

PAC General Meeting - Minutes

June 12, 2019

ATTENDEES

Monique Schelle, Sheenagh Trembath, Steph LeComte, Susan Bowen, Michelle Ross, Lisa Black, Chelsea Duhs, Tania Pan, Saiko Tachibana, Samira Enayati, Sydney Smith, Linda Gour, Julia Kutlubay, Ada Liu, Cindy Nairne, Lisa Romero, Victoria Mendes, Tara Zielinski.

1. CALL TO ORDER (Chelsea D.)

Meeting called to order at 9:03am by Chelsea D.

2. APPROVAL OF AGENDA (Chelsea D.)

1st Monique S., 2nd Linda G.. Approved.

3. APPROVAL OF MINUTES OF JUNE 12 2019 (Lisa B.)

1st by Julia K., 2nd Linda G.. Approved.

4. BUSINESS ARISING FROM THE MINUTES (Lisa B.)

None.

5. PRINCIPAL'S REPORT (Tara Z)

SEUSSICAL

Tara Z. started by extending a big thank you to all the people involved in the production of the play. The staff is very proud of the work accomplished. Although the play was a huge success with the students, parents and staff, the financials came in below expectations, unfortunately. The complete financials are in the final stages of organization. The Artist in Residence for drama was a new situation at the school. How the funds were allocated was also a new process. Tara Z mentioned that she would be putting together a binder of information to review for future productions.

The many hours of work put in by staff, children and Susan Piercey was evident in the caliber of the production. Tara Z. and Kristen felt that the over 230 hours put in by Susan should be reimbursed. The rate was based on a private dance/drama instructor's average hourly wage. The PAC Co-chairs also agreed with the allotment of funds. Total funds were \$8,500, approx. \$30 an hour, Susan was extremely humble and was not expecting to be paid for the total hours worked.

Other expenses incurred from additional props, the student Suessical hats and cast celebration party. Tara Z. spoke about the Fine Arts account having an itemized list of incoming and outgoing funds. The account started with \$4000 collected from the Primary winter concert and the Fine Arts Grant. Tara Z. explained to the attendees that the extended hours the Kay Meek was open and the support staff necessary brought the original expected cost up. The \$3000 cost included extra theatre support, cleaning and stage staff. The mics that were used to enhance the production at a cost of \$500, was given as an example of the extra money required to produce the same caliber of production. Again Tara Z. reminded that she has put together the binder of information and expenses for future productions.

Lisa B. added that the PAC Exec. voted that all the \$11,840 in ticket sales would be given to the school to put towards the outstanding cost of the production. No profit was made but the experience was invaluable. All agreed. Lisa B. also mentioned that a "Stars and Wishes" document will be put together by the PAC to what worked well and what could work better for future productions. Tara Z. continued the conversation by explaining that Ridgeview also held a theatre production on a smaller scale in their school gym at a cost of \$7000. The comparison of our play cost of \$15,000 was made. Lisa R. asked if the grants that fund the Children's Festival that she has heard about could be useful to fund other school creations in the future. Tara Z. acknowledged that this could possibly be the "Art Start Grant". Further information and research will be done to find all avenues of grants available.

COHO GRANT

Tara Z. explained that the Steam Of Dreams project is underway in the gym running from June 11-13th. She has been impressed with the staff running the program, they have been engaging and quite helpful to the kids. The installation and celebration is June 26th. Tara Z. extended thanks to the parents who have volunteered to help place and hang the fish on the school yard fences.

BUDGET ITEMS AND INPUT FROM STAFF FOR 2019-20

The Budget for 2019-20 has been placed into a preliminary summary of PAC requests. Tara Z. brought copies for the PAC Exec members, as well as, the attendees to view. She went through the itemized list and explained the purpose of each noted request. She thanked the PAC for their continued support in the schools wishes.

The Evergreen fund that has covered the Ipads and the Emergency Preparedness, does not require any more additional funds. The generous grant through the Coho Society and the funds requested will support the continued Outdoor Learning Classroom opportunities.

Tara Z. explained the Arts and Athletics in Education Fund. She shared that next year the Artist in Residence was based in Athletics. The program will be the sport Ultimate (frisbee) and will run for grades K through 7. The program will be supported by a coach that specializes in the sport. Tennis will also run next year for K-7. The team runs a self contained camp and will take place in the gym. Tara Z. told the attendees about the week long dance program that includes a dance production at the end of the session. A group also featuring a Brazilian and African infused dance program that has been applied for in grants. Tara Z. also shared ideas around using the available Coho Grant for an outdoor inspired music program. The music written will be feature the Outdoor Learning Space at PJ.

