

**REYNOLDS SECONDARY SCHOOL  
PAC MEETING MINUTES - APPROVED**



**September 13, 2017  
6:30 p.m. Room 205**

**ATTENDEES:**

Rhonda Sylven, <i>Chair</i>	Adrienna van-Hoek-Patterson	Laura Lancaster
Connie McConnell, <i>Vice Chair</i>	Annabelle Ravidas	Monika Hall Kowalewski
Tara Black, <i>Treasurer</i>	Catherine Pickering	Roe Campbell
Tina Sulea, <i>Secretary</i>	Dean Norris- Jones	Ruth Smith
Tom Aerts, <i>Principal</i>	Kelly Edwards	

ITEM	INFORMATION
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Welcome and introductions were done                             <ul style="list-style-type: none"> <li>Laura Lancaster volunteered to be a PAC member at large</li> </ul> </li> </ul>
<b>Agenda</b>	<ul style="list-style-type: none"> <li>Agenda was approved as written</li> </ul>
<b>Minute</b>	<ul style="list-style-type: none"> <li>Minutes from June 15, 2017 were approved as written</li> </ul>
<b>Principal's Report</b> (Mr. Aerts)	<p><b>Review of First Week of Classes</b></p> <ul style="list-style-type: none"> <li>A positive tone with noticeable difference with the smaller class sizes</li> <li>1126 students total for 2017-18 school year                             <ul style="list-style-type: none"> <li>297 Graduating students</li> </ul> </li> <li>Classes are now set for most students</li> <li>New mobile device rules have been well received – teachers have green and red magnets that indicate when mobile devices can be used in class</li> <li>Mr. Aerts forwarded a letter to Reynolds staff, via email, from PAC welcoming them to the new year and thanking them for the amazing work they do with our students.</li> </ul> <p><b>Month of September dates to note</b></p> <ul style="list-style-type: none"> <li>Sep 14 - meet the teacher night and presentation on the Impact of Digital Distractions on Developing Brains by Dr. Paul Mohapel from Royal Roads University</li> <li>School photos Sep 21 – grad photos are happening Nov 14-21 by appointment                             <ul style="list-style-type: none"> <li>Students can bring props for their grad photos</li> </ul> </li> <li>Pro D Day Sep 18 – Teaching staff going to the Royal BC Museum for the day</li> <li>Cops for Cancer (C4C) Kick off Sep 22 – Oct 6</li> <li>Orange Shirt Day Sep 29</li> </ul> <p><b>Update on Portables</b></p> <ul style="list-style-type: none"> <li>Portables will be ready Sep 19</li> </ul> <p><b>Student Activity Fees</b></p> <ul style="list-style-type: none"> <li>No tax receipt can be issued for student activity fees</li> <li>Grad fee goes toward caps and gowns, event at UVic, printed programs, etc.                             <ul style="list-style-type: none"> <li>It was suggested to look into the cost of renting cap and gowns instead of purchasing – Grad Council to look into difference in cost</li> </ul> </li> </ul>
<b>Chair's Report</b> (Rhonda & Connie)	<p><b>2017-2018 PAC Calendar Review</b></p> <ul style="list-style-type: none"> <li>VCPAC general meeting is Sep 26, 2017 7:00 p.m. – 9:00 p.m. – Rhonda will attend                             <ul style="list-style-type: none"> <li>VCPAC Rep position is vacant – It was suggested to rotate through Reynolds PAC executive for representation until the position was filled</li> </ul> </li> <li>Oct 5 PAC meeting: funding request presentation due by Oct 4 to be presented at PAC meeting and email will go out with funding request form from Ms. Brix</li> <li>Meeting in Nov was moved to the 9<sup>th</sup> at 7pm – look at having a speaker</li> </ul> <p><b>Cops 4 Cancer PAC fundraising event: Online Silent Auction</b></p> <ul style="list-style-type: none"> <li>A motion was made by Connie and seconded by Adrienna to approve the GoBid Online Auction to fundraise for C4C – <b>Motion Carried</b></li> <li>GoBid will waive the administrative fees                             <ul style="list-style-type: none"> <li>Online Auction will run for the two-week period of the school's C4C campaign and can</li> </ul> </li> </ul>

