

Jessie Lee Elementary

October 2018 PAC Meeting

In Attendance: Claire Turner (Principal), Emily Sherwin (President), Erin Drake (Treasurer), Alora Vandenberg (Vice-President), Cloe Botton (secretary)

Members at Large: Ayoe Lai, Michelle Appasani, Erin Holen, Crystal Smith, Cara Ng

Agenda

8:40 am- PAC Meeting Commences

- Introductions
- Presentations from White Rock Rotary and Fraser Heath "Healthy Schools Program" both cancelled from agenda (no-show of attendees)

8:50 am- Financial Report

- General Account: \$27, 983.38
- Gaming Account: \$11,152.77
- In great standing - \$29,000 Initial payment for new intermediate playground put forward - still waiting on official announcement for work to commence.

9:00 am- Principal's Report - Claire Turner

- Intermediate playground upgrade still waiting for district facilities approval for ground breaking - initial payment has begun - see Financial Report
- Geodome climbing apparatus by the front fence is to be removed - As per district facilities it has reached its life span for safe equipment.
- Three physician literacy programs are currently being run until the end of December
 - Game Ready - Xavier (BC Lions) and Joey (Safe Schools) will be running programs Monday, Wednesday and Fridays, during and after school.
 - Mini Code Blues - Constable Mike (Surrey RCMP) and Brad (Community Outreach) will be running themed physical activities each Tuesday
 - BOKS - Running Tuesday and Thursday mornings prior to school - Sign-up sheets will be handed out shortly - As with all three above programs, attendance will be on invitation basis based on teacher and administrative assessment on individual student needs
- Communications - All school related communications will be coming out via the school website - <https://www.surreyschools.ca/schools/jessie/Pages/default.aspx>. Please expect to check it regularly as email newsletters and paper notices will not be in regular distribution. You can also download the [SchoolLink app](#) on iPhone/Android which is a direct link to the schools website noted above. Calendar of upcoming school events can be accessed both on the website and app. Jessie Lee also has a Twitter account @JessieLeeLearns for those who wish to follow updates there. Please note all above communications are facilitated by the schools administration and not PAC. The PAC does not have access to update or add to these pages, apps or calendars.

9:30 am- Upcoming Fundraisers

- Purdy's Chocolates sale will continue this year - aiming for an online order process as well as considering a credit card only transaction process to keep in line with Surrey School Board mandate that sales of sweets and candies be made by parents and adults only. More details to come
- Annual Christmas Store will continue this year - for new parents, this is a garage sale style "store" the PAC sets up for your children to purchase gifts all on their own for their loved ones during school hours.

Families will be asked to donate items (New or gently used from around the house) and the children will be able to purchase items for a dollar each. Store dates to be determined and announced - Notices for donation drop offs will commence in the first weeks of December - Stay Tuned!

9:40 am- Scholastic Book Fair

- Ms. Alicia McCormick will be running the Book Fair November 15, 16 and 19
 - **4- 6 parent volunteers will be need EACH day between 8:30-3:30**
- Supplies will be arriving November 13th - Parent Volunteers needed after school only
- Please contact mccormick_a1@surreyschools.ca or cloeboton@gmail.com or to sign up.
- See attached schedule of events for details on volunteering below - Signing up for multiple slots is encouraged!

9:45 am- Open Floor

- More administrative communication requested by parents - not all parents have regular internet access - perhaps a monthly newsletter to be started, printed and emailed?
- Once the three physical initiative programs end in December, we can look at yoga or other volunteered activities to come in for the kids.

