

# PAC Meeting Minutes

May 10, 2023

6:30pm Meeting In Session.

Meeting facilitated by Lucy Maloney (PAC Chair)

## **Agenda:**

- Opening Remarks
- Budget Motions
- Executive Elections
- Other Business
- Update from Principal Cathy Thomas and Vice Principal Paul An

## **Opening Remarks - Lucy**

- This year's achievements:
  - School Renaming project: Ian achieved VSB decision to allow Lord Roberts Elementary to change our name and the process is underway to decide on a new name for our school.
  - DPAC: Ian has spent a LOT of time representing the interests of Lord Roberts Elementary families on DPAC. Thanks for IT and treasurer support.
  - Your PAC has represented West End parents & children's interests: Coal Harbour school design, Lord Roberts Annex, West End Waterfront Project, West End Commercial Streets redevelopment, Bute Greenway upgrades, and the redevelopment of King George Secondary, the West End Community Centre and the Joe Fortes Library.
  - Supported LGBTQ+ families and students by supporting the Pride Club and helping facilitate inclusive washroom notices.
  - Teacher appreciation function June last year.
  - Teacher wish list, supporting families in financial need by subsidizing field trips and organizing clothing drives.
  - Welcoming new parents, kinder as well as refugee families from Ukraine and Iran.
  - LunchLAB:
    - Bought the school a new dishwasher
    - Helped make sure we had enough volunteers to keep the program going
    - Hosted elected officials to showcase our school
    - Helped publicize a vacancy for a part-time Sous Chef that went to one of our parents.
    - Plans to provide money to LunchLAB to be voted on in our proposed budget for next year
  - School Street:
    - By the end of June, we will have provided over 1300 volunteer hours to provide a safe route to school, encourage active transport, allow parents to feel safe sending their older kids to school unaccompanied, and provide space for children to play and families to gather outdoors and physically distance. Active transport builds community, helps keep the air clean adjacent to the school, improves

children's physical and mental health, and delivers students to school ready to learn.

- There are 6 other schools currently doing one month of the School Street program. Our program is the envy of other schools and was recently featured in a CBC YouTube video.
- The School Street program has meant that we've enjoyed 8 Play Streets run by the Society of Children & Youth of BC.
- At last year's FunFest, we used a City of Vancouver grant to pay for a VeloFix Van to provide free bicycle maintenance and repairs to 20 families. We've received two grants from the City of Vancouver (School Street and Active Travel Grant) to provide not one but TWO VeloFix bike repair vans at FunFest.
- Jennie Milligan - Vice Chair:
  - Jennie has facilitated the DPAC School Choir program coming to Lord Roberts for the first time.
  - Stream of Dreams Project: workshops are coming up for kids to learn about salmon and make new fish to decorate the school's fences. Old fish will be taken down.
  - Jennie has provided me with so much support, coming to the weekly meetings with Cathy and sharing the PAC Chair workload.
- Dogs: We've negotiated for the VSB to pay half the cost of gates to close off the field, published an opinion piece in the West End Journal and met with Animal Control to get extra enforcement at our school.
- Fundraising and Events:
  - the amazing Volunteers - new and experienced
  - The return of the Winter Market
  - The Xmas Hamper project funded by donations and the creation of the recycling program for beverage containers
  - The creation of the grade 7 Grad fundraising program
  - Next Level Silent Auction - opens on Monday
    - Record numbers for Pizza Lunch, over 450 students participating this week Pizza Lunch (Steph & Quinn), FunFest, Plant Sale,
- Direct appeal: raised over \$4000 for tree planting funds
- Last years FunFest made a profit of about \$7,000 which was \$3,000 more than the previous one PreCovid
- This year including pizza lunch we have an approximate profit of \$12,000 to date - not as good as years past but we have all had to pinch our pennies this year due to obvious reasons
- Grade 7 Grads raised over \$1,200 in 2 months to go towards their grad festivities, imagine what they will earn doing it all year next year!!
- Ubuntu parent/caregiver meet up and walk organised by Asha. We're planning for 4 in-person catch-ups next year
- Thank you to the following current PAC Exec Members are not running again:
  - Steph Hoddy: general member
  - Camille Sutton: social media and IT
  - Fernando Borges: treasurer
  - Abby Pang: vice chair

- Janine Macgillivray
- Christina Marriott
- Mahdis Araujo: secretary (left mid-year)
- This coming year's candidates:
  - Chair: Lucy Maloney (also Active Transport & Communications)
  - Vice Chair: Jennie Milligan
  - Secretary: Andrea Kasunic
  - Treasurer: Freya Zaltz
  - DPAC Rep & PAC School Name Change Rep: Ian Rowe
  - Fundraising & Events: Holly Paddon
  - IT: Hanna Hildebrandt
  - General Member: (Meeting procedure guru) Krista Lee Hanson
  - General Member: (Pizza Lunch Coordinator) Quinn Gregory
  - General Member: (Fundraising & Events) Melissa Blanchard
  - General Member: Asha Padmanabhan
- Upcoming PAC Projects and Events:
  - School Grounds improvements: Gate installation; possible Animal Control Act Amendment; facilitate the amendment of the grounds caretaking agreement between the Park Board and the VSB; Tree Planting; relocation of garbage receptacles out of the undercover area
  - School Renaming Project
    - Special PAC Zoom meeting combined with Lord Roberts Annex PAC for an information session by the CoV and VSB on 24 May about the redevelopment of the West End Community Centre, King George Secondary and the Joe Fortes Library
  - Division Reps and Parent/Caregiver Signal Chat Groups

