

# PAC Annual General Meeting - Minutes

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**September 14, 2016**

## **ATTENDEES**

Chelsea Duhs, Maliheh Hakakzadeh, Cynthia Soboren, Lisa Tan, Marnie Ander, Cindy Nairne, Sarah Dennis, Michelle Morgan Tisdelle, Sanaz Darban, Charlotte Burns, Victoria Mendes, Christina Venturini, Roo Wyda, Julia Kutlubay, Lisa Black, Tara Zielinski, Hoda Seraji, Nil Aykut, Farzaneh Bamani-Roboubi, Samira Shahbazi, Annabel Pringle, Michael Sutcliffe, Kristin Asrar Haghighi, Steph LeComte, Mat Burke, Sara Dubois-Phillips, Barbara Janzen, Nicole Brown, Monika Wilson

## **1. CALL TO ORDER (Annabel P)**

Meeting called to order at 7:07 by Annabel

## **2. CHAIR'S REMARKS (Annabel P)**

Annabel welcomed everyone and thanked all for attending.

Introduced various school improvements including new library/learning commons, PJ Community park, new curriculum.

## **3. APPROVAL OF AGENDA (Annabel P)**

1st Michael, 2nd Kristin, approved

## **4. APPROVAL OF 2015 AGM MINUTES (Annabel P)**

1st Michael, 2nd Farzaneh, approved

## **5. BUSINESS ARISING FROM MINUTES (Annabel P)**

None

## **6. CHAIR'S REPORT (Annabel P)**

Annabel thanked Michael for his work as the former Chair, then introduced new and returning PAC members. She called for volunteers and informed all that a volunteer sign-up sheet is available.

Noted that there will be an overview of 2015's fundraising and spending. In relation to this, PAC welcomes suggestions. Reinforced that everyone is included/welcome to participate in PAC and that we aim for openness and to be all-inclusive.

## 7. PRINCIPAL'S INTRODUCTION AND REPORT (Tara Zielinski)

### INTRODUCTION

Tara introduced herself and thanked all for attending. She emphasized that her door is always open and parents & students should feel free to stop by.

Tara gave a detailed outline of her varied education and career experience spanning from University of Victoria to London, England, Brazil, Atlanta, Calgary and West Vancouver. She has a diverse background covering many aspects of education, HR, Education administration, Montessori, IB program, ELL. This summer she spent 1 month in Québec improving her French. In addition she speaks Spanish and Portuguese.

### REPORT

Tara emphasizing the importance of transparency and a team approach.

She then mentioned the decrease to 16 divisions this year (from 18), and that the school is almost at capacity. New staff have also been hired:

- Kathleen Kelsey, Learning Assistance Support
- Geneviève Brisson, Librarian. Role will be more of a collaborative teacher-librarian: act as traditional librarian as well as be a resource for integrative learning
- Mme Schwartz, shared teaching with Mme Adam and Kindergarten PE
- M. Parker, Grade 6/7

Tara informed everyone that the new website for the school is running, saying it is more user-friendly and in line with the site updates for SD45 and all other schools in the district. Tara will regularly post blog updates and welcomes suggestions for topics. Upcoming events will be posted in the weekly e-bulletin.

Noted that the fruit & vegetable program, run by Tania Pan, will begin next week. In the spirit of giving a greater student voice to school activities, the grade 4/5's will be involved helping with the program, making announcements, researching health benefits, etc.

## 8. TREASURER'S REPORT (Lisa B)

### BALANCE SHEET

Lisa began with an overview of the Balance Sheet, highlighting a total of \$94 596.51 currently in the bank, and what this could mean in terms of funding opportunities.

### 2015-16 YEAR END REPORT

Lisa then discussed the 2015-16 Year End Report, pointing out PAC is earning more money. Some highlights of the report include:

- Other \$16000: this went towards covering the amount needed for carpeting in the Learning Commons that was not raised at the Gala.

- Community Park: \$23,000
- Grade 7 Trip \$12000: as of last year these funds are now provided as a lump sum to help organizers plan and pay for some aspects in advance

## PROPOSED BUDGET 2016-17

Lisa followed with a discussion of the proposed budget for 2016-17, which are estimates based on previous years. Changes from previous years include:

- Bonhomme Skate: now a revenue generator for Grade 7's via cupcake sale
- Directory revenue: taken over by Chris Parslow as privacy issues made this too problematic for PAC to manage
- Family BBQ: complaints about charging \$10 for Sport's Day lunch led PAC to reevaluate these 2 events. BBQ will now be a revenue-generator through tickets sales, however Sports Day lunch will be provided for free. BBQ can now be more of a family event.
- Fun Lunch: a major revenue-generator for PAC. Annable would like it clarified that you do not have to order an entire meal, you can order individual items.
- Gala raised \$48,000 last year. PAC is seeking volunteers to run this year's Gala.
- Gelato Fridays: reduced to \$500 as it will now only be once a month (not every Friday) in the hopes this will increase participation.
- IGA Fundraiser: a parent is needed to take on this 'easy earner', and explore other vendors we can use. Annabel can provide guidance.
- Bank Service Charges: these are fees associated with using PayPal
- Movie Nights: thank you to Steph and Michael for organising these successful events
- School Musical: may not happen this year
- Financial Assistance: reduced to \$0 from \$1500 last year. No one came forward for assistance, however this year Tara has said this should not fall to PAC; she will take ownership of financial assistance.
- Field Trip Transportation: New expense category to distribute the money no longer being used for Financial Assistance. It has been proposed that each class will be provided \$100 to off-set the cost of busses.
- Emergency Preparedness: PAC funds delegated to replenishing green bins.
- Classroom Discretionary Funds: reduced by \$500 as there are 2 fewer divisions this year (\$250 is distributed to each teacher, learning assistant, etc.)
- St. John's Ambulance: increased as Grade 6 and 7's will both participate this year and complete the training together (to happen every other year)
- Traffic Committee - Grade 4 Bike: did not run last year so this year Grades 4 and 5 will participate hence the budget has doubled.

