

PAC General Meeting - Minutes

Date: 14 June 2017

ATTENDEES

Lisa Black, Saiko Tachibana, Sydney Smith Patchell, Linda Gour, Fabiola Malagoli, Deanna McDonald, Charlotte Burns, Annabel Pringle, Michelle Ross, Sheenagh Trembath, Linda Jando, Steph Lecomte, Chelsea Duhs, Julia Kutlubay, Elishia Lancaster, Erzsebet Nagy, Carlos Rockhill

CALL TO ORDER (Annabel P)

Meeting called to order by Annabel at 9:02am

APPROVAL OF AGENDA (Annabel P)

The agenda was approved 1st by Charlotte B, 2nd by Lisa B

APPROVAL OF PAC MEETING MINUTES MAY 17, 2017 (Annabel P)

Previous minutes approved 1st by Lisa B, 2nd by Charlotte B

PRINCIPAL'S REPORT (Tara Zielinski)

QUÉBEC CITY TRIP

Tara praised the Grade 7 students for the way they are conducting themselves on the Québec City trip. Trip supervisors have overheard positive comments on their French language skills, as well as received compliments on their respectful, mature behaviour. The students are having a great time and Tara will welcome them at the airport upon their return home tomorrow. Following this they will return to school on Monday and then begin preparations for grad.

STAFFING AND CURRICULUM CHANGES

Tara has been in discussion with staff and the PAC Exec regarding proposed changes to the curriculum.

- There will be a new focus on ADST (Applied Design and Skill Technology) in the 2017-18 school year. This means exploring such areas as coding, robotics, etc. To support ADST at PJ 2 local experts, Kerry Wilson of Ridgeview and Todd Ablett of West Vancouver Secondary School

Robotics Academy, will bring their expertise to an extended number of PJ students. A Grade 6/7 concentrated Robotics lesson will have Todd running lessons in the morning, and teachers continuing with the program in the afternoon.

- With regard to staffing, Tara said she is likely to still be hiring in August. As postings are still coming out there is a lot of movement and very little continuity. French Immersion provides an additional challenge.
- A new ADST person will be needed at the intermediary level, with support from incoming Vice Principal Mme Kirsten Dixon, who has experience in this field.

NOTABLE STUDENTS

- Tara first recognized Grade 2 student, Jasper, for his personal fundraising efforts for Cops for Cancer. Over the weekend he set up a lemonade stand and raised \$47 for the charity. He asked permission to do the same at the school and will be doing so after the dismissal bell.
- Tara then commended Razaan of Grade 7 for raising \$4000 for charity. To express his gratitude to the school PAC he would like to donate half the money to PAC, though in what capacity he has yet to decide. The other \$2000 will be donated to an international outreach foundation that he is passionate about.

IMPORTANT DATES

- June 21: Staff Appreciation Lunch
- June 21: Grade 6/7 Band Performance at the West Vancouver Community Centre from 8:00-9:00 am
- June 22: Volunteer Thank You Breakfast, 8:00-9:00 am. Please spread the word to anyone who has volunteered at PJ in any capacity throughout the year.
- June 23: Sport's Day and early dismissal at 1:30
- June 26th: Kindergarten Graduation (Tara will confirm the date as an e-mail went out indicating this event on the 28)
- June 28: Grade 7 graduation in the evening at Gleneagles

FUNDRAISING UPDATE/YEAR SUMMARY (Annabel P)

Despite concerns related to the lack of Gala in 2017, this year's budget was met through alternative fundraising initiatives. Annabel extended a sincere thanks to everyone for all their contributions and for the success of a fun year. Annabel hopes that, as a result of this year's efforts, the PJ community felt included and connections were made.

TREASURER'S REPORT (Lisa B)

BUDGET REVIEW

Lisa began looking over the year's budget with a comparison of income and expenses.

- Per income, \$8500 has been raised from the art auction thus far. However 2 to 3 pieces didn't sell, and 2-3 classes have not yet submitted their funds. The Barbeque itself raised over \$2800 after expenses.
- Other income highlighted included Fun Lunch revenue of \$22 759.32, with some accounts still outstanding; Gala Fundraiser of \$345 reflects funds carried over from last year; once monthly Gelatos Fridays raised \$560.30, which is roughly equivalent to what was earned running it weekly; Movie Nights continue to be a big earner at \$3332.60.
- Of note, School Supplies income has decreased to \$1572 mostly as a result of grade 2 moving to a bulk order so PJ did not receive the standard \$5 fee on individual orders. Lisa anticipates this number will increase as all grades must now order supplies individually. The order period will be from June 15th to July 15th. A new item on the order is a 500 pack of paper, which will not be in the pack given to kids, but rather will stay at the school.. Tara assured parents that this is standard and should have already been included in the school supply order, as it is with most other schools. She emphasized that her priority for spending is on expenses that enhance student learning, whereas right now there is a lot of waste, paper being a major one. Given the cost of photocopying, this is one area where Tara will be making cutbacks and monitoring use.
- Donations currently total about \$17,910, but this will increase as more are still being received. This also does not include \$2500 which went straight to the district. Some donation funds went to purchase ADST supplies & technology, and PAC will likely purchase more for this purpose.
- As per expenses, areas highlighted by Lisa were Bank Services Charges of \$1277.02, which are attributed to the 3% fee charged by PayPal; Classroom Discretionary Funds are at \$4077.87 which is being used well by teachers.
- In comparing income vs. expenses, total profit currently sits at over \$32,000, though this will even out once Fund The Need income is spent.