### **Budget Motions -Ian Rowe**

- To amend a math error in last month's vote...
  - ***Motion: To spend \$750 for classroom supplies and \$2,250 for the field gate out of the general budget, which currently contains over \$25,000 of unallocated funds***
    - First: Ian Rowe
    - Second: Krista Lee Hanson
    - Vote: Majority yes (carried)
- Gaming Grant Info
  - We will use money from beautification for Stream of Dreams (updating the old fish on our fence will certainly beautify the place)
  - We will use \$1000 from Enrichment for Lunchlab dishwasher extra expenses. LunchLab is for sure enriching.
  - ***Motion: To accept the gaming grant budget for 2022/2023 school seasons as presented (below)***
    - First: Ian Rowe

- Second: Krista Lee Hanson
- Vote: Majority yes (carried)

<b>Gaming 2022-23 (current budget)</b>	<b>\$20,022</b>	Currently in account	
Teacher Allotment - field trips	\$4,000	Cheque to school	
Enrichment	\$3,000	Cheque to school (dishwasher paid from this)	
I Can Do It Club	\$500	No longer happening - keep in bank account	
Sports Day	\$500	Cheque to school	
Grade 7 Activities	\$2,200	Cheque to school	
BCCPAC Membership	\$75	Cheque to BCCPAC	
Arts (eg bugaloo dance)	\$1,400	Cheque to school	
Screen/material for Movie Nights		Not spending this year	
Beautification of outdoor spaces/Playground	\$5,000	\$3000 stream of Dreams \$2000 remaining	
Sensory Experiences	\$3,000	Not spending this year	
Carry Over	\$5,922		

- Proposed Budgets for the 2023/2024 School Year
  - Gaming: Cathy had great advice to reduce the number of line items in the gaming grant. This makes it easier for us and the school to spend. Cathy has also shared that a lot of families cannot afford field trips (this is always the case in our school). Because of this, there is a need to buffer field trips from the Gaming Grant.
  - ***Motion: Move to accept the gaming grant budget for the 2023/2024 school seasons as presented in the table (below)***
    - First: Ian Rowe
    - Second: Krista Lee Hanson
    - Vote: Majority yes (carried)

<b>Budget Report Gaming Grant - Apply between April 1 and June 30</b>			
Notification by September 30			
PACs must disburse grant funds within 36 months of the date the Community Gaming Grant was received by the PAC			
Income	Draft 2023/24		
Gaming Grant	\$12,000	Assume \$20/student at 600 students	
Opening balance	\$5,922		
<b>Total</b>	<b>\$17,922</b>		
Expenses			
Teacher Allotment - field trips	\$6,000		
Enrichment - Arts, sporting equipment + other stuff	\$5,000		
LunchLab	\$1,500		
Grade 7 Activities	\$2,200		
BCCPAC Membership	\$75		
Beautification of outdoor spaces/Playground	\$3,000		
<b>Expenses Total</b>	<b>\$17,775</b>		
Remainder	\$147		

- General Account
  - We have about \$25,500 in the account right now. We will make about \$7,000 at FunFest if it is as successful as last year.
  - We are forecasting \$40,000 in income for next year. This year we will land at around \$35,000+ final number known after FunFest.

- **Motion: Move to accept the general PAC budget for 2023/2024 school seasons as presented in table (below)**
  - First: Ian Rowe
  - Second: Krista Lee Hanson
  - Vote: Majority yes (carried)

General Account - Forecast Budget 2023-24		
Income	Forecast 2023-24	Not
Opening Balance (we have this in the bank now)	28,000.00	
Fundraising - General (funky Fridays and other)	\$1,000	
Fundraising - Back to school BBQ	\$150	
Fundraising - Movie Nights (Oct, Jan, April)	\$0	
Fundraising - Holiday Market (plants & Purdies)	\$5,000	
Fundraising - Spring Plant Sales	\$1,000	
Fundraising - Silent Auction	\$2,500	
Fundraising - Pizza lunch income	\$24,000	
Fundraising - Funfest	\$7,000	
<b>Forecast Income</b>	<b>\$ 40,650.00</b>	

- Expenses (below)
  - Fundraising expenses are in green.
  - The largest item here is *Renaming Costs and Major School and Parent Priorities* - basically our bank balance.
  - The thought here is that
    - (a) Renaming will have significant expenses. Some things we have thought of are a new mural in the gym, new jerseys, new school merch. But we are sure there is stuff we haven't thought of so we'd like to have the buffer.
    - (b) We need to re-survey parents and teachers to figure out what else to spend on. We don't think we're in a position to allocate all of this without better connecting with the school community.

