

# PAC Annual General Meeting - Minutes

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**September 12, 2018**

## ATTENDEES

Hoda Seraji, Charlotte Burns, Steph LeComte, Eileen Huster, Victoria Mendes, Effie Gomulia, Cindy Nairne, Roselia Moreno, Lina Maxia Royas, Saiko Tachibana, Linda Gour, Yong Yue, Tania Pan, Farzaneh Bamani, Erzsebet Nagy, Julia Kutlubay, Azita Nikbakhtan, Dina Daraee, Lisa Romero, Melanie Miao, Sogol Sheikhakbari, Rowena Veylan, Daniela Tolzmann, Catherine Linton, Devika Ahuja, Chelsea Duhs, Lisa Black, Saghar Tofigh, Tara Zielinski, Kirsten Dixon, Maryam Moussani, Iuliia Lovina, Sydney Smith, Zohreh Ansari, Maryam Bano Ramazan, Jenny Cha, Monique Schelle

## 1. WELCOME AND CALL TO ORDER (Lisa Black)

Meeting called to order at 7:03pm by Lisa B.

Lisa welcomed everyone and thanked all for attending, noting the great turnout that evening.

## 2. APPROVAL OF AGENDA (Lisa Black)

1st Charlotte B, 2nd Roselia. Approved.

## 3. APPROVAL OF 2017 AGM MINUTES (Chelsea Duhs)

1st Hoda, 2nd Lisa R.. Approved.

## 4. BUSINESS ARISING FROM MINUTES (Chelsea Duhs)

None.

## 5. PRINCIPAL'S REPORT (Tara Zielinski)

### **WELCOME BACK**

Tara welcomed all parents back to school and welcomed Vice Principal Kirsten Dixon to her first PAC meeting.

Tara shared recent statistics and insight from an article by *Canadian Parents for French BC and Yukon* showing increasing BC French Immersion enrollment over the last seven years, which is currently the highest enrollment BC has seen. As of the 2017/18 school year 9.5% of the entire student body of BC is enrolled in French Immersion, and 14.2% of the student body in SD 45 in French Immersion. This is exciting news for the district and the district is working to meet the increasing French Immersion need for teachers and teaching assistants.

Tara shared some of the benefits of developing a second language as discussed in the article including findings that French/English bilingual Canadians have increased earnings and lower unemployment rates, as well as, second language learners developing “strong listening skills, improved focus and concentration, increased ability to understand complex problems and higher tolerance, insight and understanding of other cultures.”

## REPORT

Currently PJ has 380 students enrolled.

This year has three classes of kindergarten, which Tara noted are adjusting extremely well. Tara thanked Lisa B for finding three families to participate in the Roots of Empathy program for this year's kindergarteners.

There is a lot of returning staff making for a much easier start to the year. New staff includes:

- Mme Kate Goertzen, known by the children as ‘Mme G’, teaching the primary grades Outdoor Education in our PJ Community Park. Outdoor Education will connect with the BC Curriculum, Big Ideas being learned in the classroom, and extend classroom learning outside. Kindergarten and grade 1 receive two 50 minute sessions/week and grades 2 and 3 receive one 50 minute session/week. It was asked whether intermediate students would also be receiving outdoor education, and Tara replied that no they would not, but rather, intermediate teachers would be utilizing the outdoor space in their teaching.
- Mme Chantelle Dubé joins us from Ottawa and is job sharing with Mme Powell for grade 6/7 and helping us with specific needs on a push-in basis in various classrooms K-7
- Mme Amory Thiel, who taught English Language Arts last year, is now full time in grade 1

The Foundation Skills Assessment (FSA) testing for grades 4 and 7 will be conducted between October 1 - November 9. FSA are province wide standardized tests in numeracy, reading and writing. While these tests are used to help teachers assess student levels, they are not used for specific grading purposes in report cards. More information will be coming for parents.

The Artist's In Residence program this year will be working with artist Caroline Elliot, teacher Craig Elliot's mother, on creating a four panel library wall mural. The project is centred around the writing and artwork of Emily Carr and Pauline Johnson, and will involve educational aspects and be a hands-on experience creating the mural by the entire student body. The Art Starts grant was not received this year, and some additional funding from PAC is being proposed to subsidize this project.

