

PAC General Meeting - Minutes

May 16, 2018

ATTENDEES

Stephanie LeComte, Charlotte Burns, Lisa Black, Tara Zielinski, Chelsea Duhs, Linda Gour, Victoria Mendes, Eileen Huster, Michelle Ross, Azita Nikbakhtan, Sydney Smith Patchell, Julia Kutlubay, Annabel Pringle, Daniela Tolzmann, Saiko Tachibana, Susan Shau, Roselia Moreno, Gustavo Rodriguez, Carlos Rockhill, Jane Lord, Cindy Nairne, Melanie Miao.

1. CALL TO ORDER (Charlotte B)

Meeting called to order at 9:03am by Charlotte.

2. APPROVAL OF AGENDA (Charlotte B)

1st Lisa B, 2nd Steph LC. Approved.

3. APPROVAL OF MINUTES OF APRIL 18 2018 (Charlotte B)

1st by Annabel P, 2nd Linda G. Approved.

4. PRINCIPAL'S REPORT (Tara Z)

TRAFFIC SAFETY UPDATE

- The District has confirmed that there will be an extension to the sidewalk along 22nd at Jefferson Avenue which is great news for student safety.
 - 1.5m sidewalk north of the palm tree.
 - Carlos reiterated that this has been a safety issue particularly during winter.
 - Post meeting, Tara confirmed this project has now been completed!
- Tara thanked Carlos for once again being an amazing advocate for traffic safety around the school.
- M Elliot has suggested that the school add a gate at the top corner of the existing fencing (corner closest to 21st Avenue).
 - All agreed that this would give more options for drop off locations.

- The gate would be opened at 8:15am, locked during the school day and reopened for dismissal.
- Post meeting, Tara pursued this option and Facilities agreed with putting in a gate (possibly over the summer) in the top southeast corner of the playground near the Board office for students to access between 8:00am-9:00am and 2:00pm-3:00pm. Outside of these times the gate will be locked.

COHO GRANT

- Dates have been set for this month and student learning and engagement are underway.
- May 14 (Grades 6/7 EFI & LFI)
- May 16 (Grades K & 1)
- May 22 (Grades 4/5 & LFI)
- May 23 (Grades 2 & 3)
- There will be workshops for the students and feedback so far from the teachers and students has been excellent.

STUDENT RELEASE

- As part of the school's commitment to Emergency Preparedness an Emergency Release Drill will be conducted on 24 May at 1:30pm.
- Parents, or their Emergency contact, are reminded to bring picture ID or students will not be released. Any child not picked up during the drill will be dismissed at 2:50pm.
- Tara reminded everyone of the importance of following the set protocols, which are standardized across the Province, and to use it as a learning opportunity in the event of an emergency.
- Schools are required to conduct these drills every couple of years to ensure the systems put in place are followed by staff, students and parents.
- Parents are encouraged to read in detail the information in the E-Bulletin and emails sent from the school.
- Tara also encouraged everyone to review their emergency contacts and update the list now if necessary. Tara also suggested that parents park away from the school and walk.
- Everyone thanked Steph LC for her social media communications regarding this important school drill.

NEW COMMUNICATING STUDENT LEARNING DOCUMENTS/FORMAT FOR 2018/19

Tara announced that the communicating Student Learning to parents is changing for the next school year.

- All students are registered through MyEd.
- Next year teachers can choose Fresh Grade or MyEd, however Tara suggested that there be some alignment at grade groups OR at primary and intermediate levels.

- There are improvements proposed including parents accessing report cards online.
- Further information will be communicated to parents about the new procedures as it becomes available.

CELL PHONES

- Due to the high levels of interruptions and waste of teaching time while dealing with cell phone issues, students will no longer be allowed to keep their cell phones in their backpacks, desks or pockets. It is agreed that they have become a hindrance to learning and a social distraction.
- For next year Tara has ordered 2 cell phone lockers for Grade 4-7 with each teacher having a master key. Each locker tower has 5 boxes (10 in total for the 8 divisions).
- The phones will be handed back at the end of the school day.
- Annabel commented that this policy will take the pressure off those students who don't have a cell phone and will ease the anxiety that comes with that pressure.
- In case of an emergency cell phones will not be handed back to students as they can hinder a true emergency response. Parents will have to trust the school and first responders to have their children's best interests at heart and cell phones can lead to miscommunication and panic. In an emergency, as is currently the protocol, parents will receive communication from the school once the school received notification from Chris Kennedy.

CLASSROOM ALLOCATIONS/STAFFING

- Tara reported that the current staffing levels are stable.
- Pascale Powell will be responsible for French Immersion work within the School District and will be at PJ Wednesdays, Thursdays and Fridays and doing District work on Mondays and Tuesdays. This is an excellent resource for the school.

BUDGET ITEMS AND INPUT FROM STAFF 2018/19

- Tara presented a proposed PAC budget for financial support and fundraising initiatives for 2018 through 2021 highlighting a few key items.
- The first item is the cell phone lockers as previously discussed.
- It is also identified that some of the school's iPads are aging causing some apps not to load. It is proposed to replace these iPads.
- Other technology items include ChromeBooks and miscellaneous items like chargers, cords.
- The second area covered in the budget is Emergency Preparedness to support PJ's Earthquake Evacuation Plan and System in case of an emergency. Also included is Mactac (frosted film) inside classroom windows so that students are not visible for reasons of distraction and safety.
- Under the Arts and Athletics umbrella Tara has applied for a Grant to support the Artists in Residence program. Also under this category is First Aid training for Grade 6/7 and Bike Safety for Grade 4/5 plus the possibility of swimming lessons for Grades 2/3 at the Rec Centre.