The next program Tara Z. talked about was the Parent Education and Student Awareness surrounding sexual health. The Sexual health programs in the past have been informative but a need has been noticed to base talks and education with more focus on Social Media. Online safety programs are being looked at and there will be more to follow.

Tara Z. followed by explaining the preliminary PAC requests was a total amount little over \$20,000. Lisa B. acknowledged and will look into what can be done through the PAC.

SCHEDULES FOR 2019-20

The upcoming schedule next year will have some changes but not effect any drop off or pick up times. Following the CUPE union guidelines Tara Z. informed the group of the hours necessary to fulfil that mandate. Bell to bell there are 181 instructional days and 295 instructional minutes per day. Tara Z. has been working very hard on formatting those times into the schedule to respect the union rules in place. It has been noticed that the time spent to have an organized and safe entry into the school has been cutting into the actual Big Recess eating portion of the day. The times of that will be switched 12:30 -12:50 this will have students eating and any food unfinished can be brought outside in the second half. The outdoor portion of Big Recess will run from 12:50- 1:15 and students will return to class to continue instructional time. In the early winter months the Kindergarten classes may require additional help and time getting ready to go outside in their appropriate gear. Victoria M. asked if the older grades could return to class without the lineup procedure to encourage a bit of learned independence. Tara Z. explained that the self-regulation needed more improvement. Tara Z. finished the Principal Report by communicating that the year at a glance is ready and up for viewing and planning.

6. TREASURER'S REPORT (Dina D.)

BUDGET REVIEW

Lisa B. projected the budget summary on the whiteboard for attendees to view. Dina D. started by explaining that income categories were mostly on track and on budget or exceeding the estimates made in the annual budget. The Profit and Loss was projected on the board. Dina D. showed the group how the Gelato was a big income earner and that Movie Night also did quite well even with the two canceled showings.

Babysitting and Card Project

The babysitting course and card project did well in terms of their revenue. The Babysitting course was not in the budget as a fundraiser but made \$900. The Card Project was proposed to make \$500 but made \$1,286.

Fun Lunch

Dina D. began to explain that the funds were down from previous years but not terrible coming in at \$14,000 currently. Final numbers will be tallied at the end of the year. Although Fun lunch was down, an increase in sales was shown on a graph Dina D. displayed for the PAC and the group. The proposed revenue was \$22,000 but they had a \$1,800 Paypal expense, which isn't paid anymore as the food is purchased through Robert at FoodieKidz. Dina D. showed that the correct comparison should look more like \$20,000 to the actual made to date at \$14,000. Money still has not been totalled from June so numbers will change. She advised that the revenue for Fun Lunch should be revised for next year's budget. The new website was difficult to navigate for some at the beginning and showed numbers were down. As continuing comfort on the website increased, as well as, the 'lunch prep fatigue' it was joked, had some help in increasing graph numbers by 42%. Lisa B. mentioned that the use of the website for the BBQ also encouraged parents to start using the system.

Dina D. informed that this year's budget did fine in terms of expenses and didn't exceed the budget.

Gaming Grants

The BBQ raffle license was approved and tickets can now be up for sale. Raffle sales should be tracked and reported. The PAC applied for the Gaming Grant for next year and the application is under way and can be tracked through an ID. The Gaming Grant fund still has \$1,500 that is being used for the Grade 7 grad ceremony. More money is expected for next year as the school has another LFI class joining the school.

Lisa B and Chelsea D. stated that raffle tickets will be used to make purchases at the BBQ. Which can be purchased with cash. This includes bracelets and snacks. Money will also be earned through the Spirit

Wear sale. Expenses were down on food costs because the Manager at the W. Van City Market gave all the food purchases a 50% discount. Chelsea D. and her husband were active in setting that in motion. The table acknowledged that they were thankful to them, as well as, City Market. Also thanked were PJ parents in conjunction with the business Sebastian & Co Fine Meats gave a considerable discount for the gourmet smokies.

The PAC and table expressed thanks to the Treasurer team.

7. UPCOMING EVENTS (Lisa B. and Chelsea D.)

BBQ

There has already been 410 tickets sold. The food tickets are organized and ready to be given on the day of to present to the servers to cut down on lines. Last year it was noted that the food line and process was a bit slow and the change was made to improve the lineups. The tickets were shown to the group and Lisa B. explained that she and a team had cut and placed the orders for each student together. The large BBQ's will be delivered on the day of. The team noted that cash should be brought to purchase bike raffle tickets, Spirit Wear and for the booths, which sell \$2 ticket items like the cupcakes, snacks and PJ Proud Bracelets. The Family BBQ will feature a Seussical cast performance, as well as, the Sentinel Band. Volunteers for cooking are still required. Tents and booth set up and manning are also needed.

