

Clayton Elementary PAC News

SEPTEMBER 2017 NEWSLETTER

Call for Nominations

We are looking for nominations to fill vacant PAC positions for 2017–2018. If you are interested and want to ask questions and/or shadow current executive/committee members please email us at:

claytonelementarypac@gmail.com

All parents are welcome to attend PAC meetings and every parent in attendance is entitled to vote.

Please consider joining us on **Wednesday, September 20th at 6:30 p.m.** to help fill the remaining committee positions.

We ask for and welcome more than one person to hold these positions in order to share the load. We wish to ensure that there is not too much work for one person. See page two for job descriptions.

Current Status

Executive Positions:

President:	Karen
Vice-President:	Carolyn
Treasurer:	Danni
Secretary:	Leisau
District PAC Representative:	Vacant

Committee Positions:

Fun and Book Fair Coordinator:	Vacant
Emergency Planning Coordinator:	Vacant
Fundraising Coordinator:	Vacant
Fruit and Vegetables:	Renata and Danni
Grade 7 Coordinators:	Danni, Tiffany, Karen
Hot Lunch Coordinator:	Vacant

Hot Lunch Coordinator update

A volunteer is handling the “Munch a Lunch” administration and collections. We need volunteers to supervise the distribution of lunches and beverages to the classrooms. There are approximately four hot lunch days per term—usually once a month.



Contributing Suppliers

The PAC benefits in various ways when you use the following organizations:

Boston Pizza

6486–176 Street, Surrey, BC • 604.576.2677

When you eat at the Cloverdale location (64 Avenue and 176 Street) be sure to let your server know that you are with Clayton Elementary. Ten percent of your bill (excluding alcoholic beverages) will be donated to Clayton Elementary PAC.

Mabel's Labels

Visit campaigns.mabelslabels.com. Click support a fundraiser and find our school in the drop-down menu. The top of the page should read: **You are supporting:** Clayton Elementary PAC (Surrey).

Potential PAC activities in 2017–2018 include:

- Hot lunches
- Purdy's chocolate sales
- Family photo night
- Sale of gift cards
- Sale of pies and cookies
- Sale of plants/hanging baskets
- Staff appreciation lunch

The BC School Fruit and Vegetable Nutritional Program

In case you're wondering why your child receives a fruit or vegetable and milk every few weeks, it is from *The BC School Fruit and Vegetable Nutritional Program*. For more information about this program and educational materials to share with your children please visit:

http://www.sfvnp.ca/assets/bcsfvnp_brochure-2016.pdf

Recent PAC fundraising and distributions in 2016–2017

- Fifteen iPads purchased
- Steel Band drum tuning

Contribution to:

- Social Emotional Learning Resources
- Art Starts: Magician
- Bus rentals for field trips

Book Fair

- Money raised went to the school library

*Next PAC Meeting: Wednesday, September 20 at 6:30 p.m. in the school library.
Let's work together to leave a legacy for our children!*

Clayton Elementary PAC Positions and Job Descriptions

The Parent Advisory Council (PAC) is made up of ALL the parents/guardians of the students of the school.

These are some descriptions of the positions but may not be inclusive of all job duties. The Executive perform formal roles to ensure the organization continues.

President:

- Calls and chairs Executive and PAC Meetings
- Works with Secretary to prepare each meeting's Agenda
- Meets with school principal on a monthly basis
- Is the official spokesperson for the organization
- Delegates and ensures that the objectives of the organization are met
- Is a Signing Officer
- Oversees and appoints special committees as needed

Vice-President:

- Assumes the duties of the President in their absence
- Is a Signing Officer
- Can opt to be in-training to become President
- Assists the President as needed and perform such special duties as the executive decides
- Attends at least one Executive Meeting and one General PAC meeting per month

Secretary:

- Records minutes of all General and Executive meetings
- Receives and issues all correspondence on the association's behalf (via email, newsletters, and Facebook)
- Attends at least one Executive Meeting and one General PAC meeting per month

Treasurer:

The role of treasurer is to keep accurate and up-to-date records of all expenses paid and all money received and shall assist the executive in preparing the annual budget.

Duties

- Attends at least one Executive Meeting and one General PAC meeting per month
- Is a Signing Officer
- Is responsible for drafting the Budget

- with the assistance of the Executive
- Deposits all funds into the PAC Account
- Ensures all funds of the council are properly accounted for
- Disburses funds as authorized by the membership or executive for all PAC business
- Ensures that proper financial records and books of account are maintained
- Reports on all receipts and disbursements at General and Executive meetings
- Makes financial records and books of account available to members upon request
- Has the financial records and books of account ready for inspection or audit annually
- Ensures that another Signing Officer has access to the financial records and books of account in the Treasurer's absence
- Submits an annual financial statement at the Annual General Meeting
- Is responsible for applying for Gaming Grant. Manages Gaming money separately from any PAC general account. Is knowledgeable and aware of what the Gaming rules are for spending and reporting

District Parent Advisory Council (DPAC) Representative:

- Attends DPAC meetings and workshops, and report back to the PAC executive and membership
- Arranges for an alternate to attend meetings and workshops if necessary
- Communicates with DPAC on issues of interest or concern from Clayton Elementary PAC

Grade 7 Coordinator:

- Organizes a meeting for grade 7 parents to discuss graduation activities and form committees
- Some areas to think about: ordering hoodies for the kids; graduation gift to the school; graduation ceremonies and dinner; yearbook; slideshow; fundraising activities; etc.
- Attends Monthly PAC Meetings in order to coordinate dates of events with other PAC events

Emergency Preparedness Coordinator:

- Takes inventory of emergency supplies
- Replaces as necessary
- Some emergency food rations expire every year. These are used at sports day and replaced

Fundraising Coordinator:

- Plans for the appropriate amount of fundraisers to meet the needs of the PAC budget
- Summarizes each fundraiser and reports to the PAC
- Makes a tentative plan each May for the following year's fundraisers

Hot Lunch Coordinator:

- Coordinates the Hot Lunch program provided by the PAC
- Identifies and works with lunch suppliers to determine menu and negotiate rates
- Organizes volunteers to help on Hot Lunch days
- Works to ensure that the program runs smoothly and efficiently for primary and intermediate students and parents
- Food-safe certification required. (PAC will pay for certification)

Fruit and Veggie Coordinator:

- Prepares and sorts vegetable or fruit for distribution to classrooms
- Food-safe certification required (PAC will pay for certification)

Fun Fair & Book Fair Coordinator:

- Organizes and plans the fun fair. Creates a committee and hosts own meetings
- Manages budget and volunteers
- Plans, organizes and coordinates the Book Fair

Parent Liaison Representative for each Division:

- Attends monthly PAC meetings to participate in the decision-making process on behalf of the parents in their classroom
- Communicates information from PAC meetings to the teacher and the classroom parents when necessary
- This position can be expanded by choice of parent to include organizing classroom parties, hot lunch volunteer, collect money for teacher gift, hold confidential list of parent email and phone numbers, and other classroom duties