

**PAC General Meeting Minutes  
November 25, 2019**

**In Attendance:**

- Parents: Chantelle, Danielle, Scott, Nisa, Anushay
- PAC Executive: Sarah, Kelsey S., Clea, Vivian, Kelsey R.
- Staff & guests: Mark Harding (Principal), Ryan Stewart (School Trustee)

**1. Welcome and Introductions**

The meeting started at 6:05 pm.

**2. Approval of Agenda**

**MOVED** to approve the agenda with the addition of Ryan Stewart and New Fundraising Options (moved by Kelsey S /seconded by Scott)

**CARRIED**

**3. Approval of Minutes**

**MOVED** to approve the minutes of the October 23<sup>rd</sup> 2019 PAC meeting (Chantelle/Kelsey S.)

**CARRIED**

**4. School Trustee Ryan Stewart**

Ryan introduced himself and described the role of School Trustee as a member of the School Board of District 41 (Burnaby), with the seven-member Board collectively having the power to set District policy, and approve budgets and capital plans. The Board is responsible for governance, not operations. The Board also advocates to the provincial government on educational matters, including the provincial funding model. The Board has recently completed a five-year strategic plan. Burnaby is very proud to have a teacher librarian and a music teacher in every school, and UHE students benefit greatly from their presence.

**5. Principal's Report**

- The school expansion has opened, with two new UHE classrooms now in operation, and 77 children in the daycare downstairs.
- The emergency kiosk supplies are in place, with standardized supply kits for intermediate and primary classes including food, water and comfort items. The daycare is sharing the supplies and the cost.
- The winter concert this year is titled *The Big Chill*. Half the school will perform on Dec 17<sup>th</sup>, half on Dec 18<sup>th</sup>. Parents can check the school calendar online to see which day their child is performing.
- The hungry kids hamper has been moved to the school office, and the school has purchased a small fridge so that fresher, healthier food options can be included. Usage and cost has declined greatly with the move to the office, suggesting that fewer kids may now be accessing the hamper for frivolous reasons.

**6. Finance Report**

- Vivian reviewed the financial statement for the period ending October 31<sup>st</sup>. Revenue this month came from popcorn sales, the halloween costume sale, Harvest Bundle sales, and the Hot Lunch Program. Additionally, COBS Bread presented UHE with the proceeds of the past year's Dough Raiser Program, under which when a Kensington Square COBS customer mentions UHE a percentage of their purchase is donated to the school. This month's expenditures included foodsafe training, bank charges, chidminding, supplies for popcorn sales and the Harvest Bundle fundraiser, payments to hot lunch vendors, raised gardening beds, hungry kids hamper supplies, and contributions to UHE for academic support, educational materials, field trips and financial aid.
- Vivian reminded the meeting that Gaming Grant funds should be spent by March 31<sup>st</sup>.
- Vivian will ask at the bank whether there is a lower fee option.
- 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 vleesd41@gmail.com.

## **7. Chair's Report**

There are many events coming up before the end of the year, including Family Movie Night (November 29<sup>th</sup>), UHE Community Winter Celebration (December 11<sup>th</sup>), Pancake Breakfast sponsored by Nesters Market (Dec 13<sup>th</sup>), and the Winter Showcase (Dec 17<sup>th</sup> & 18<sup>th</sup>).

## **8. District Parent Advisory Committee (DPAC) Report**

- Katarina attended the October DPAC meeting. The focus was PAC treasurer training and information. It was noted that many PACs use School Cash Online system for PAC-related parent payments. Vivian will follow up with Daniela to see whether UHE can do likewise.
- Kelsey R. attended the November DPAC meeting. The first focus of the meeting was mental health literacy. The new curriculum has incorporated the concept of mental wellbeing with a focus on expressing one's feelings. The website [teenmentalhealth.org](http://teenmentalhealth.org) was promoted as good information resource on parenting your teen and evidence-based medicine. The second focus of the meeting was on how DPAC and local PACs can better engage parents. Other topics included Personal Education Numbers now being assigned at birth, the need to increase child awareness of the dangers of vaping through social media, the vaccination catch-up campaign, and the District's efforts to recruit francophone teachers.
- BCCPAC dues will be increasing next year due to increased travel and other costs.

## **9. Committee Updates**

- a. **Community Clean-Up Committee:** UHE will hold a Community Clean-Up event from 10am to 12pm on December 8<sup>th</sup>. A larger-scale clean-up event will be held in April.
- b. **Garden committee:** Met on November 14<sup>th</sup>, discussion focussed on the Rooftop Pollinator Garden project. Over the next few months committee members will be assisting with the purchase of plants, and a work party will be held to check and repair the irrigation system and the soil condition. Planning is underway for some classes to use the school's woodworking tools to build pollinator hotels as a class project. A UBC student who specializes in ecological education was present at the meeting, and has volunteered to act as a resource for the committee on this project.
- c. **Safety committee:** Has not met.

