

## **PAC General Meeting Minutes**

September 24th, 2019

### **In attendance:**

- Parents: Mary, Chantelle, Christopher, Jennifer, Scott, Sid, Qinx, Jason, Yang, Lyo, Anushay, Afifa, Kelsey, Tina, Peggy, Tara, Katarina, Jasmine
- PAC Executive: Sarah, Kelsey, Clea, Vivian
- Staff & guests: Mark Harding, Brad Winterlik, Amanda Robertson

### **Welcome and introductions**

The meeting started at 6:04 pm.

### **Burnaby Parks & Recreation: discussion of after school offerings**

- Amanda Robertson ([Amanda.Robertson@burnaby.ca](mailto:Amanda.Robertson@burnaby.ca)) is the Burnaby Parks and Recreation Community Programmer for UHE and the rest of Northeast Burnaby until December, when Laurie Bedford will return. Amanda is working on programming for winter and spring 2020.
- Parents are encouraged to complete an online survey which inform programming decisions:  
<https://www.burnaby.ca/Things-To-Do/Be-Active-Programs/Programs-for-Everyone/After-School-Programs/Afterschool-Survey--Northeast.html>.
- Some offerings parents would like to see at UHE include theater, evening parent-child classes for younger children, gymnastics, coding for girls, sculpture, hip hop dance, music.
- Friday evenings drop-in open gym will be back this fall, starting soon.
- A delay between the opening of the online registration system and email notification to parents resulted in many classes filling up before all UHE parents realized that registration was open. This will be corrected for next fall.
- Registration for winter/spring offerings will begin on December 17<sup>th</sup>.

### **Approval of agenda**

**MOVED** to approve the agenda of tonight's meeting (moved by Kelsey / seconded by Peggy).

**CARRIED**

### **Approval of minutes**

**MOVED** to approve the minutes for the May 2019 PAC meeting (Peggy/ Kelsey).

**CARRIED**

### **Recognition of PAC volunteers & executive**

Sarah thanked last year's PAC executive, Huyen, Allison, Tanya, Karen and Sonja, for their contributions to the school.

### **Principal's report**

#### **Updates:**

- 14 Divisions
  - 286 students
  - Class Averages
    - Kindergarten - 16.8 (20 maximum)
    - Primary – 18.4 (22 maximum)
    - Intermediate – 24.4 (30 maximum)

#### **Opening Week:**

- Growth Mindset – the Power of Yet
- Mural project to be hung in front lobby with last year's art project "Our School Has Heart"

#### **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:** Using the Core Competencies and the 5 Writing Traits as a guide, students will set personal writing goals to identify their areas of strength and areas for improvement. (Core Competencies and Writing Traits)
- Year 2 Wild BC School (<https://hctfeducation.ca/wildbc/>)

### **Fairtrade School Designation**

- 1<sup>st</sup> elementary school in BC
- Focus on education awareness and a Fairtrade Coffee sale this fall

### **Reporting**

- 3 Formal Reports and 2 Informal Points of Progress each year
- Parents as Partners Conferences:
  - September 25<sup>th</sup> & 26<sup>th</sup>
  - February 26<sup>th</sup> & 27<sup>th</sup>
- Change in intermediate reporting from letter grades to proficiency scales. Letter sent in June with Report Cards and will be resent this week

### **FSA – Foundation Skills Assessment**

- Grade 4 and 7 students
- October 21<sup>st</sup> to November 1<sup>st</sup>
- Reading, Writing, Numeracy
- Changes: time of year, collaboration activity, core competencies
- An information letter will be distributed from the school office

### **School Expansion**

- Updates

### **Student Photos**

- Photographer updates (delay to illness) and discussion on individual and family photos
- Individual Student Photo dates rescheduled to November 6<sup>th</sup> and 7<sup>th</sup>

### **Safety Committee Items for Discussion:**

- Change in process from Individual Comfort Kits to Division Emergency Supplies
- Safety Committee Meeting to be scheduled in early October

### **Finance Requests:**

- PAC Contributions – annual support
- Rainbow Walkway – approved by School Board
- Pollinator Hotels and Bee Hives – for discussion
- Roots2Grow Garden Program – 70 workshops kindergarten to grade 7 over course of 25 weeks in school year
  - Preserving the harvest & fall crops
  - Extending the season & winter gardening
  - Garden pruning & jump start the season
  - Spring greens and pollinators
  - Summer crops & hydration

### **Moving Forward**

- Orange Shirt Day of Recognition – September 30<sup>th</sup>
- What things/topics would you like to see addressed at future meetings?
  - Please connect in person or email: [mark.harding@burnabyschools.ca](mailto:mark.harding@burnabyschools.ca)

### **Finance report**

Karen Hung has resigned as Treasurer and Vivian Lee has been appointed in her stead. Vivian reported that our bank balance is in good shape to support the activities planned for the year. Vivian is happy to provide hard copies of the financial statements to any parents who were unable to attend the meeting.

