

PAC Annual General Meeting - Minutes

September 13, 2017

ATTENDEES

Chelsea Duhs, Cindy Nairne, Charlotte Burns, Julia Kutlubay, Lisa Black, Tara Zielinski, Farzaneh Bamani-Roboubi, Annabel Pringle, Steph LeComte, John LeComte, Bonnie Santas, Roselia Moreno, Gustavo Rodriguez, Dagmar Meachem, Kate Pratt, Jenny Cha, Lena Park, Kenji Tachibana, Dale Muir, Tina Loe, Zohneh Sherkat, Azita Nikbakhtan, Sydney Smith Patchell, Elishia Lancaster, Connie Hart, Paulina Michel, Sareh Donaher, Tanya Jansma Maxon, Claudia Dinu, Jennifer Hatton, Maryam Moussani

1. CALL TO ORDER (Charlotte B)

Meeting called to order at 7:02pm by Charlotte.

2. CHAIR'S REMARKS (Charlotte B)

Charlotte welcomed everyone and thanked all for attending and made particular mention of all the new parents who came to the meeting. Charlotte then introduced the members of the PAC Executive Team present - Chelsea Duhs, Annabel Pringle, Steph LeComte, Lisa Black, Kate Pratt, Julia Kutlubay.

3. APPROVAL OF AGENDA (Charlotte B)

1st Lisa B, 2nd Farzaneh. Approved.

4. APPROVAL OF 2016 AGM MINUTES (Charlotte B)

1st Kate P, 2nd Cindy N. Approved.

5. BUSINESS ARISING FROM MINUTES (Charlotte B)

None.

6. CHAIR'S REPORT (Charlotte B)

Charlotte thanked Annabel for all her hard work as the former Chair. She called for volunteers from all in attendance as the PAC is looking for leaders and volunteers for Movie Nights, Monthly Gelato and Santa's Workshop. Anyone who is wanted to volunteer can contact any PAC Exec member. Of particular need are volunteers for Santa's Workshop as this is a big annual event that is a highlight for the children.

7. PRINCIPAL'S REPORT (Tara Zielinski)

WELCOME BACK

Tara welcomed all parents back to school and said that it has been a smooth start to the school year despite all the changes. She reiterated that due to the changes in class size and composition that it was a challenge for all school districts to fill the required number of teachers. Teachers had the opportunity for a change and to work closer to where they live which meant lots of shifting of staff. West Vancouver was the best positioned school district as of Friday and the district and principals are working tirelessly to ensure all schools have the required staff.

Over the summer Tara conducted 100 interviews in 1 month including Skype interviews from candidates in China, Belgium and France. Some school districts, outside of West Vancouver, are at a critical point in their hiring of teachers and have resorted to offering continuing contracts for new staff which is unprecedented. This has increased the challenge of hiring new staff. However Tara was pleased to report that as of Monday PJ was fully staffed.

There is also the challenge of the potential shortage of teachers' on call (TTOC) in BC and the Lower Mainland due to all the new full time positions created. 497 full time positions remain unfilled in the Province.

REPORT

The official enrollment count will take place later this month. Currently PJ has 373 students.

- Kindergarten - 40
- Grade 1 - 44
- Grade 2 - 48
- Grade 3 - 47
- Grade 4 - 37
- Grade 5 - 36
- Grade 6 - 56
- Grade 7 - 65

In grades 4-7 there is no maximum class size, however West Vancouver School District is keeping the maximum size at 30. In Kindergarten the maximum class size is 20 (down from 22) and grades 1-3 the maximum class size is 22 (down from 24).

Tara went on to share the current teacher list for the upcoming school year and briefly introduced each teacher. The new teachers to the school have come from as close as Sentinel and as far away as the East Coast. Tara is excited about the strengths they bring to the school particularly in helping the transitioning into secondary school, information technology leadership and fine arts. There is also a dedicated English teacher for the intermediate grades to help students with their daily transition from speaking French to English under the instruction of a different teacher. There is also a new school counsellor, a new librarian who is an ex-Principal wanting a career change and a gifted learning support teacher.