In our PJ Community Park, Maddy's Butterfly Garden and Stepping Stones are almost complete. Tara acknowledged the donation of rocks and supplies from SD45, the unpaid work of Benjamin Lumb, an artist and stonemason, who helped design and install the Doner Walkway and Cobblestone Patio, and of Jen Hembruch, a landscape artist, horticulturalist and designer, who is donating her time to source and plan layout of indigenous plants for the Butterfly Garden. Tara also thanked Kyra Smiljanic and Victoria Mendes for their ongoing work on the PJ Community Park.

Reporting systems are going online from their present pdf format. Kirsten Dixon discussed the challenges the teachers are facing transitioning the newly created reporting system onto that platform. District support workshops will be held to assist teachers with the transition.

The end of this year will mark the completion of the three year school goal of improving the writing skills of all students in French (K-7) and English (Grades 4-7). The data will be analyzed and presented to the district. For the next three year school goal, Tara would appreciate parent input into possible areas to explore, such as numeracy, self regulation, or other ideas.

Educational sessions for students and parents are planned in the areas of:

- Technology at School 101 for Parents: education sessions to explain how technology is integrated into the curriculum for each grade level.
- Saleema Noon will be returning this year for sexual health education. Based on teacher's feedback it has been determined that for primary students, sessions later in the year, around Spring Break, would be better as they are more adjusted to classroom routines by then and better able to absorb the material, where as, it would be useful for older students to receive the material earlier in the school year. Discussion followed on when to hold the general parent information session. It was decided that a later session would be better as most attendees would be parents from primary grades that were new to the material. Web links for grade level material content on Saleema Noon's website would be made available for intermediate student parents.
- A talk on vaping will be held for grade 6/7's by Brandon Biln with Vancouver Coastal Health. This will be part of the health and career material for these grades. This is currently a major concern with grade 8's and older students, and hopes are to start tackling the topic before the students get to highschool. Discussion followed on whether to include grade 4/ 5's in the future, and Tara said she would consider that. It was also raised that a talk from Brandon Biln to the parent community through PAC would also be useful, and Tara agreed.

During the discussion on technology in the classrooms, it was also mentioned that the cell lockers in grades 4-7 were working well, eliminating phone use during school hours. It was asked whether the laptop lockers were still being used as well. Kirsten Dixon explained there was no longer as large of a demand by parents and students to be locking up laptops when not in use, and so some of the lockers had been removed to storage. Concerns were raised that the lockers had being a large PAC expense, and it was suggested that it would be useful to try and sell the lockers that were no longer needed.

Tara thanked Julia Kutlubay for her continued role organizing the Class Parents. The upcoming E-Bulletin would explain that interested parents should email Julia by the end of September, and that the volunteers would be reviewed by Julia and Tara to ensure that every class had representation and that new parents had the opportunity to participate in that role if they were interested.

Tara thanked parents for the fruit donations and support for the upcoming Terry Fox Run on September 14th to be held around 9:15 following a short assembly.

Tara thanked the PAC for their budget, sharing that the staff appreciates the parent support, time and resources.

Tara shared that she would be taking on some provincial educational roles this year resulting in certain Thursday or Friday absences from the school, and explained that Kirsten Dixon would be available to fill her shoes at those times.

## 6. CHAIR'S REPORT (Chelsea Duhs/Lisa Black)

Lisa and Chelsea welcomed and thanked everyone for attending, making particular mention of all the new parents who came to the meeting. They introduced themselves as this year's co-Chairs and clarified that they will be working closely sharing the Chair role rather than having a Chair and Vice Chair as in previous years. They thanked Charlotte B for her amazing job and hard work as the former Chair. They thanked this year's PAC Executive team and the Executive members present introduced themselves to the meeting attendees: Hoda heading Fun Lunch, Charlotte as Past Chair, Steph and Tania for Communications, Dina as Co-Treasurer, Lisa R and Azita as Volunteer Coordinators, Julia as Class Parent Liaison and Spirit Wear, Linda G as Photographer, Saiko as Co-Treasurer, and Monique as Co-Secretary.

The Chairs reflected that most goals set at last year's AGM were achieved or exceeded. This year they will strive to do the same, and are lucky to have the support of this year's Executive team and dedicated parent community. The Chairs encourage parent participation, explaining the many ways to volunteer, including those outside of the realm of fundraising.

