as a Financial Signing Authority and Allow Two Executive Member Signatures for Bank Transactions:** Claire T motioned, Sarah R seconded. The motion carried.
- **Staff Appreciation Luncheon:** The event was enjoyed by all and was a great success.
- **Kindergarten Orientation:** Don P provided the following information.
 - Kindergarten Orientation will be on June 10 next year;
 - A contractor will conduct the orientations; and,
 - Due to the number of people, two events will be held – one in the morning and one in the afternoon.
- **Test Drive a Ford:** Tracy M reported that Based on the number of test drives completed, \$500 is expected from the event. The Test Drive a Ford fleet will be at the Carnival tomorrow.
- **Entertainment Committee Update:** Claire T provided the following information with regard to the Carnival being held tomorrow.
 - Only the Community Room and Gym will be accessible during the Carnival;
 - There will be a 50/50 Draw;
 - Cakes will be coming into the Community Room throughout the day;
 - Carnival set up will start at about 2:00 PM tomorrow; and,
 - Everything is covered, no additional volunteers are needed.
- **Playground Committee Update:** Tracy M provided the following information.
 - The Juniper Ridge Community Association donated \$500;
 - Dearborn Ford donated \$5,000;
 - There has been recent neighborhood criticism over the City of Kamloops decision to remove a soccer field to install a dog park without community notification. The new playground will also eliminate a soccer field. A formal Approval in Principle needs to be created over the summer and submitted to the City of Kamloops as soon as possible in the new year so that the project can go through the required School District and City of Kamloops reviews, including any notifications;
 - The School District will allow the PAC to redistribute Playground money to a designated fund held by the School District. Redistributing the money to the fund before the end of June will allow the School District to issue tax receipts to donors for the current tax year;
 - Based on the current level of funds, \$30,000 is proposed to be allocated to the designated Playground Fund; and,
 - Creation of an Approval in Principle and a designated fund shows PAC commitment to the project and will start the required review process.
 - Claire T requested that this be discussed further before action is taken.

2. 2015/2016 PLAN

- **Motion to Move PAC Meetings to Second Tuesday of the Month at 6 PM, except for September 2015 which will be on September 15:** Tracy M motioned, Sarah R seconded. The motion carried.
- **Draft Budget for 2015/2016:** A draft budget will be prepared and presented at the September PAC meeting.
- **Draft Plan for Sept/Oct:** Tracy M provided the following information.

JRES PAC Meeting Minutes, June 17, 2015 – APPROVED FOR DISTRIBUTION

- Fundraising initiatives will be planned two months in advance;
 - The license for showing movies expires in November.
 - Previous fundraising results will be reviewed by the new executive to evaluate what funding works so that there are not too many fundraising initiatives
 - The PAC will consider having September as a month where there are no fundraising initiatives, including Hot Lunches.
- **Spending Limits:** Tracy M proposed a motion that a policy for spending limits be introduced. The policy would allow any PAC executive member to spend up to \$20 autonomously and \$50 if all four PAC executives are in agreement. Anything over \$50 must be voted on at a PAC meeting. After a discussion and clarification of budget items the motion was deemed redundant. A PAC executive has the spending authority for any already budgeted item. Anything that is not budgeted must be decided through a PAC meeting.

