

PAC General Meeting Minutes

September 25th, 2018

In attendance:

Parents:

Kristine, Winky, Karen H., Tamara, Vicky, Phobe, Peggy, Misli, Melissa, Sarah, Karen B., Christy, Jenny, Emily

PAC Executive:

Huyen, Allison, Amit, Sonja and Tanya.

Principal:

Mark Harding

Guest: Amy McLeod

Welcome and Introductions

Huyen called the meeting to order at 6:06 pm.

Approval of Agenda

Huyen wants to add a few items to the agenda : nominating and voting Karen Hung in for co-treasurer. As well as adding childminding for open house and the harvest bundle fundraiser. Motion to approve the additions to the agenda (Christine), Peggy seconded the motion. All in favour of approving the additions and the agenda for September 25th, 2018- MOTION PASSED.

Principal's Report - Mark

September PAC Meeting

Principal's Report

Updates:

- 13 Divisions
 - 273 students
 - Class Averages
 - Kindergarten - 17 (20 maximum)
 - Primary – 18 (22 maximum)
 - Intermediate – 26.2 (30 maximum)

Opening Week:

- We are a School with Heart
- Mural project to be hung in front lobby

School Growth Plan

School Goals:

Goal 1: students will increase in their ability to learn, and effectively implement, self-awareness and self-management strategies that maximize their learning potential and ability to solve problems peacefully.

Goal 2: Students will be engaged in meaningful learning with an emphasis on inquiry-based learning which will be measured through student achievement in their ability to reflect upon their learning in their personal writing.

- Year 1 Wild BC School (<https://hctfeducation.ca/wildbc/>)

FSA – Foundation Skills Assessment

- Grade 4 and 7 students
- October 1 st to October 17 th
- Reading, Writing, Numeracy
- Changes: time of year, collaboration activity, core competencies
- An information letter will be distributed from the school office

School Expansion

- Updates

Safety Committee Items for Discussion:

- Visitor sign in @ school
- Lunch drop off in office as opposed to classrooms
- Basketball court use during school hours
- Pedestrian walkthrough at back of school

Moving Forward

- Orange Shirt Day of Recognition – October 28th
- What things/topics would you like to see addressed at future meetings?

Nomination and voting for Co-Treasurer

Amit won't be able to be the treasurer as of April as this is his son's last year at the school, so Karen Hung's name came up as she is an accountant and will be at the school for a while. She will be a good fit for co-treasurer and can shadow Amit until his term ends in April. Peggy would like to nominate her for the position. Peggy asked if there were any objections to this and there were not. Peggy motioned to nominate Karen to be co-treasurer. Vicky seconded the motion. All in favour of nominating Karen for co-treasurer - MOTION PASSED.

Now we need to vote for Karen to become the co-treasurer. Peggy asked if there were any other people who would like to be nominated for this position. There were not, so Peggy motioned for Karen to be voted in as co-treasurer. All in favour of voting for Karen to be co-treasurer with Amit - MOTION PASSED

Peggy would also like to motion for Karen Hung to be added as a signing authority. Tanya seconded the motion. All in favour of adding Karen to be a signing authority - MOTION PASSED.

Finance Report and Budget - Amit

Amit went through the balances and all transactions up to July 31, 2018. If anyone would like to see the print out of the budget, please contact Tanya through the PAC email at universityhighlands.pac@burnabyschools.ca and she would be happy to get you a copy.

Approval is needed for \$800 to cover gardening expenses (seedlings, garden tools, garden shed supplies, etc.) for the school year as Pablo is busier this year and can't help out with money from his recycling that he generously donated before. Ms. Carley is going to be taking over the gardening duties at the school. Allison motioned to have \$800 approved for garden expenses. Misli seconded the motion. All in favour of approving \$800 for garden expenses - MOTION PASSED.

Library

Ms. McLeod came to the meeting to talk about the library and to ask for volunteers to help her out during the day. She needs help with shelving (Monday, Wednesday or Thursday. Ideally in the morning when the books come in) and to help with the book fair on November 26-29. This is a big fundraiser for the library, there is a lot of profit made in these four days. She also has pamphlets that she had at the open house to give anyone. They promote literacy at home and if anyone would like a copy, you can ask her and she will gladly give you one.

She also talked about signing out books in the library. If you are a parent, you can become a patron of the library and borrow books. There a lot of different categories of books, so please feel free to visit Ms. McLeod and she can help you find what you're looking for.

Fundraising

Popcorn Sale

Tomorrow will be our first popcorn sale. They sell for \$1 a bag at lunch time. The sale will start at 12:15 to give the kids enough time to eat their lunch before coming down to the community lobby. The popcorn sales will be the last Wednesday of every month except October and March which will be bake sales instead. The dates for all of these are on the school calendar. Please do check the calendar as there are dates that will change if they conflict with anything else that is going on, for example, in November, the popcorn sale is on the 21st because the book fair is going on in the last week of November.

We always need volunteers to help out with popping the popcorn, bagging, selling and cleaning up afterwards. So the time frame is from after drop off until approximately 1:30. You can email the PAC to let us know if you can help out for an hour, or two, whatever you are able to do.

