

PAC General Meeting Minutes

October 23rd, 2019

In attendance:

- Parents: Tina, Jennifer, Chantelle, Chris, Scott, Sid, Rucha, Qinx, Kelsey R., Katarina, Dani, Bryony, Nisa, Dennis
- PAC Executive: Sarah, Kelsey S., Clea, Vivian
- Staff & guests: Mark Harding, Ernie Kashima

Welcome and introductions

The meeting started at 6:04 pm.

Summer Session 2020 – Ernie Kashima

Ernie Kashima, Elementary Summer Session Coordinator for the Burnaby Board of Education, encourages parents to send him suggestions for summer session programming to be offered at UHE during summer 2020. During the summer, the Board tries to offer content that is not available during the regular term. Like last year, summer 2020 courses will run for 3 weeks, from 9:00am - 12:15pm. Some parents are interested in all-day programming but unfortunately that is not possible with our current school enrollment. Last year's courses were Place-Based Learning, Filmmaking (offered in conjunction with SFU), Get Ready for Grade 1, Rock Band, Robotics, Hands on Science, Primary Art. 123 kids attended last year, mostly from our school. Questions, comments or ideas for future course topics can be emailed to Ernie at ernie.kashima@sd41.bc.ca.

Approval of agenda

The agenda was approved by unanimous consent.

Approval of minutes

The minutes for the Sept ember 24th 2019 PAC meeting were approved by unanimous consent.

Principal's report

The Burnaby Board of Education has a **new Strategic Plan**:

- **Our Vision:** A premier learning community where we engage and innovate to inspire global citizenship.
- **Our Mission:** To engage and empower a caring, inclusive community of learners for the opportunities of today and tomorrow.
- **Our Values:** Together these ways of thinking and acting help form the culture of our schools and workplaces. By upholding these values, we can build an environment that will lead to the fulfillment of our mission and vision.
- **Strategic Priorities:**
 - **Thriving Students:** Through strength-based approaches and innovation we will challenge and support our learners. We celebrate diversity, embrace inclusion and offer multiple learning and career pathways to ensure all students thrive.
 - **An Inclusive and Caring Community:** We will ensure that all learners and their families feel a sense of belonging. We will provide accepting, safe, supportive, and inviting school communities.
 - **An Inspired Workplace:** We will plan, recruit, and develop staff to ensure quality instruction and support, strong leadership, and a desirable and inspired workplace.
 - **Strengthened By Partnerships:** The quality of education provided by the Burnaby School District will be strengthened by engaging and collaborating with educational and community partners and the input of our students and families.
 - **A Modern, Safe, and Sustainable Learning Environment:** Students will learn in modern, safe and sustainable facilities and be supported by current technology and resources.

Report cards are changing from letter grades to a proficiency scale for all elementary grades. This change will be reflected on the upcoming report cards issued to UHE students.

Reporting Proficiency Scale Kindergarten – Grade 7:

PROFICIENCY LEVEL			
Emerging	Developing	Proficient	Extending
<i>The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.</i>	<i>The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.</i>	<i>The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.</i>	<i>The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.</i>

Safety Committee

- Comfort kits provide comfort items for children in case of a school evacuation due to earthquake, and are kept in a large container in the gravel field. The individual comfort kits that were assembled for each child in previous years have been replaced with a group kit for each division. Once the kits have been assembled families will be invited to provide a letter or photo that can be stored in the kit. Five-gallon water bottles have been ordered to replace individual water bottles to reduce waste.
- The committee reviewed District Emergency Procedures
- The City of Burnaby recently held a public information session on “Shelter-in-Place” procedures. During certain types of emergencies such as the release of a hazardous substance, fire or earthquake, emergency responders may issue an alert for residents to shelter in place. This means you would stay safely indoors until any danger has passed. Shelter-in-Place has been shown to be the most effective personal protective response action to take during the first few hours of an emergency incident where the public would be at higher risk by being outdoors. The goal of Shelter-in-Place is to reduce the movement of air into and out of a building until either the hazard has passed or other appropriate emergency actions can be taken. Mr. Harding has posted an info sheet for how to prepare for a shelter-in-place event on the school’s website (<https://universityhighlands.burnabyschools.ca/emergency-evacuations/>). The Safety Committee identified some enhancements to UHE’s response plan should a shelter-in-place event occur during school hours.