- Outdoor Education is covered under the next category to support outside learning and is to include outdoor classroom maintenance.
- The last category discussed was Classroom funds and support for field experiences including funding for buses. This year it was noted that all divisions have spent their \$100 allocation on bus costs but not all teachers have spent their classroom funds. Lisa advised that the Gaming Grant can be put towards buses. This area will need to be reviewed for next year.

5. TREASURER'S REPORT (Lisa B)

BUDGET REVIEW

Lisa ran through the budget line by line, highlighting certain points as follows:

- Fun Lunch revenue - is almost on track for the target of \$21k.
- Large Fundraiser - the \$3k showing is from ticket sales purchased through the Fun Lunch system.
- Other Income - Lisa noted that this is a GST rebate.
- Bank Service Charges - this line item will need to be increased in next year's budget as this is Paypal fees for Fun Lunch.
- Capital Expenditures - Fund The Need - the library and music funds are almost spent, \$280 left. Lisa has a spreadsheet that tracks the FTN spending and will be issuing an update.
- DPAC offered a \$250 grant for guest speakers which was used towards the \$500 cost to have Colleen Drobot speak.

6. PAC EVENTS AND DATES (Charlotte B)

REGULAR EVENTS

- Gelato Fridays
 - Continue to be a huge success at every offering.
 - The last date is May 25.
- Movie Night
 - The last event was May 11.
 - These events have been very popular and based on feedback the earlier start time is better for most families.
 - Charlotte thanked the Movie Night team for their excellent work!
- Family BBQ June 15
 - The responsibilities for this event will be divided up by Division.
 - Charlotte has created a Google Doc outlining responsibilities and for easy sign up.
 - There will be a dance presentation by all students which will be held before the end of the school day to allow for regular dismissal at 2:50pm.

- Spirit Wear
 - The order for the last offering has been placed.
 - Merchandise will also be available for purchase at the Family BBQ.
 - There is a Kindergarten Family Picnic planned for the end of the second week back at school in the Fall 2018. It was suggested that there be Spirit Wear available for families to purchase.
- Staff Appreciation Lunch Wednesday June 20
 - Julia will send out an email via class parents calling for lead volunteers.
- Sports Day Lunch June 22
 - A complimentary lunch will be provided by PAC.
 - Early dismissal at 1:15pm.
 - Cindy asked if the notification of team colors be sent out to families earlier this year in case parents need to purchase/borrow clothing.
- Colleen Drobot
 - Colleen came to speak to the school community on 9 May.
 - It was a very well attended event and all agreed the presentation was extremely valuable.
 - Feedback received was to hold a night session as well. This will be reviewed.
- Soiree
 - The Soiree Committee are still checking their books after the successful event held at Glen Eagles. The final totals will be presented at the June PAC Meeting.

7. NOMINATIONS FOR PAC EXECUTIVE (Charlotte B)

ELECTION AT NEXT PAC MEETING

- Chair: Charlotte B is stepping down as Chair. Charlotte called for a new chair.
 - Lisa B and Chelsea D have put their names forward as Co-Chairs.
- Vice Chair: No nominations received.
- Treasurer: need nomination for this position. Lisa B has offered to assist with the transition into this role. Lisa mentioned that the Treasurer needs to be able to drop into the school and come to meetings. Steph LC will put the call out via social media. Lisa L is a possible nomination.
- Secretary: Monique and Michelle have put their names forward as Co-Secretaries.
- Communications: Steph and Tania have put their names forward as Co-Communications.
- Volunteer Coordinator: No nominations received.
- Class Parent Liaison: Julia K has put forward her name.
- Parent at Large: Linda G has put forward her name.
- DPAC Representative: Linda G, Michelle R and Sheenagh have put forward their names.

- Fun Lunch Coordinator: Hoda has put forward her name. This will be her last year as Fun Lunch Coordinator and will need a co-Fun Lunch Coordinator to learn the ropes.
- Fundraising Coordinator: No nominations received.

Lisa mentioned that the PAC needs to spend some time next year on other tasks such as reviewing the Bylaws and will be calling on the school community to assist with the running of events.

Further calls for nominations will be communicated to the school community prior to the next PAC Meeting in June. Any one who would like to be a part of PAC can contact Charlotte for further information.

8. BUSINESS ARISING FROM MINUTES (Charlotte B)

There was no additional business arising from minutes.

9. ANY OTHER BUSINESS (Charlotte B)

WEST VANCOUVER COMMUNITY DAY PARADE JUNE 2

- Mark and Michelle R are leading this event. Mark is also building a surprise for the parade.
- Theme is "Raising a Superhero: The Origin Story"!
- Participants are asked to wear a Superhero outfit, Spirit Wear or School Colors.
- Save the date has been sent via the E-Bulletin. Meeting point is the Ambleside Parking area at 9:15am.
- As this is an unsupervised event, parents are asked to attend with their children.
- Communications will also be sent via Class Parents.

PARK UPDATE (Victoria M)

- There is a combined clean up/get together/afternoon tea planned for the park - date TBA.
- Victoria would like to invite students to the event and have them involved.
- Jane L mentioned that she had seen students throwing rocks at the birdhouses. Jane L to follow up with Tara.

10. ADJOURNMENT (Charlotte B)

Meeting Closed at 10:35am.