The Bike Raffle has started, the prize is a \$600 value. The Bike chosen is on display and can be changed if size and style doesn't match the winner. Obsession Bikes has made this possible and the table agreed that it is an exciting prize and were thankful for their support of PJ. thanks to Chelsea D. for the set of that bonus to BBQ.

Sports Day

Fereshte has volunteered for running Sport Day, which mainly involves and handing out pizza and freezies. The freezies are currently being frozen and ready in the freezer. She will require help to hand out the freezies approx. at 10:30. The pizza will need to be picked up as well and sorting into the classrooms. The Volunteer appreciation is also being held that day and maybe there will be hands to help day of.

8. VOLUNTEER CALL (Lisa R.)

Lisa R. also made note that more Volunteers are needed for the BBQ but most booths were filled. She continued by acknowledging a need for a volunteer leader in the Card Project. This position should begin in September so the planning process can begin to have it done by early winter. Daniela the previous parent volunteer has all the info for the project. It was also noted that the company is very easy to deal with and helpful with any questions.

9. PAC EXECUTIVE NOMINEES (Chelsea D. and Lisa B.)

Chelsea D. shared the exciting news that her business has had an unexpected increase in momentum. The product that she has invented is coming to fruition. The attendees shared in the excitement of the news and congratulated her. With that she will be sadly stepping down, although she will be able to take on smaller roles in other capacities. Lisa B. thanked Chelsea D. for being a great partner this year. Lisa B. continued by expressing a heartfelt and emotional moment and letting the team and table know she was also stepping back to spend important time with family. The attendees responded with comforting thoughts and reassurance. Tara Z. conveyed a big thank you to them and their service this year. The table also thanked them and expressed that much had been accomplished this year.

The topic changed to the PAC Exec. voting process. The PAC Co-chairs listed the available positions, as well as, the position filled. Shown here:

PAC EXECUTIVE ROLES

| <u>Position</u> | <u>Nominees</u> |
|-------------------------|---|
| Chair or Co Chairs | (available) |
| Secretaries (2) | Michelle R. and (available) |
| Treasurers (2) | Saiko T., Dina D. and Kenji |
| Communications (2) | Steph L., Kate P. and Tania P. as visual displays |
| Volunteer Coordinator | Lisa R. |
| Class Parent Liaison | Yelda |
| DPAC Representative | Cindy N. |
| Fundraising Coordinator | Rowena V. |
| Member at Large | Linda G. |

Other parents interested and new to PJ are were wanting to volunteer, possibly Samira as a Member at Large position. Lisa B. informed the group that she has currently planned a meeting to speak with possible candidates for the PAC Co-Chair positions. The vote took place by a show of hands at the table that agree with the current role positions filled. The 2019-20 PAC Exec team was voted in. The remaining positions will be voted in as candidates are nominated.

10. NEW BUSINESS (Lisa B.)

Lisa B. showed the table a wonderful book that was donated and written by a PJ grandfather and his granddaughter who is a student. Geoffrey Haddad the co-author of the donated book entitled 'Bonga bonga and grandpa', will be a wonderful addition to the library. Lisa B. explained that he was also gracious enough to give two copies to the Lisa and Chelsea of his true story book 'If I'm not back by Wednesday.' Thanks to him for his generous gift.

The meeting continued and focused on the staffing for next year. Lisa R. asked what the current staffing levels were like. Tara Z. responded and let the table know that next year's staff is building and some are continuing in the same roles. The application process for teachers are in the works and Tara Z. is hard at work following those. Some noted changes explained were that Scott K. was going to take on the new LFI position as we are introducing a third class. Louise W. will be retiring this year. Mme. Stina will be taking her maternity leave and Tara Z. is busy selecting the perfect teacher for that position. Postings for other positions as our Kindergarten ELL levels increase from 1.4 to 1.6 a much larger number of students requiring extra learning. Tara Z. expressed confidence in the current team and the planning process for next year and is excited about the new staffing team.

PJ kids club is currently has to reduce spots from 60-40 due to the space available. Tara Z. shared that the school just doesn't have the room and is at capacity. New program and some already running are being offered and will be filling the space available.

Cindy N. asked if the Choir and sports like cross country would still be held. Tara Z. mentioned that the sport were always held on Tuesdays. She would follow up with Mme. Arrafi with times of choir but band will run as usual.

11. QUESTIONS/COMMENTS (Lisa B.)

Questions asked about the re-programming for Fun Lunch. The program would mostly be a desk job as most of the work can be organized through FoodieKidz. It was stated that most schools have an "army of parents" who team together to run their lunch programs. Wednesday Pizza could possibly also be run through Robert, he was looking into putting in a pizza oven.

12. ADJOURNMENT (Chelsea D.)

The parents at the table were thanked for attending. Meeting Closed at 10:22am.