Next PAC Meeting is Nov 21st at 0900h

Jessie Lee Scholastic Book Fair – Adult Volunteer Sign-Up

Tues. Nov 13	DATE & TIME SLOTS	Wed. Nov 14	Thurs Nov. 15	Fri. Nov 16	Mon. Nov 19
FOUR TO SIX EXPERIENCED HELPERS: Book Fair will be dropped off during the day *Alicia not on site – at Walnut Rd* We will need help setting up the fair, trinket table, and payment HQ. See room setup suggestions below	8:35-10:20	TWO HELPERS: <hr/> <hr/> <hr/> 8:45-9:30 - Finalize setup 9:35-10:15 Div 10 gr. 2/3	TWO HELPERS: <hr/> <hr/> <hr/> 8:45-9:30 – gr. K – Div 17 9:35-10:15 Div 7 gr. 4/5	(Collaboration Time – No Classes)	TWO HELPERS: <hr/> <hr/> <hr/> 8:45-9:30 – Prepare for final day of sales 9:35-10:15 Div 10 gr. 2/3
	10:30-11:30	TWO HELPERS: <hr/> <hr/> <hr/> 10:40-10:55 Strong Start families? 11:00-11:40 Div 9 gr. 3/4	TWO HELPERS: <hr/> <hr/> <hr/> 10:40-11:20 Div 11 gr. 2/3	(Collaboration Time – No Classes)	TWO HELPERS: <hr/> <hr/> <hr/> 10:40-11:20 Div 16 gr. K
	12:50-2:30	TWO HELPERS: <hr/> <hr/> <hr/> 1:00-1:40 Div 15 gr. k/1 1:45-2:25 Div 12 gr. 1/2	(Collaboration Time – No Classes)	THREE HELPERS: <hr/> <hr/> <hr/> 12:55-1:10 - Div 1 gr. 7 1:10-1:25 – Div 5 gr. 5/6 1:25-1:40 – Div 3 gr. 6/7 1:40-1:55 – Div 6 gr. 5 1:55-2:10 – Div 4 Gr. 6 2:10-2:25 – Div 2 gr. 6/7	TWO HELPERS: <hr/> <hr/> <hr/> 1:00-1:40 Div 14 gr. 1/2 1:45-2:25 Div 13 gr. 1/2
	2:30-3:30	FOUR HELPERS: <hr/> <hr/> <hr/> <hr/> 2:30-3:00 After School Additional Shopping time for Families	FOUR HELPERS: <hr/> <hr/> <hr/> <hr/> 2:30-3:00 After School Additional Shopping time for Families	FOUR HELPERS: <hr/> <hr/> <hr/> <hr/> 2:30-3:00 After School Additional Shopping time for Families	FOUR TO SIX HELPERS: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> 2:30-3:00 After School Additional Shopping time for Families
		3:00-3:30 Close fair; restock as needed and count cash payments received, print day's debit/credit charges, lock up and charge payment devices			3:00-4:00 LAST DAY TAKEDOWN Close fair and full TAKE DOWN; count cash payments received, print day's debit/credit charges, finalize totals and lock up fair items for pick up tomorrow.

Scholastic Book Fair Schedule

- Adult volunteers will be assisting as salespeople at the trinket table, payment table, and “door bouncer” (ensuring items have been paid for)
- No library book checkouts or exchanges will take place during the fair
- IT WOULD BE SUPER HELPFUL TO HAVE ONE PAC PARENT THAT CAN BE THE MAIN ASSISTANT & COORDINATOR (Perhaps someone who has done a book fair before, as Alicia has only done one before!)

Setup/Notes:

- All unfolding displays will circle inner section of the library; please leave read aloud loft empty for activities after each class has their shopping time.
 - Set up the displays in order of easiest/youngest target audience to oldest in a way that makes sense
- Use tables as needed for book box displays in whatever arrangement looks best.
 - Feel free to move around the movable library displays like the Indigenous books, seasonal books and graphic novel area.
 - Feel free to move any countertop books and baskets as needed to make space.
- Trinket Table and posters set up in front of computers; use the whiteboard as a backdrop? (It’s a good idea to have a long space for a lineup to go with that area)
- Block off areas of non-fiction shelving; no access during fair
- **Payment procedure:** Payment HQ will be set up at the main checkout counter with payment terminal equipment, a calculator, a red pen, and a cash box (to be locked up and terminal charged in library office each afternoon)
 - All price tags must be initialled by payment personnel in red ink after each sale is complete
 - All sales are final.
 - All entrants will have their items viewed at the door to ensure the price tag is initialled and payment has occurred.
 - **It may be helpful to have a second cash box at the trinket table with a calculator and red pen for trinket-only transactions.**