Staff List for 2017.2018

Name	Grade	Division
Kirsten Dixon	VP Grade 2 Inquiry Coordinator	12
Jessica Hall	LFI 7	1
Ilona Barran	LFI 6	2
Nina Parr	6/7	3
Pascale Powell	6/7	4
Craig Elliot	6/7	5
Sylvie Sturgess	4/5	6
Maryse Belanger	4/5	7
Scott Kittredge	4/5	8
Louise Welsh	3	9
Zoe Johnson	3 (with Kathryn Gibbons)	10
Kathryn Gibbons	3 (with Zoe Johnson)	10
Emily Lacock	2	11
Simone Broderick-Hale	1	13
Lauren Nixon	1	14
Jodi Dawkins	K	15
Kate Schwartz	K	16
Paige Arrafi	Primary Fine Arts LFI 6 Prep	Div. 9-16 + Div. 2
Marianne Brownie	Intermediate Prep Tech Coverage	Div. 1, 3, 4, 5, 6, 7, and 8)
Carole Ouattou	LST and Div. 12	
Alexia Spencer	Counsellor	
Heidy Visona	ELL	
Katie MacDougall	ELL	

Heather Soderling	Band	
Annabelle Glas	Teacher Librarian	
Robin Hood	Gifted Learning Support Teacher	IEP Students

The FSA testing for grades 4 and 7 will be conducted in early October. As this test is conducted in English the students are receiving special instruction in the lead up to this test. Tara has shared her concerns with the Ministry due to the timing of the tests and given our students lack of exposure to English under these test conditions.

There have been requests to expand PJ Kids' Club and Tara has been working with Diana and her board regarding additional space requirements.

The Artist's In Residence program has 2 potential projects look at for this year - the library wall mural and the gazebo on the gravel field. A well renowned retired artist, teacher Craig Elliot's mother, is interested in working with the school community on this project.

Tara went on to thank Kyra Smiljanic, Victoria Mendez and Nicole Brown for their work on the PJ Community Park and for securing the Coho Grant which will grant resources for our teachers to learn about the wetlands and other aspects of the park.

Tara then discussed the procedures around the writing and reading standards for each student. Data is gathered at the beginning and end of the school year to track growth. This data is monitored yearly so the teachers at the beginning of the school year can see the reports to help them learn about their students and implement any remediation needed. This information can be shared with parents if requested.

Our Vice Principal, Kirsten Dixon, is also taking a teaching role this year, as is customary, and will provide instructional leadership to the other teaching staff. All teachers are teaching their own PE class this year.

Cross Country will be offered for grades 3-7 and Track and Field for grades 4-7. The grade 7 students who sign up for competitive sports will receive specialized coaching in preparation for secondary school.

Concerns were raised from a parent regarding the combined classes. Tara responded to this question by commenting that there are fluid A & B years so all the curriculum is covered and that the school community needs to be aware of the shift in mindset from years' past. She went on to add that sometimes with numbers combined classes are required by Ministry mandates. Currently this will be a continuing trend based on projections for grades 4 and 5, and grades 6 and 7.

Tara reported that both grade 2 class sizes are over compliance by 4 students in total. However they are still under the maximum from previous years. Tara is preparing a proposal to the board for these classes to remain as is with the appropriate compensation to the teachers put in place - for example additional preparation time or extra teacher support.

Concerns were raised from a parent regarding students not eating or having enough time to finish their lunches. Tara said she would speak with the teachers about allowing students to continue eating during calm time.

Finally Tara thanked everyone for their continued support and reiterated that her door is always open to parents.

8. TREASURER'S REPORT (Lisa B)

BALANCE SHEET

Lisa began with an overview of the Balance Sheet, highlighting total liabilities and equity at \$128,739.94, and what this could mean in terms of funding opportunities. Potentially some of these funds could be put towards the library mural, cleaning up the mezzanine space in the library, the gazebo art project or revisiting the glass doors for the library to allow the space to be split into 2 rooms. \$60,000 of this total is currently invested in a GIC account that is rolled over until needed.

2016-17 YEAR END REPORT

Profit and Loss is showing an income of \$75,718.69 which was heartening to raise this amount without the major gala. Lisa reported that the Fund The Need donation drive was a tremendous success raising \$18,000.

Some other highlights of the report included the Family BBQ which was an amazing success and brought together the whole community.

PROPOSED BUDGET 2017-18

Lisa followed with a discussion of the proposed budget for 2017-18, which are estimates based on previous years.

- PAC is aiming to raise \$40,000
- The major event this year will be a repeat of the Family BBQ unless someone from our parent community volunteers to organise the traditional Gala
- The other major fundraiser for the PAC is the Fun Lunch program which is offered 3 days a week and has an expanded menu based on the feedback from last school year
- The monthly Gelato sale will continue one Friday a month after school
- IGA - need to contact IGA to get more cards for families to preload
- Movie Nights this year will be once again run by a grade, there are fewer Movie Nights planned for this year
- School Supplies are organised by Lisa and are projected to raise \$2000
- Spirit Wear is always a popular item for the students and this year we are planning to add PJ PJs/pajamas
- Santa's Workshop is also a memorable event for the students and continues to raise in the order of \$2500
- The Government Gaming Grant is approximately \$22 per student
- School District 45 contributes \$150 towards PAC meetings

Additional Income from 2016.2017 included Shop Funds and the Disco. Lisa gave kudos to Annabel for her drive in making these events happen.