NEW BUSINESS

- **Grade 7 Dinner/Dance:** A Grade 7 parent approached the PAC to request funding for a Grade 7 event to be held at the school. The parent withdrew the request since the event will now be held at a venue off school grounds and will not require fees; however, the parent requested that the PAC include a budget for Grade 7 Events in the future. After discussing attendees proposed that a \$250 budget line labeled “Grade 7 Advancement” be included in the draft budget for next year. The budget will not be specifically earmarked for an event, but will be reserved for any inclusive activity that Grade 7 students and parents propose. The budget line will be further discussed when the draft budget is reviewed in September.
- **Telus Fundraiser Opportunity:** A parent approached the PAC with a potential fund raising activity sponsored by Telus. Telus will provide a continuous money stream to the PAC if Juniper Ridge parents register in the program and bundle their services (Cable, Internet, Phone). Concerns were raised regarding exposing parents to a third party and the oversight requirements. The attendees concluded that the program appears to be too complicated with no one to oversee it given the current volunteer level. The program may be revisited in the future.
- **Summer Photo Contest:** Tracy M provided a draft promotional notice and proposed a Summer Photo Contest open the Juniper Ridge Elementary students. The attendees agreed that the contest will only be open to Juniper Ridge Students and a budget of up to \$200 for the prize will be included in the draft budget.
- **Motion to Host a Summer Photo Contest:** Claire T Motioned, Tracy M seconded. Motioned carried
- **Juniper Ridge Community Association Report:** Tracy M recently attended a Juniper Ridge Community Association meeting in the hope of establishing a community relationship; however, the association may not be available to partner with PAC projects due to the current executive taking time off.
- **Equipment Bins:** The PAC currently spends a lot of money replacing sports equipment, specifically balls. Balls are lost due to vandalism, deliberate destruction by students, and by escaping the school property where students/supervisors cannot retrieve them. Krista H indicated that based on her experience, an equipment bin that she was able to oversee worked the best for keeping track of equipment. That way students sign equipment in and out and are responsible for bringing it back. An equipment bin program proposal will be designed with consultation with teachers at the start of the new school year in order to design an effective program.
- **Additional Items to add to next meeting agenda:** The following items were not on the agenda but were discussed during the meeting.
- Deb T Proposed three agenda items for the next PAC meeting in September; exploring the addition of parent Class Reps to attend PAC meetings, setting up training for Grade 6 and 7 (students that do lunch supervision) for how to respond to choking, and bringing in a Zumba teacher at \$20 a session for some lunch hours next year;
 - An orientation package for new students will need to be prepared for September; and.
 - A scholarship for students from Juniper Ridge Elementary was discussed. A proposed scholarship will be added to the agenda for the next PAC meeting.

NEXT MEETING DATE

- Tuesday, September 15th, 2015 at 6 pm.

Fiscal Year End Report 2014-2015

	Sales	Expenses	Profit (Loss)
Hot Lunch Program	\$24,749.75	\$16,466.38	\$8,283.37
Blazers Tickets	\$2,522.00	\$2,100.00	\$422.00
Movie Nights	\$2,347.00	\$1,122.05	\$1,224.95
Yoga Nights	\$1,044.00	\$0.00	\$1,044.00
Cookie Dough	\$7,319.01	\$4,716.00	\$2,603.01
Pointsettia	\$3,134.00	\$2,131.64	\$1,002.36
Zumba Nights	\$226.00	\$0.00	\$226.00
Christmas Silent Auction	\$2,482.50	\$16.42	\$2,466.08
Coffee House	\$799.45	\$593.93	\$205.52
Regal	\$328.38	\$0.00	\$328.38
Valentine Chocolates	\$303.25	\$315.00	(11.75)
Playground	\$13,052.36	\$0.00	\$13,052.36
Track and Field Concession	\$1,762.05	\$970.41	\$791.64
Spring Carnival	\$5,353.15	\$1,232.30	\$4,120.85
Ford Test Drive	\$1,010.00	\$0.00	\$1,010.00
General Grants Bottles	\$26.97		
SD 73 Allocated Funds FTE	\$245.40		
Junk 4 Jungle Gym	\$873.30		
Bank Interest	\$3.13		
Stationary/Photocopying		\$319.52	
Meeting Childcare		\$160.00	
Jerseys		\$1,550.75	
BCCPAC Renewal		\$75.00	
Teacher Incentives		\$1,475.00	
Music		\$750.00	
Bank Fee/Chq Order		\$238.82	
Hot Lunch Supplies		\$194.02	
Domain Registration		\$24.00	
Lunch Hour Clubs		\$77.06	
One to One Reading		\$74.64	
Gifts/Donations		\$206.77	
Cash box Float		\$100.00	
Staff Appreciation Lunch		\$67.04	

Account Summaries

Gaming:

Opening Sept 1, 2014 \$4,039.32
 Closing Aug 31, 2015 \$12,291.35

Chequing:

Opening Sept 1, 2014 \$15,365.67
 Closing Aug 31, 2015 \$46,214.44

Year End Total \$58,505.79

Playground Fundraising Goal	Option 1	\$75,016	77.99% ...so close...
	Option 2	\$62,200	94.06% ...almost...
	Option 3	\$50,650	115.51% WE'VE MADE IT!!