Moving Forward: Mr. Harding invites parents to let him know what topics would you like to see addressed at PAC future meetings? Please connect in person or email: mark.harding@burnabyschools.ca

Finance report

- Vivian reviewed the financial statement for the period ending September 30th. Most financial activity in September related to Hot Lunch Program operations, plus the receipt of our annual gaming grant, which was less than expected due to a decrease in the per-student funding amount.
- Hungry Kids Hamper: This is a box of food that can be accessed by students who have forgotten their lunch. Usage has increased quite a lot this term. Mr. Harding will start sending home a letter informing parents when their child uses the hamper, and requesting the parent makes a voluntarily donation to the hamper if they are able to do so. The hamper will be moved to the school office. Thank you to Chantelle, who has volunteered to take over the job of restocking the hamper.
- The amounts budgeted in the spring for some spending categories need to be adjusted. For meeting costs and hungry kids hamper this is in part because of changes to the Nesters rewards points program that require us to pay cash for items that we previously paid for with donated points. Causes of other amendments include increased number of concession fundraisers having been held, and higher than forecast hot lunch program use.
- The PAC has sufficient funds to pay for several of this year’s funding goals which were identified in September: a rainbow walkway, the Roots2Grow gardening workshops program, and rooftop garden pollinator hotels for above the school’s main entranceway. The only major goal that remains to be funded is a cart of laptops; additional fundraising opportunities for this year will be considered to help us work towards this goal.

MOVED to approve amendments to the expense budget as follows: (moved by Scott / seconded by Sid)

1. Concession: increase budget by \$275 (so that new total budget for year is \$875)
2. Hungry Kids Hamper: increase by \$250 (new total is \$350)
3. Hot Lunches / Pizza Day: increase by \$11000 (new total is \$29000)
4. Bank Charges: increase by \$75 (new total is \$275)
5. PAC meetings –childcare / food: increase by \$950 (new total is \$1350)

6. PayPal Fees: increase by \$400 (new total is \$1100)
7. Rainbow Walkway: add new budget category in the amount of \$2000
8. Roots2Grow program: add new budget category in the amount of \$5000
9. Pollinator hotels: add new budget category in the amount of 1000

CARRIED

- As always, the Treasurer is happy to share the financial report with parents who were not able to attend the meeting. You can contact Vivian at universityhighlands.pac@burnabyschools.ca

Chair's report

- The first module of the Roots2Grow gardening workshop series finished this week at UHE. The main theme was 'Preserving the Harvest'. We are now beginning the second module, 'Extending the Season & Winter Gardening'. Please talk to your child's teacher if you are interested in attending and assisting with a workshop.
- The PAC is seeking a co-lead for the hot lunch program. Contact Sarah if you're interested in the position (universityhighlands.pac@burnabyschools.ca).
- Volunteer opportunities for November are listed in the Teamstuff app, and will be emailed out to parents and posted on the PAC's website (<https://sites.google.com/site/universityhighlandspac/>) and bulletin board.
- The Fall Harvest Bundle fundraiser has received over 60 orders. A few extra bundles will be made available for sale on pick up day. A big thank-you to Tanya for organizing the fundraiser. Next year promotional material will include a suggestion for people to partner up on a purchase if they find the quantities too large.

Parent workshops

- Sid presented the results of the parent survey. 47 responses were received, with 90% of respondents interested in attending a workshop, the best days and times being Mondays from 7:00pm-8:30 pm, and 75% requesting childminding services. The most popular subject-matter categories were (1) Supporting your Child (e.g. Advocating for your child, anti-bullying, social media). (2) Education (e.g. Supporting your child's learning, revised curriculum: what does this mean for my child?, content in the curriculum: exploring historical relationships between Indigenous and Non-Indigenous peoples). (3) Parent Support Program (e.g. Skills for effective parenting).
- BC Teachers Federation offers free in-school parent workshops in these content areas. Thank you to Sid for volunteering to contact BCTF to arrange a workshop for this fall or early winter. Our preferred topics from among the BCTF offerings were identified as: (1) Social media for parents, (2) supporting yr child's learning, (3) anti-bullying, and (4) indigenous content in the curriculum.
- Workshops will be "by donation" to help cover the costs of food and childminding.