Regarding expenses Tara said that the district or the school covers certain expenses (which in previous years have been paid for by the PAC) however the school does need help in other areas. Lisa went on to list the budgeted expenses for the year and noted the following:

- Bank service charges are \$1500 due to the Paypal fees from Fun Lunch payments
- The PAC's bank accounts are fee free
- Quickbooks - Lisa is seeking assistance with Quickbooks from a fellow parent who is knowledgeable with the program
- Capital Expenditure - the PAC is calling for ideas for future capital expenditure. Anyone with a proposal should e-mail or speak with Lisa or Charlotte so the idea can be raised at future Exec Meetings. This expenditure needs to be vetted by the district also

Tara has requested new funding to be contributed towards the West Vancouver Place for Sport track facility at West Vancouver High School. All schools in the district are contributing and will be recognised with a maple leaf with the school's name on it and the gifted amount.

Lisa noted other expenses for the year including:

- Field trips - each division will receive \$100 towards field trips
- Bike safety is \$0 this year as the program is offered every other year for grades 4/5
- Staff Appreciation Lunch is budgeted at \$500
- Teachers' Wish List is a supplement for the classroom with the Vice Principal approving the items
- Emergency Preparedness - this is for the yearly refresh of supplies stored in the playground
- Class Discretionary Funds are budgeted at \$200 per division for a total of \$3,200
- Funds for Coding are new this year at \$500
- Arts in Education is for the Artist in Residence program and is budgeted at \$5,000
- Self Regulation/Executive Functioning Counsellor - \$1,000 has been budgeted for tools for students
- Quebec Trip as per previous years this is budgeted at \$12,000
- Safeteen is run by the district hence \$0
- Dundarave Festival of Lights is an event for the Kindergarteners with a budget of \$500
- Bonhomme Skate event has doubled the ice time this year with a budget of \$1,500
- Community Day Parade participation is every second year hence the budget of \$150
- St John's Ambulance is able to provide the training for our students in French. This is conducted every second year for grades 6/7.

It is budgeted that PAC will generate \$40,710 in income with expenses of \$45,450. An additional \$5,000 needs to be raised through an event or other fundraising efforts to cover this year's budgeted expenses.

A question was raised about the financial assistance fund. The procedures for this program have changed and it no longer funded by the PAC as Tara communicated this is very confidential and is handled by her personally.

It was reiterated by Lisa that the money the PAC raises goes towards extracurricular or fun educational activities that are enriching for our students. The PAC will be looking at the Fund The Need donation list to ensure that all the money donated by families for specific items will be spent on these items.

Lisa also is seeking an Assistant Treasurer to help with the workload, Quickbooks and the transparency of the accounts. If anyone is interested in volunteering please contact Lisa or Charlotte.

9. ELECTIONS / 10. NOMINATIONS (Charlotte B)

The PAC website has role descriptions for the outstanding positions that need to be filled. If anyone is interested in volunteering or has any questions about joining the PAC Exec please email or speak with Charlotte or any member of the PAC. The current PAC Executive Team is as follows:

- Chair: Charlotte Burns
- Past Chair: Annabel Pringle
- Vice-Chair: Open
- Treasurer: Lisa Black
- Assistant Treasurer: Open
- Communications: Kate Pratt, Steph LeComte
- Secretary: Chelsea Duhs & Open
- District PAC Rep: Sheenagh Trembath
- Volunteer Coordinator: Claire Tomlinson
- Co-Volunteer Coordinator: Open
- Class Parent Liaison: Julia Kutlubay
- Member at Large: Linda Gour

11. TENTATIVE CALENDAR OF EVENTS (Charlotte B)

The tentative Calendar of Events can be found on the PAC website. Susie will be adding these events to the weekly E-Bulletin.

12. NEW BUSINESS (Charlotte B)

A parent raised the idea of a downtown bus service for families commuting to West Vancouver - similar to that currently running for North Vancouver families. Tara asked for a proposal to be submitted so that this can be communicated to the school community via the E-Bulletin and the PAC website.

Tara made comment that she and Julia have fine tuned the Class Parent role from previous years. There will be no Shutterfly accounts allowed in the future due to privacy concerns and sharing of personal information. On a similar note Tara indicated that Birthday Party invitations can be handed out at school outside of instructional time only if all the students in the class are invited.

13. ADJOURNMENT (Charlotte B)

Charlotte closed the meeting at 8.56pm.