The Chairs noted the key event upcoming in the year:

- Gelato Fridays will continue but be moved to the first Friday of each month. It will now be served in the undercover area by the playground rather than the gym due to the gym being used by PJ Kids Club
- Five movie nights are planned for the year and a dance in late November
- The Executive is currently exploring the idea of a potluck event to celebrate Family Day, Nowruz, and Chinese Lunar New Year. Any input from parent body into this event would be appreciated.
- Santa's Workshop will continue as a cherished event in the school. Many volunteers are needed to make this event happen
- PJ Day will be added on November 1st as a fun opportunity to wear pajamas to school after the previous night's Halloween festivities
- The Crepe luncheon will continue this year during Fête D'Hiver
- The Teacher's Appreciation Lunch date will be moved this year and held during Teacher Appreciation Week
- Family BBQ in June, which has been a huge success the last couple of years, will also be held again

The Chairs asked to be contacted if there is any input about, or interest in volunteering for these events. Steph clarified PAC can be contacted through the website [www.ecolepjpac.com](http://www.ecolepjpac.com) and all social media - Facebook, Instagram, Twitter - using the handle @ecolepjpac

## 7. TREASURER'S REPORT (Lisa Black)

### 2017-18 YEAR END REPORT

Lisa began by explaining that she was the past treasurer and would give tonight's report, but going forward the present treasurers would deliver the report.

Lisa highlighted some key points from the balance sheet:

- We currently have an \$3200 left over in Gaming Grant from last year. The Gaming Grant amount is based on the number of students registered each year, so we will receive an increased grant amount this year due to higher enrollment
- Our Operating Account begins the year at \$82,000
- We have \$60,000 invested in a GIC that is rolled over until needed

Lisa went on comparing past budgets, actual expenses and this year's proposed budget amounts. She noted the growing success of the Year End BBQ, thanking the past years' executive teams for their contribution to this, and suggesting with some new tweaks, that there would be continued success with this year's BBQ event. Lisa highlighted the past contribution of Fun Lunch to the annual fundraising, thanking Hoda for her many years of running this weekly program. She shared some upcoming challenges with Fun Lunch, including the difficulty in replacing Hoda, and consequently, that we are still in need of a new parent to head up the program in her place. An additional concern is that the company "Foodie Kids", which provides the lunches, has been recently sold and will likely mean a decline in our fundraising revenue from this project. Lisa also noted the ongoing success of Gelato Friday.

### PROPOSED BUDGET 2018-19

Lisa explained the key proposed expenditures for this upcoming year, which would be utilizing the \$18,000 surplus from last year, some savings, and would additionally require some fundraising:

- PJ Parent, Mat Burke, as our parent advocate, has reviewed the school's current technology upgrade needs with Tara and Kirsten, and subsequently made recommendations to the PAC. The iPads and Chromebooks that were purchased in 2012/13 and have become obsolete and additional hardware is needed. Based on these recommendations PAC is proposing an initial capital expenditure of \$15,000 for a kit of 10 ipads and a kit of 10 chromebooks. Lisa clarified that a capital expenditure would mean the funds would be taken from past savings.
- \$5000 is always a line item in the budget for an "Artist in Residence". This year's artist will involve a larger expense due to the mural project in the Learning Commons, and PAC is proposing \$7000 as a capital expenditure.

- There is also \$5000 set aside that was voted on in June 2018, for the Kindergarten play area to complete the PJ Community Park.

A discussion on the proposed budget followed:

Catherine Linton asked whether Fund the Need could be set up to recoup this year's tech needs. Lisa explained that along with the recommendation for the initial \$15,000 to purchase some needed new equipment, it was also recommended that an additional \$10,000 every year would be needed to update technology. This computer tech fund, also termed the *Evergreen Fund*, is a line item added to the budget that will need fundraising, likely in the form of a Gala, and/or a Fund the Need project. The previous successes and challenges of PJ Galas and cheque writing fundraisers were discussed, and it was suggested that going forward the strategy should be grounded in "fundraising with a purpose" meaning specific fundraising projects for specific fundraising needs.

Victoria Mendes asked why more money was put into the artist in residence this year. The Chairs and Tara explained that this was due to not receiving the grant this year, combined with the scale of the project. The murals are seen as legacy pieces with longevity and the artist, Caroline Elliot is also a retired teacher and would be delivering an significant educational component to the project.