MOVED to approve spending up to \$280 for parent workshop childminding & food (Kelsey S. / Kelsey R.)

CARRIED

District Parent Advisory Committee (DPAC) report

The next meeting will be held on October 28th.

Committee updates

Bylaw committee: The committee to review the PAC's bylaws met this month and work is underway.

New business

a. Election of DPAC representatives

- Nominating Committee Chair Qinxì reviewed the duties of DPAC reps and opened nominations. Kelsey R., Katarina and Scott were nominated and each gave a short statement. Voting was conducted by secret ballot and Qinxì declared the winners of the election to be Katarina and Kelsey.

MOVED to approve Kelsey Richards and Katarina Halaszova as the UHE PAC's DPAC Representatives (Chantelle / Scott)

CARRIED

b. **Playground equipment:** Discussion postponed to next meeting.

c. Winter holiday PAC events and activities

- Purdy's Chocolates offers a winter holiday fundraiser where 40% of profits from chocolate sales at the

school would go to the PAC to support our fundraising goals for the year. Thank you to Jennifer for volunteering to lead the fundraiser.

MOVED to hold a Purdy's fundraiser before the end of the year. (Chantelle / Kelsey R.)

CARRIED

- COBBS Breads offers several types of holiday fundraisers. Vivian will speak to Scott, owner of COBBS bread Kensington Square, after the meeting to explore which fundraiser would be the best fit for UHE.

MOVED to hold a COBBS fundraiser before the end of the year. (Chantelle / Jennifer)

CARRIED

- A Family Movie Night fundraiser was proposed to be held at the school, with pizza, popcorn and drinks for sale. To make it a low-waste event, attendees could be asked to bring a travel mug with a lid to reduce spills. Family MOVIE NIGHT FUNDRAISER in winter.... \$4 per person, popcorn, pizza for sale.

MOVED to hold a Family Movie Night fundraiser in November (Jennifer / Chantelle)

CARRIED

- A Winter Holiday Celebration fundraiser event was proposed, with possible activities including holiday crafts, hot chocolate, used book or toy sale, gift-wrapping by donation (thanks to Chantelle for volunteering), photos with Santa. Sarah will prepare a draft budget for the event for approval at the next meeting.

MOVED to hold a Winter Holiday Celebration event fundraiser in December (Kelsey S. / Bryony)

CARRIED

- The PAC would like to continue the tradition of sponsoring families with low income through the Burnaby Christmas Bureau, with funds from the Winter Showcase gift basket door prize.

MOVED to spend from \$1200 to \$2000 to sponsor two families through the Christmas Bureau, whereby if the proceeds from the gift basket door prize are greater than \$1200, then the total value of spending on sponsored families will be increased to match the proceeds up to a maximum of \$2000. (Kelsey S. / Bryony)

CARRIED

- d. **Family Photo Shoot:** The PAC would like to continue the tradition of holding a Family Photo Shoot fundraiser, with family pictures to be ready for families to mail to relatives over the holidays.

MOVED to hold a Family Photo Shoot fundraiser this fall (Vivian / Bryony)

CARRIED

- e. **Spirit wear update:** Discussion postponed to next meeting

- f. **Thank you Nesters banner & plaque update:** The plaque and banner proofs have been approved and these items will be ready soon.

MOVED to spend up to \$150 for a thank you plaque that expresses our thanks to Nesters for their many contributions to UHE (Bryony / Scott)

CARRIED

- g. **Proposal to donate portion of fundraising to PAC in a lower income neighbourhood:** Discussion postponed to next meeting

- h. **Community clean-up:** Several parents commented on litter at the school and around the wider community. Thank you to Bryony, Nisa and Kelsey S. for volunteering to start a community Clean-Up Committee to formulate some ideas for reducing litter in the neighbourhood and at the school. Anyone interested in joining, please email Kelsey at sungsd41@gmail.com.

Next meeting date

The next meeting will be held on Monday, November 25th.

Adjournment

The meeting adjourned at 7:46pm.