## **10. Updates on PAC initiatives**

- a. **Pumpkin carving extra costs:** Bad weather impacted the pumpkin crop in the lower mainland this year, which necessitated PAC purchasing additional pumpkins to replace rotten ones.  
**MOVED** to approve an additional \$47.35 for pumpkins (Chantelle/Kelsey S.)  
**CARRIED**
- b. **Parent Workshops:** Sid is still waiting to hear back from BCTF for 2020 workshop dates.
- c. **Family Movie Night:** Will be held this Friday.  
**MOVED** to approve spending up to \$200 for coffee and snacks for Movie Night (Chantelle/Kelsey S.)  
**CARRIED**
- d. **Winter Holiday Celebration:** Will be held on December 11<sup>th</sup> from 5pm – 7pm. There will be gift wrapping by donation, santa photos by donation, cookie decorating, hot chocolate and a winter-themed craft.  
**MOVED** to approve spending up to \$350 for supplies for the Winter Holiday Celebration (Kelsey R./Kelsey S.)  
**CARRIED**
- e. **Family Photo Shoot:** Photoshoots took place on November 20<sup>th</sup> & 21<sup>st</sup>. All but one timeslot were filled, and all interested UHE families were able to get a timeslot. Thank you to all families who participated, we hope you enjoy your photos!
- f. **Harvest Bundles:** Will be arriving at UHE this Wednesday. Grade 6/7 students will help to assemble them, and pick-up will be in the community area by the kitchen.
- g. **Bake Sale:** The bake sale held on November 20<sup>th</sup> made \$525. There were tons of great baked goods donated. Thanks to all of the parents who contributed to this event!

- h. **Sponsoring Families through Christmas Bureau:** The Burnaby Christmas Bureau has matched UHE with two families, each with three children. Kelsey S. And Kelsey R. have reached out to the families to let them know we are their sponsor, and they are very grateful to receive our help this season. Funds raised from the winter showcase gift basket door prize will go to support our sponsored families. The door prize draw will be held on December 19<sup>th</sup> at the school and the winners will be contacted after that.
- i. **Purdys Fundraiser:** The fundraiser rased over \$500. Thanks to all the parents who supported UHE by purchasing chocolates this year!
- j. **COBS Fundraiser:** Because we already have a large number of fundraisers and events scheduled in November and December, we will instead hold a COBS Hot Cross Buns fundraiser in the spring.
- k. **Thank you Nesters Banner & Plaque:** The banner will arrive on Friday and the plaque will be ordered in the next couple of days.

## **11. New business**

### **a. Winter PAC activities:**

- i. **Nesters Pancake breakfast:** Will be held on December 13<sup>th</sup> and requires about 20 volunteers. Nesters will be asked to sponsor the event again this year.  
**MOVED** to increase the budget for this event to \$300 (Chantelle/Vivian)  
**CARRIED**
- ii. **Sock & Mitten Tree:** A Christmas tree will be located outside the school office, where donations of mittens and socks can be placed. Donations will be given to local charities. Senior students will set up the tree on December 2<sup>nd</sup>.
- iii. **Gift Basket Door Prizes:** Teachers have each picked a theme for thier classes' baskets, and will be sending home a note to parents asking for donations. Funds raised will be used towards our sponsorship of two families through the Burnaby Christmas Bureau.
- iv. **Concession at Winter Showcase:**  
**MOVED** to approve up to \$150 for food and drink to sell at the Winter Showcase concession. (Chantelle/Vivian)  
**CARRIED**
- v. **Toy Donations Box.** A box will be located outside the school office to receive donations of new, upwrapped toys. These will be donated to the Helping Families In Need Society of Burnaby.
- b. **Hot Lunch Program:** An extra day of hot lunch will be added in February, featuring COBS buns. This will be held once a month on Fridays. Ordering will be via the hot lunch system.  
**MOVED** to approve adding a COBS Bread day once a month to the Hot lunch Program. (Chantelle/Kelsey R.)  
**CARRIED**
- c. **Spirit Wear:** Mr. Harding will acquire UHE spirit wear to be sold in the spring.
- d. **Playground Equipment:** Unfortunately the gravel field cannot be changed, according to the school district. The provincial government funds for playgrounds are made available on a priority basis, however our school is in better shape than many so is unlikely to be a recipient. The limited space available in the climbing frame area makes it difficult to add more play equipment or benches in this area, however requests or suggestions can always be brought to the PAC for discussion. Any changes UHE wishes to pursue would be run past the school district for discussion and approval. A possible spot for benches might be near the entryway, but this might be an issue for obstructing trucks entering the property. More hockey equipment may be needed this year, if so the PAC has funds left in the budget for sports equipment.
- e. **New Fundraising Options:** Nesters Market has a gift card fundraising program for school PACs. The PACs sell Nesters gift cards, and ten percent of the value of the gift card is donated to the PAC.  
**MOVED** that the executive develop options for instituting a Nesters Gift Card program at UHE, and report back at the next meeting. (Chantelle/Kelsey R.)  
**CARRIED**

A new Return-It Express & Go automated bottle return kiosk has opened on Burnaby Mountain, where bags of empty deposit comntainers can be deposited and the container refunds will be credited to user's account.

**MOVED** to create a UHE PAC Return-It Express account so that people returning bottles can donate their refunded deposits to the school. (Chantelle/Scott)

**CARRIED**

**12. Next Meeting Date**

The next meeting will be held on Monday, January 27<sup>th</sup>.

**13. Open discussion**

There was no additional discussion.

**14. Adjournment**

The meeting adjourned at 7:40pm.

DRAFT UNTIL APPROVED