ITEM	INFORMATION
	<ul style="list-style-type: none"> <li>○ be accessed by the public outside of the Reynolds community</li> <li>○ Auction Items are to be brought to Mr. Aerts at the Reynolds Office</li> <li>○ Auction will start Sep 22 and end on Oct 6</li> <li>○ Connie to draft an email to be sent to parents with a link to a donation request letter <ul style="list-style-type: none"> <li>▪ Rhonda and Mr. Norris-Jones to draft the donation letter</li> </ul> </li> </ul> <p><b>Visibility in the school and communication with parents: How/Where</b></p> <ul style="list-style-type: none"> <li>• Looking for PAC reps to promo the PAC at other parent meetings: <ul style="list-style-type: none"> <li>○ Music group - Ruth</li> <li>○ Meet the teacher night – Rhonda &amp; Laura</li> <li>○ Principal’s Advisory Group meets Friday mornings</li> <li>○ Grad Council meets Wednesdays at lunchtime</li> <li>○ Attending feeder middle School meetings</li> </ul> </li> <li>• Facebook page went live Sep 12 – search for ‘Reynolds Secondary PAC’</li> <li>• Mailman program was suggested to manage the PAC email distribution list on a subscription basis</li> </ul> <p><b>Ideas for speakers for Parent Education evenings</b></p> <ul style="list-style-type: none"> <li>• Teaching teens financial responsibility</li> <li>• Sexual health – Jennifer Gibson</li> </ul>
<p><b>Treasurer’s Report</b> (Tara)</p>	<p><b>Statement of accounts as presented on the General Ledger and the Statement of Operations and Position – Statement will be posted to website</b></p> <ul style="list-style-type: none"> <li>• Gaming account is currently at \$1,971; Operating account is at \$1,608 funded by parents fundraising</li> <li>• Some receipts from 2016-17 year still need to clear the account</li> <li>• \$50 coming out of restricted account for Pride activities</li> <li>• \$195 still to be paid out from unrestricted funds</li> <li>• Total PAC funds available as at September 13, 2017 is \$3,334</li> </ul> <p><b>Ordering of new cheques</b></p> <ul style="list-style-type: none"> <li>• New cheques needed for operating account – ASAP cheques can be ordered online for \$29 <ul style="list-style-type: none"> <li>○ Tara made a motioned to order cheques Ruth seconded – <b>Motion Carried</b></li> </ul> </li> </ul> <p><b>Request for Funding application</b></p> <ul style="list-style-type: none"> <li>• Funding applications to be submitted to the PAC no later than October 4</li> <li>• Closing date for second funding cycle will be January 31, 2018</li> <li>• Form is now fillable so doesn’t need to be printed.</li> </ul> <p><b>Call for Budget Committee members</b></p> <ul style="list-style-type: none"> <li>○ Budget Committee volunteers are: Tara, Ruth, Monika, Laura and Adrienna</li> <li>○ Committee will meet after the October PAC meeting (date TBA) to review applications and will present a breakdown of suggested allocations at November meeting.</li> </ul>
<p><b>Information Items</b> (Rhonda)</p>	<p><b>VCPAC Reynolds Representative is OPEN</b></p> <ul style="list-style-type: none"> <li>• Position is still vacant – Rhonda will go to the Sep 26 meeting; Future meetings this semester: Oct 24; Nov 28; Jan 23</li> </ul> <p><b>BCCPAC – membership renewal</b></p> <ul style="list-style-type: none"> <li>• Reynolds PAC will continue to subscribe to the BCCPAC.</li> <li>• There is a fee of \$75 annually to be a member – they offer a bursary for students <ul style="list-style-type: none"> <li>○ Kelly made a motion to spend the \$75 for the BCCPAC membership renewal and Ruth seconded– <b>Motion Carried</b></li> </ul> </li> </ul>
<p><b>Parent Group Reps</b></p>	<p><b>Looking for parent reps for the following programs to attend PAC meetings:</b></p> <ul style="list-style-type: none"> <li>• Soccer - Tara, Flex - Laura, <b>Theater - Open</b>, Athletics - Laura, French - Monika</li> </ul>
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>• Start posting agendas to the Reynolds website</li> <li>• Rhonda will look into seeing if PAC can access Thrifty SMILE card funding</li> <li>• Tina to look into a Gmail account for the PAC – bring information to Oct 5 meeting</li> <li>• PAC received a note of thanks from Mrs. Atkinson for the gift we gave her in June for her retirement</li> </ul>
<p><b>Adjourned</b></p>	<p>Meeting adjourned at 8:40 p.m.</p>

**Next Scheduled Meeting:** Thursday, October 5, 2017, at 7:00 p.m. Room 205