It is budgeted that PAC will generate \$10,860.00 (Income \$72,400 less Expenses \$61,550).

## ADDITIONAL BUDGET CONSIDERATIONS

Lisa called for parent community to come to PAC with ideas, and with offers to help implement. PAC will be accepting proposals at the next meeting, that can then be voted on. For example, Chris hopes to have glass doors installed to divide learning commons.

Mat B asked whether rooms previously dedicated to 2 divisions are now vacant. Tara explained that a portable now acts as a flex. Other room is being used by ELL educator as a "language centre". This was previously a shared space.

In reply to the question of how many students are currently at École Pauline Johnson, Tara stated there are 386, the largest class being 30 students. The previous school year had 407 students.

The motion to approve 2015 budget: 1st Cynthia S, 2nd Mat B

Lisa indicated that PAC would like to spend \$6000 on [Natural Pod](#) tables for the learning commons. This will be voted on at the next PAC Meeting. Tara provided more information on Natural Pod tables, saying they are

very natural and enhance social-emotional learning and can be utilised to define spaces (eg different height tables). They are adaptable to support different learning needs. Cost may be less than \$6000.

## 9. COMMUNITY PARK (Victoria M)

Victoria stated that she hopes the park will open in a few months. She then expresses that it was a team effort, 4 years in the making. She would like to thank the many people that have been involved: Kyra, Eileen H, Anne M, Linda G, Kate P, Julie B, Evren K, Hemsal F, Kate W, Chris D, Monica W, Noleen B, Sarah D-P, Sareh D, Stephen N, as well as the 40 parent, teacher and administrative staff who donated to the fundraising initiative. Additional thanks to King Kubota excavation services for 4 weeks work over summer.

Next she emphasized that the Park will fit the new curriculum. The park's 5 themes that reflect the new curriculum are:

1. Outdoor education: 5 outdoor classrooms.
2. Environmental stewardship: wetlands
3. Connection with First Nations: healing circle designed in partnership with the Squamish Nation. Groups have expressed interest in using this area, including the North Shore Restorative Justice Society and the Eating Disorders Clinic.
4. Community and Intergenerational learning and Connection with neighbours
5. Land use and conservation

There will be a community build event the weekend of September 23rd, managed by non-profit Projects in Place, so students and parents can take ownership. A Barbeque will follow on Sunday afternoon. Volunteers must sign up online (kids are welcome to come along if they are with a parent). E-mail Tara or Susie for link or see the weekly school E-Bulletin. Annabel suggested a grade could choose to take on a shift as a group.

Victoria highlighted Whole Foods' contribution to the park with donations of \$20000, assistance with the garden, and food for the barbeque. Last year \$7200 was raised through Whole Foods' "Taste of Thanksgiving" event. This year it will be on September 29th and Whole Foods would like to again partner with the PJ Community Park, however a volunteer is needed to take the lead. Farzaneh suggested class parents sell tickets, however Tara first wants to clarify responsibilities of a Class Parent.

Victoria ended by thanking the PAC for financial contributions and support.

## 10. NEW BUSINESS (Annabel P)

Annabel stated that the new PJ PAC website should launch early next week. It will be more interactive is easy to navigate. Annabel thanked the Communications Team for their excellent work on the new website.

She went on to state that volunteers are needed to fill the following roles:

- Gala Chairs
- Canadian Parent for French Liaison: Tara will provide more information to Annabel regarding this role.
- Santa's Workshop team: it is a big undertaking but guidance will be provided. Kristin suggested a team of 3 people.
- IGA Fundraiser: this is an easy task. Boni is already doing some initial work to see what other vendors may be interested. Fresh St has declined to participate as they support the community by other means. Loblaws City Market could be a potential partner when they open at Park Royal. Chelsea will ask her husband to pursue this lead.

Victoria then spoke about the Fandy family, a Syrian Family that she has helped sponsor to come to Canada. 50% of 2015's Santa's Workshops proceeds went to this family (the other 50% went to the park). She said that they are expected to arrive in the next few months and are in need of accommodation, in Surrey, as it is a requirement they be near LRT and have a rent budget of \$1200/month. She put out a call for anyone who may have a lead on a place for rent, and if anyone could be available to provide support helping them learn

to integrate during their first year in Canada. She stressed that they don't need cash or donations. To date they have raised \$55,000.

## **11. ADJOURNMENT**

Annabel made motion to adjourn at 8:40pm; 1st Farzaneh B, 2nd Lisa B, approved.