

PAC General Meeting - Minutes

October 19, 2016

ATTENDEES

Stephanie LeComte, Tania Pan, Sheenagh Trembath, Christina Venturini, Bonnie Santas, Lisa Black, Zoë Mackenzie, Michelle Ross, Deanna McDonald, Linda Gour, Linda Jando, Victoria Mendes, Charlotte Burns, Amani Mohsen, Maliheh, Azra Jovanovic, Sydney Smith Patmell, Cindy Nairne, Julia Kutlubay, Saiba Lalji, Tara Zielinski, Kate Pratt, Nicole Brown, Cynthia Soboren

HEADER (Name)

CALL TO ORDER (Annabel P)

Meeting called to order at 9:00. Annabel welcomed all in attendance.

APPROVAL OF AGENDA

Approved 1st by Bonnie, 2nd by Charlotte.

APPROVAL OR MINUTES OF SEPTEMBER 14th AGM

Approved 1st by Lisa, 2nd by Cindy.

PAC CHAIR UPDATE: the year so far

Many events have taken place in the last month:

- Terry Fox run: thank you to PAC members who stepped up to help with snacks at the last minute
- Taste of Thanksgiving (Whole Foods): raised \$5500 which will go towards the new community park
- New parent wine & cheese: 25 people attended. Made parents feel welcome and builds school spirit
- Movie night: raised \$675
- Spirit Wear: 103 items have been ordered. There are still umbrellas, which people can contact Lynn Mooney to order. Cindy passed around a sign-up sheet for anyone interested in purchasing.
- Fun lunch: orders thus far are the same as previous year
- Pub Night: a disappointment as only 10 people showed up. A comment was made from a parent that "they didn't know about it", despite having been advertised on PAC website, e-bulletin, etc. Increase awareness of events by promoting verbally, referring people to the PAC site, liaise with class parents to promote (via Julia)

- Park build: Victoria brought up the success of September 24th weekend's build, and called for volunteers to help finish planting this weekend. Log jam installation to occur this Friday.

Other business:

- Traffic safety : this is a pressing issue that needs to be addressed. Tara notified everyone that there will be an upcoming meeting on this issue and all are welcome to attend.

Sheenagh mentioned the possibility of a monitor as in other districts; Lisa suggested politely speaking to violators. Tara does not want parents to take on the role of traffic monitors. She will enforce rules; parents should maintain/build relationships with other parents.

Farnoush has been a big help in enforcing rules. However she gets a lot of negativity from safety violators therefore she does not engage them. She does report them to Tara who then reviews and follows up as necessary.

Linda asked whether we could request more police/by-law officer presence. Tara informed everyone that West Vancouver police have been called to help with numerous Vancouver investigations and therefore their resources are stretched. Maureen Lee is the liaison who works with schools on this issue.

- Annabel shared the 'Thank You' cards that PAC received from students
- Volunteers: needed for both Santa's Workshop (as the previous team has 'retired') and Gala. Spread the word as both need a few people to lead, however both also have big support teams
- There are no PAC events schedule for November, however one is being planned possibly for January

PRINCIPAL'S REPORT (TARA Z)

Feedback requested regarding recent information sessions:

- Curriculum night, Curriculum info session and ELL info session. About 10 parents attended the ELL session; 82 of PJ's 380 students are ELL
- There will be 2 more before Christmas:
 - Nov 17 Communication Student Learning with Lynne Tomlinson
 - Nov 24 Transition to High School for parents of grades 5, 6 and 7 students interested in attending Sentinel

New process for kindergarten registration in an attempt to streamline

- Tours for prospective families: 2 dates. Will showcase school, programs, etc.
- Kindergarten documentation assistance: 2 date, 1 in morning, 1 in evening. Susie and Kara will receive documents, copy, ensure everything is received and in order

Speaker: Jesse Miller "Mediated Reality" at Irwin Park open to all who would like to attend. Tara to confirm date and cost. This would also be good for kids. Jesse is very up-to-date and savvy regarding social media.

1st Aid Training cost had increased as a result of changing provider. The previous program with St. John's Ambulance wasn't deemed effective so Chris Parslow chose a new provider. She is St John's-trained, but independent and provides training in french. We will continue to provide the training to Grades 6 and 7 every 2 years. Tara and Chris will provide the additional funds if PAC is not able to.

Math IXL program:

- All West Vancouver teachers were surveyed to review our programs. It was found that, teachers using IXL, found it to be an incredible program so the district is purchasing a license for grades 2 through 5. It was discussed whether the license should be expanded to include grades 6 and 7, but the school or PAC would have to fund additional cost. As this is coming from the district level, it supersedes the Math Committee and Mathletics. One concern with expanding MATH IXL to include 6's and 7's is that they will be bored of it/burnout by that point. This was the same reasoning for not providing Mathletics to all the grades
- Tara will discuss with teachers. It was suggested parents could take advantage of school's licensing and purchase for their child if the school didn't opt to use program. However this would depend on the license guidelines
- Nicole commented that parents are paying for it now, so the solution decided upon should be one that will work well into the future

TREASURER'S REPORT (LISA B)

Lisa reviewed the year-to-date expenditures in comparison to the budget.