	2023-24	
	Unallocated Funds	
Expenses	Forecast 2022-23	
Fundraising - General (funky Fridays and Welcomes)	\$ 1,500.00	
Welcome Back Coffee	\$ 250.00	
Fundraising - Back to school BBQ	\$ 1,000.00	
Fundraising - Holiday Market (plants & Purdies)	\$ 2,000.00	
Fundraising - Spring Plant Sales	\$ 1,000.00	
Fundraising - Silent Auction	\$ 500.00	
Fundraising - Pizza lunch income	\$ 10,000.00	
Fundraising - Funfest	\$ 4,500.00	
Teacher - Classroom support	\$ 6,520.00	
Sitters - remove barriers so all can attend any in person events/meetings	\$ 300.00	
Zoom + Website	\$ 450.00	
Staff Appreciation (on average 74 people)	\$ 2,000.00	
Meetings & Volunteer Appreciation	\$ 1,000.00	
Start of Year Fund - Covers next year's Classroom Fund & BBQ	\$ 7,770.00	
In Person Meet Up	\$ 500.00	
Volunteer T Shirts	\$ 1,500.00	
Renaming costs (e.g. murals, jerseys, new merch, and more) and Major School and Parent Priorities	\$ 24,860.00	
<b>Forecast Income</b>	<b>\$ 65,650.00</b>	

### Executive Elections

- Existing Noms for PAC Exec:
  - Chairperson - Lucy Maloney (also Active Transport & Comms)
  - Vice-Chair - Jennie Milligan
  - Treasurer - Freya Zaltz
  - Secretary - Andrea Kasunic
  - Webmaster - Hanna Hildebrandt (& IT)
  - Fundraiser - Holly Paddon
  - DPAC Representative - Ian Rowe
  - Member(s)-at-Large
    - 1. Krista Lee Hanson (Bylaws & Rules of Order)
    - 2. Quinn Gregory (Pizza Lunch)
    - 3. Melissa Blanchard (Fundraising & Events)
    - 4. Asha Padmanabhan (Community Building)
- Called nominations 3 times, no one came forward, everyone acclaimed

### Update from Principal Cathy Thomas:

- Thanks to PAC, productive and respectful experience this year. Looking forward to next year. Cards from students in the office, thanking PAC for purchasing items
- Highlights:

- Bugaloo Dance Academy performance, funded by Family Assistance Grant. Great opportunity for students to perform in front of people who are meaningful to them.
- Grade 7 Camp: Came back tired and dirty, a sign of a good time! Canoe, low ropes, hiking, cabins -Evans Lake
- Upcoming:
  - Parent Session: Using Technology Safely -not usually recorded, but Cathy will ask again if it can be.
  - Safer Schools Together presenting safe online behaviour to grades 4, 5, 6, 7
  - Track and Field is running at the moment
  - Sports Day Friday, June 2nd
  - Funfest!

#### **Update from Vice-Principal Paul An:**

- Monthly Assemblies -purpose to get together as a school and acknowledge successes happening
  - Presenters: members of badminton; kindergarten and grade 2 students talked about a field trip to release salmon fry; grade 4 students read poems; Kindergarten Div 25 sang 2 songs; Helping Hands Club talked about what they do to help the school (i.e., open multipurpose room during lunch hour); Pride Club talked about gender neutral washroom; the debut of The Heros -a band formed from a group of grade 5 students, performed Best Day of My Life. Ended with a slideshow of events and activities that take place in the school
  - The earthquake drill was successful -duck, cover, hold. Evacuate and assemble on the field. 650 kids participated in an efficient and responsible way. Staff set up stations: first aid, radio. Didn't practice emergency release this time. Staff will review the process at the next staff meeting

#### **Other Business:**

- Call for School Street Volunteers
  - There are just over 7 weeks to go until the end of semester. Please help us to keep our School Street going until the end of June by volunteering. Shifts are about 30 minutes each. An experienced School Street volunteer will join you on your first shift to show you what to do. Here is the sign up link: <https://volunteersignup.org/44RJL>
- Call for Fundraising & LunchLAB Volunteers
  - Your PAC needs 11 more adult volunteers for Pizza Lunch this Friday from 12.15 to 1.30 pm. This is one of the PAC's biggest fundraisers so your help would be appreciated if you are available. Here is the link to sign up: <https://volunteersignup.org/PTW93>
  - We also need volunteers to help with the PAC's plant sale and sorting clothes that have been donated for the FunFest Clothing Sale. Click here: <https://volunteersignup.org/AWXDE>
  - LunchLAB is on every Tuesday and Thursday. For more information and to volunteer click here: <https://volunteersignup.org/QWFFE>