Amit said that he would like to make a donation for tomorrow's popcorn sale so he is going to match the money that comes in from the sale. THANK YOU AMIT!!

St. Johns Ambulance Emergency Kits

Tamara spoke about this fundraiser. St. Johns Ambulance will send us catalogues and families can order whichever kits they feel are appropriate for their family and the school gets 15% back of the total sales.

Nesters Points

When you shop at Nesters, did you know you can donate your points directly to the school? You can just ask the cashier to donate to the school and they do it at the till. It's really easy. These points help pay for food at school functions, the PAC meetings, teacher appreciation lunches, etc.

The pumpkins for Halloween are donated by Nesters as well as all of the supplies for our pancake breakfast in December. They sponsored StreetFest too.

Melissa is going to look into a plaque to thank Nesters for all they do for us. She is also going to look into a banner thanking Nesters and put it in front of the school. Allison motioned to approve \$200 to pay for a plaque and/or banner. Peggy seconded the motion. All in favour of approving \$200 for a plaque and/or banner thanking Nesters for all of their help they give to the school -
MOTION PASSED.

Harvest Bundles

Rebecca is going to apply for the school to be accepted into the program. Usually we are eligible for this fundraiser, but we always need to wait for the approval. There are usually two different bundles sold. One with 5-6 vegetables and one with a bag of apples. Order forms will be going home once we know whether or not we're accepted into the program.

Addition to Finance and Budget

October 30th there will be the UniverCity open house (official name: Community Town Hall) (there is input wanted about the 5 year plan after the remaining parcels are sold on the mountain and the Trust is dissolved) that will be held in UHE's gym. The University Trust has asked for some help with the fees for childminding. They are asking for \$60 for three childminders for that evening. Peggy motioned for \$60 to be approved for this event, Vicky seconded the motion. All in favour of approving \$60 to help with childminding for the UniverCity open house - MOTION PASSED.

One more thing to add to the agenda: Allison motioned to add Earthquake Kits to the agenda, Tamara seconded the motion. All in favour of adding the Earthquake Kits to the agenda - MOTION PASSED.

Earthquake/Emergency Kits

Stormee does an amazing job organizing this for the school. The Safety Committee gets together after all of the forms that were sent home get sent back in the ziplock with a homemade kit or get sent back with the form asking them to make up a kit for them for \$10. Volunteers are always needed for this. A notice will be going out asking for help with this task. \$50 needs to be approved so Stormee can buy the water from Costco that gets put in the emergency kiosk on the school field for every student and staff member. Tanya motioned for approval of \$50 for Stormee to buy the water for the emergency kiosk, Karen H. seconded the motion. All in favour of approving \$50 for buying water for the emergency kiosk - MOTION PASSED.

CALL OUT FOR VOLUNTEERS! We can't hold all of these events without your help. We're always looking for parents to donate their time and help out in whatever way they can. Allison has researched free apps that can help with organizing volunteers. Please give her your email if you'd like to be added to the list of volunteers using the app.

Hungry Kids Hamper

Sonja has graciously offered to fill the Hungry Kids Hamper once again. This is for students who have forgotten their lunch. We don't want any kids to go hungry or be embarrassed about not having a lunch so there is a hamper in the staffroom where they can pick something out. There are items which are canned, gluten free, vegetarian, etc. This is not promoted in the school but is there in case of an emergency.

Carnival

The Carnival is our biggest fundraiser of the year and Huyen wants to share some numbers tonight. The Carnival helped pay for the benches and picnic tables that you see by the outdoor classroom and are used a lot by the students and by families on the weekends.

The Carnival made approximately \$24,000 this year with the SFU Trust donating and businesses donating, bringing in \$9,000. Individual sponsorships brought in \$2,600, up from \$1,800 last year.

If no one volunteers to take over organizing the carnival by the next PAC meeting then we will not be having one in 2019. At the next meeting a decision will be made whether or not we will have a carnival every second year or every year. We also have StreetFest that is very close to the time the carnival is held so that may come into play with the decision.

Melissa is willing to organizing it/take the lead for 2020 if we end up not having it in 2019.

Hot Lunch

Hot lunch has started up again. You need to re-register each year. Subway is being added to the Hot Lunch menu. Foodie Kids have increased their prices this year and some items have been taken off the menu. They are also no longer providing cutlery so please make sure if your child's lunch requires a fork or spoon, to please send cutlery to school with them on Tuesdays. They have also changed the order deadlines from 7 days to 10 days.

If you can, please order 3 months at a time because each order put in costs us fees in Paypal so the less Paypal fees, the more we can make as a school. Tamara motioned to approve spending \$50 to buy extra cutlery for the school in case cutlery is forgotten on hot lunch days. Tanya seconded the motion. All in favour of buying extra cutlery for the school - MOTION PASSED. Huyen will buy it and bring to the school kitchen.

Cobs was talked about as well. They have a points program there where we can buy items and there are points that can be donated to UHE and they give us a cheque for the amount raised. They have a hot cross buns fundraiser that we think is done at Easter. Karen B. is going to look into that fundraiser.

PAC Executives

This is the last year for the executives to be running as Huyen's, Allison's and Tanya's terms are coming to an end. There will need to be new PAC Executives voted in in April.

Meeting Adjourned at 7:45pm