- Other Expenses (ie. incidentals): this covers Terry Fox, purchased supplies to stock kitchen and having the kitchen cleaned. Please note that the gym kitchen is under PAC's responsibility to clean after use
- Grade 7 graduation: as a result of venue invoice not being paid before June
- St. John's Ambulance: significantly over-budget as explained by Tara. This is to be reviewed for next year, however must also decide whether PAC will pay the additional this year or if school will offset. To be discussed at upcoming PAC exec meeting. Tara proactively follows up with vendors before renewing programs to ensure invoice will remain the same
- Fun Lunch revenue: numbers are not accurate because of how fun lunch invoicing works; it is not taken out for the month until the month is over. Additionally there were numerous outstanding Panago invoices from 2015-2016
- Gelato Fridays: inventory is purchased in advance
- Movie Night: shows minimal profit because first movie night is used to pay for license (\$399)

- School Supplies: this is the amount paid, however PAC is still waiting for cheque from company for percentage of sales
- Spirit wear: will decrease as there are still invoices to pay
- Grants - BC Gaming: less than budgeted because fewer students. The amount provided is on a per student basis
- Bank Service Charges: PayPal fees
- Communications: greater because a new sandwich board was needed when current one was broken, and to pay for PAC website's domain name
- Capital Expenditures: amount covers new fountains (\$4400) and new PAC website (\$700)
- PJ Legacy Expenditures: it was discussed whether a new category is required, separate from 'Playground Equipment' to cover maintenance of new playground. Lisa solicited advice from Nicole stating \$5000 budgeted is enough to cover both but should the category be renamed. Nicole suggested dividing the \$5000 'Playground Equipment' line item into 2 separate categories: 'Playground Maintenance' and 'Playground Upgrades'. Tara advised that playground equipment is warranty-based

Lisa stated that it is worth noting that all budget items are expenditures which have occurred previously, and PAC anticipates doing so again, however they may not be spent/earned this year.

PROPOSALS RECEIVED FOR POSSIBLE PAC FUNDS EXPENDITURES (LISA B)

PAC is currently taking proposals for funding requests. Lisa reinforced that ideas are welcome, as well as the help to undertake these ideas, with support from PAC support to make it happen.

The following requests were brought forward:

- Gardening supplies: Sareh would like funds to buy supplies for school planters
- Quickbooks online: Lisa requested \$120 per year for an accounting program to increase transparency handover to future treasurer. Lisa also put a call out for assistance from anyone with Quickbooks expertise
- Glass partition doors for learning commons: requested by Chris
- Donation to École KB Woodward in Surrey: Cindy suggested making a donation to the school to help them recoup funds stolen. Sheenagh suggested perhaps using the proceeds from a movie night. Nicole suggested Santa's workshop. Everyone supported the idea, and it will be discussed further at the next PAC exec meeting
- Popcorn maker: Stephanie requested funds to buy a popcorn machine for movie night, and additional school events
- Maple man: question was raised whether this needs to be an annual event
- Painted lines on playground: Tara recommended waiting for completion of playground. Nicole informed everyone this is district's responsibility

Anything less than \$1500 is at the discretion of the PAC exec. Greater amounts must be out to a vote.

The final point raised by Lisa was regarding receipts. All receipts for expenses submitted must be paper copies. Emailed copies are not sufficient.

BUSINESS ARISING FROM MINUTES (ANNABEL P)

None.

ANY OTHER BUSINESS (ANNABEL P)

Annabel opened the floor to any other business

- Sheenagh asked whether school uniforms could be considered. Nicole stated that there's no official school policy on uniforms
- Spirit wear is scheduled to arrive before Halloween
- Annabel reinforced the need to find a gala lead, traditionally a grade 7 parent. She feels this should be the case again as they are likely to have experience with previous galas, and \$12,000 raised from gala goes toward the grade 7 Québec City trip. Lisa agreed to help the new chairs. Cynthia stepped up as a volunteer .
- Annabel introduce the shopfunds.ca gift cards as a pre-Christmas fundraiser. She has tried contacting the Grade 7's for their go-ahead but has not received any response, so Nicole advised her to proceed. Annabel confirmed the shopfunds.ca fundraiser is a go.

ADJOURNMENT (ANNABEL P)

Approved 1st by Cindy, 2nd by Steph.

Meeting Closed at 10:15am.