Victoria inquired into the project status of West Vancouver Place for Sport, which had been a prior Capital Expenditure made by the PAC towards a track facility at West Vancouver High School. Tara replied that Chris Kennedy would be speaking on the topic at the Principal's Meeting in September and she would have more information to share following that.

Victoria made a suggestion to add a line item to the budget for the Coho Festival, and Lisa replied that it was covered under Cultural and Community Events.

Saghar Tofigh inquired into the possibility of funding extra sport program opportunities, such as ski or other programs, that would be organized into the physical education program. Tara explained that the school sports are dictated by the district, and flow from cross country, to volleyball, track and field. Kirsten added that previously the school had tried some skiing but it had not had enough parent interest. She continued that Grade 7 students participate in a sport camp like sailing while the grade 6 field trip is underway. Kirsten also mentioned that they would like to capitalize more on the West Vancouver Community Centre facilities and programs within physical education but that it was tricky due to logistic and legalities. Saghar offered that she was interested in pursuing some research into increased athletic opportunities.

Charlotte Burns informed the group that the DPAC is buying a Squamish Nation canoe that could fit a class and be shared by the district. There will be 2 canoes in the District now as the WVPD also owns a canoe.

Lisa ended the budget discussion asking if there were any other proposals for budget expenditure, that they should please bring them to Chelsea or herself. The proposed budget would be voted on at the next PAC meeting.

## 8. PROPOSED BY-LAW AMENDMENTS (Chelsea Duhs)

Chelsea explained that the PAC proposed to make a few amendments to the bylaws governing the business of PAC that would be voted on at the next meeting. These amendments were changes or updates to align with DPAC requirements and good business practices. Tara added that the amendments have been approved by the district and had been checked for legalities by the Associate Superintendent, who is also a lawyer.

Chelsea explained that the major aim was to ensure all committees and subcommittees were coordinated and head under the larger PAC umbrella of governance; essentially all subcommittees would report to the Executive and all money raised would be held by the PAC. It was added that all money raised online needed to be held at PAC, and that PJ had been out of compliance with the Quebec fund in the past.

Chelsea added that the bylaw amendment proposal would be posted on the web and front door, and that any questions regarding these amendments could be directed toward Lisa B, Tara or herself.

As an aside, a question was raised whether classroom funds gathered by Class Parents could also be collected online. Tara said no, that only PAC related funding could be collected in that manner.

## 9. VOLUNTEER CALL (Lisa Romero/Azita Nikbakhtan)

Lisa R and Azita spoke on the need to round up volunteers, and mentioned specific upcoming events:

- Linda G was looking for more help with Gelato Friday
- Terry Fox had volunteers but could use more parent support
- Movie nights would be coming up and organized by grade, and were an opportunity to get involved
- Upcoming Dance would need volunteers
- Santa's Workshop always needs lots of volunteers and support. Lisa described the event, explaining how it was part charity and part fundraiser

It was suggested that the volunteer signup should indicate time commitment for each role so those unfamiliar with event would know what to expect.

Zohreh Ansari suggested setting up a sampling table of Iranian food to help celebrate and share Nowruz, and it was decided that it would be great to incorporate this into the Family Day, Nowruz and Chinese Lunar New Celebration.

Zohreh also suggested getting together a team of parent health workers to help deliver knowledge of the harms of vaping to older students. Tara replied that it is tricky to directly involve parents in organized health education as the school utilizes their partner North Shore Community Health as their first resource.

## 10. NEW BUSINESS (Lisa Black)

Lisa asked if there was any other new business, as new items had been discussed throughout the meeting.

Victoria asked about the new CASL legislation, and what signing off your personal information actually means. Tara responded that firstly, she reviews the CASL forms looking for any outliers in responses and ensuring all choices to not share information are intentioned. She continued that allowing your information to be shared means that it can be given to the school, PAC and subsequently, to the Class Parent in order to share any school related information. The Class Parent is not permitted to share this information with parents in the class, and cannot organize information for anything personally related (ie birthday parties etc).

## 11. QUESTIONS/COMMENTS (Chelsea Duhs)

There were no further questions or comments.

## 12. ADJOURNMENT (Lisa Black)

Lisa B closed the meeting at 8.30pm. 2nd Charlotte.