### **Chair report**

- *Hot lunch:* Payment issues from the spring have been resolved and the hot lunch program is underway for the autumn. If your child is absent on a day for which you have ordered a hot lunch, you may email the PAC at [universityhighlands.pac@burnabyschools.ca](mailto:universityhighlands.pac@burnabyschools.ca) to request that the lunch be placed in the UHE communittee kitchen fridge for the remainder of the day so that you can pick it up.
- *Hungry Kids Hamper:* this resource for students who have forgotten their lunch has been replenished.
- *PAC bulletin board:* located near the music room, parents can find the latest PAC information here.

### **District Parent Advisory Committee (DPAC) report**

- The PAC is seeking parents to fill two vacant DPAC representative positions on the PAC executive. The DPAC reps act as a liaison between the Burnaby District Parent Advisory Committee and the UHE PAC. Their main duty is to attend the monthly meetings of both organizations. Parents will shortly be notified by email about how to apply, and DPAC reps will be elected at the next general PAC meeting.
- PAC elections, including elections of DPAC reps, are overseen by the chair of the UHE PAC Nominating Committee; this position is currently vacant.

**MOVED** to appoint Qinxu Fan to the Nominating Committee (Chantelle/ Vivian).

**CARRIED**

### **Committee Updates**

#### *Garden committee:*

- Pablo Vimos has been hired by UHE to run gardening workshops with each UHE class. The current module focuses on methods of preserving the harvest. 1-3 parents are welcome to attend each workshop, where they can assist with class management, help to clean up tools, and learn more about gardening. Mark Harding will post the workshop schedule on the school website, and parents may ask their child's teacher if they would like to attend. Remember to dress for the weather when attending these workshops.
- We are seeking parent volunteers to help out with the Gardening Committee. Volunteers are needed all year round and the schedule is very flexible. Tasks include helping with workshops and watering and tending the garden. Contact Ms. Carley ([kristina.carley@burnabyschools.ca](mailto:kristina.carley@burnabyschools.ca)) if interested.

#### *Safety Committee:*

- The UHE Safety Committee will likely meet next week. Email Mark Harding if you are interested in joining ([mark.harding@burnabyschools.ca](mailto:mark.harding@burnabyschools.ca)).

### **Fundraising and events: discussion of options & priorities for 2019-20 school year**

- Several fundraising activities and spending goals were identified in the PAC's budget that was approved in the spring of 2019 (email the PAC if you'd like a copy of the budget). Since then, additional goals have been identified that could benefit the school community.

**MOVED** to approve as fundraising goals for this year: (1) Activities described in spring budget (2) Laptop carts (3) Rooftop garden (4) Rainbow walkway (5) Roots 2 Grow gardening workshops (Vivian /Jasmine)

**CARRIED**

- Sid volunteered to format a parent survey to gauge interest in potential parent workshop topics.
- A Halloween costume sale fundraiser was suggested. Families would donate their previous years' costumes which would be sold to raise funds for PAC activities. Chantelle Vivian, Jasmine and Kelsey volunteered to help. For next year, the PAC will look into organizing a make-your-own-costume workshop.

**MOVED** to hold a Halloween costume sale fundraiser (Peggy/Chantelle)

**CARRIED**

- A family portrait photo session will be offered again this year, with funds raised supporting the PAC's activities. Sarah will follow up with Derek Stevens, the photographer who was used last year, to see if he is available in November.

#### **Appointment of Vice Chair**

Kelsey Sung has been appointed to fill the vacant Vice-Chair position.

#### **Bylaw revision plan**

It is good practise for organizations to review their bylaws periodically and recommend revisions if needed.

**MOVED** to create a committee to review the bylaws and recommend revisions to be voted on by the General Membership. (Chantelle/Tara)

**CARRIED**

**MOVED** to appoint Katarina & Clea to the committee. (Katarina/Kelsey)

**CARRIED**

#### **Foodsafe training**

Several parents identified that they are certified with foodsafe training and can assist at PAC events.

#### **Next meeting date**

The next PAC meetings are scheduled for October 28<sup>th</sup> and November 25<sup>th</sup>. [**NOTE:** Subsequent to the Sept 24<sup>th</sup> PAC meeting the October meeting date was changed to October 23<sup>rd</sup> due to a scheduling conflict]

#### **Open Discussion**

- The PAC's Facebook Group will soon be replaced by a Page. Members of the current Facebook group will receive a message asking them to switch over.
- Parents who are interested in volunteering at UHE are encouraged to use the Team Stuff app which is a simple way to stay up-to-date on volunteer opportunities; to join the PAC volunteer group within this app, please email Sarah at [universityhighlands.pac@burnabyschools.ca](mailto:universityhighlands.pac@burnabyschools.ca). Volunteer opportunities are also posted on the PAC bulletin board near the music room.
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**MOVED** to approve spending up to \$500 for pumpkins for students to carve (Peggy/Vivian)

**CARRIED**

#### **Adjournment**

The meeting adjourned at 7:23pm

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