FUND THE NEED AND MISCELLANEOUS SPENDING

- Lisa explained that all money raised via Fund The Need will be allocated, because if it isn't then this amount (about \$40,000) will go to savings which is then moved to Capital Expenditures. As this was not the intent of Fund the Need nor the spirit in which donations were given, all funds will be spent appropriately. However spending will be thoughtful and not rushed. Furthermore, Tara explained that ordering of supplies falls to the Vice Principal who is under strict guidelines from the Ministry and Federal rulings. This can delay the process.

- Lisa finished by stating that there are still many bills to be paid at the end of June and numbers won't be finalized until September.
- Going back to spending and the new curriculum/ADST program Michelle had questions regarding the varying use by teachers of technology in the classroom. Will this now be a requirement? Tara explained that because of the new curriculum BYOD had been extended to Grade 4 throughout the district. The need will vary throughout the year based on various skills being practiced at that time, however if any parent feels there are inconsistencies or has questions, Tara welcomes feedback. Lisa shared that Staples has a device replacement program that could be beneficial to families buying a new device. Tara has also worked with Staples in the past and emphasized that they are very knowledgeable and supportive of the district's BYOD program.

NEXT YEAR'S SLATE (Annabel P)

As per the bylaws, 2017-2018's PAC Exec members are to be voted in at the current meeting, or in September.

- Nominees and vacancies are as follows:

PAC Exec Role	Nominee	Notes
Chair	Charlotte Burns	
Assistant Chair	vacant	
Treasurer	Lisa Black	
Assistant Treasurer	vacant	
Secretary	Chelsea Duhs	
Co-Secretary	vacant	Now filled by Linda Jando
Communications	Kate Pratt Steph Lecomte	
Class parent Liaison	Julia Kutlubay	This new role proved very valuable
DPAC Representative	Sheenagh Trembath	
Volunteer Coordinator	Claire Tomlinson	Cannot attend daytime PAC meetings. Annabel does not anticipate any issue because the role is collaborative

- In terms of special projects, Spirit Wear and Santa's Workshop need volunteers to lead.

- Lisa elaborated on the Assistant Treasurer's role: this person can write cheques when the Treasurer is absent, will keep track of each teacher's spending, track deposits and assist tracking and tallying Fund the Need and other projects. Although it is not a time-consuming role it does require the person to be able to be at the school regularly. Lastly, Lisa said she would be happy to step into the role of Assistant Treasurer if someone would take the lead role as she would like to devote more time to other commitments like Roots of Empathy. Please speak to Lisa should anyone have questions about either position.
- **Voting in of New PAC Executive** : Given that the vacancies were advertised in the eBulletin and no one else has come forward, it was agreed by all that voting could take place at the current meeting. All nominees as per the above list were confirmed first by Linda G, second by Deanna.

NEXT YEAR'S BUDGET (Annabel P, Lisa B, Charlotte B)

A brief overview of the budget for 2017-2018 revealed the following

- Expenses total \$47,000, which includes Québec city and all other PAC-sponsored PJ programs. Income from traditional sources and fundraisers will total about \$39,000, meaning a deficit of \$8000. Therefore more fundraising will be needed if PAC is to continue to provide the same level of support as in previous years.
- One major expenses is \$12,000 towards the grade 7 Québec City trip. The average cost per student ranges from about \$2400 to \$2600 depending on the cost of flights, insurance, etc. This is the base cost, and any individual fundraising is pooled to fund additional expenses such as staff chaperones and TOCs). Any excess funds is then divided among the number of participants to reduce their fees. As this \$12,000 had already been promised for 2017, it was allocated as such. However, going forward this will not necessarily be the case. Tara has already began relaying this message to the PJ community. Times change and therefore there is a need to reevaluate, listen to families and their needs as well as how they want to contribute. One benefit would be a reduction in expenditures and thereby reducing the need to fundraise, allowing the focus to be on fun.

ANY OTHER BUSINESS (Annabel)

CLOSING THE YEAR

Final issues and comments raised for the last General PAC meeting of the school year were as follows:

- There are two PAC-funded events left before the end of the school year. First is the Staff Appreciation Lunch on June 21st, for which volunteers are still needed. Julia is concerned that the current arrival time for volunteers will not provide enough time to set up, given her experience last year, so Steph and Lisa will ask volunteers to arrive for set up at 9:00 am. Next is Sports Day on June 23, for which Boni Santos is taking the lead.

- Sheenagh volunteered to run Spirit Wear with Julia and Elisha.
- Carlos, parent to current PJ students and an RCMP officer for the Vancouver detachment, then introduced himself and thanked the school for their support of Cops for Cancer. He also raised the issue of traffic safety and possible solutions. At his children's' previous school he volunteered with other parents to monitor traffic and educate parent on parking etiquette, something he hopes to do twice a month in the coming school year. Carlos and Tara have both been in contact with a Safe Arrivals representative and ICBC. Parent Steven Noon was also mentioned as a concerned parent and possible volunteer.
- Tara then extend a heartfelt thanks to the PJ Community for making her feel at home and welcome in her first year at the school. She went on to say that, thanks to each parent's unique contributions to the school, it is the first time in 18 years in the education system that she has seen parents so involved. She again emphasized how much she would like to thank PJ parents for all their various contributions to PJ.
- A thank you then went out to Annabel from everyone at the meeting for her exemplary role as PAC Chair this year and for making the school and meetings feel like a welcome place. She then returned to sentiment to the PAC Exec, PJ parents and Tara.

Meeting Closed at 10:03am