

PAC General Meeting Minutes

January 27, 2021

In attendance:

- Parents: Olga, Danielle, Mariana, Yana, Beyan
- PAC Executive: Sarah, Jasmine, Clea, Vivian, Bryony, Kristina and Kelsey
- Staff & Guests: Mark Harding (Principal)

1. Welcome and Introductions

The meeting started at 6:01pm.

2. Approval of Agenda

BY UNANIMOUS CONSENT the agenda of tonight's meeting was approved.

3. Approval of Minutes

BY UNANIMOUS CONSENT the minutes for the November 2, 2020 General Meeting was approved.

4. Reports

a. Principal's Report:

Emergency Response Guidelines – 5 Key Responses:

1. Building Evacuation (Fire) – If a building or site becomes unsafe, an evacuation may be required. This response may be used for incidents such as: an infrastructure fire, gas leak, flood or collapse, earthquake, chemical/pipeline release or a bomb threat.
2. Drop / Cover and Hold On – Drop /Cover and Hold On is the recommended response for earthquakes and explosions.
3. Hold and Secure - used when it is necessary to secure a school due to an emergency situation occurring outside the school. An active police incident or security risk in the neighborhood may trigger a Hold and Secure.
4. Shelter in Place – A Shelter in Place response is usually associated with environmental hazard or dangerous animals.
5. Lockdown – A Lockdown response is used when it is necessary to isolate students and staff from danger outside or within the building. *UHE will be testing bells on Jan. 29, 2021. Lockdown drill will be practiced for the first time this school year Feb. 1, 2021.*

BAG in a Box: Leftover fieldtrip funds from the 2019-2020 school year were put towards participation in the Burnaby Art Gallery in a Box project. All UHE classes will have opportunities to experiment with 2 of 3 projects listed below:

The Printmaker's Pets: Discover relief printmaking techniques, drawing and mixed-media, while exploring how printmakers portray cats, dogs, birds and more.

Cultural Portraits: Investigate how an artist's expression reflects their identity and culture and the role visual art plays in reflecting or challenging traditions.

My Place: Learn about narrative and depth in landscape, representing nature through collage, palette knife painting, colour and pattern to portray Canada's special places.

Food Drive: UHE staff are organizing a food drive in February for Kindness Month.

Valentine's Day: In an effort to maintain health/safety at our school, students are asked not to bring Valentine's Day cards/gifts/treats to school this year. Teachers will be sharing their plans for alternate Valentine's Day celebrations in their classroom with students/families soon.

Health and Safety Updates and Requests: Reminder for parents/caregivers to stay away from the rainbow walkway at school drop off and pick up

- b. Chair Report:** Thank you for the generous donations to the UHE PAC! – Gonz Arratia Realtor, UHE Hot Lunch Credit donations, and Cobs Dough Raiser
- c. Finance Report:** Clea reviewed the financial statement for the months of October, November and December 2020. Expenses came from bank charges, hot lunch, education materials for UHE, Nesters Gift Card Program, Roots2Grow, Cobs Seasonal Fundraiser, Teacher Appreciation, miscellaneous and Paypal fees. Revenue came from hot lunches, Nesters Gift Card Program, School District Grant, Provincial Gaming Grant, Cob's Seasonal Fundraiser, Roots2Grow donations, Purdy's Fundraiser, Cobs Doughraiser, Sponsor a Senior, and donations. As always, the Treasurer is happy to share the financial report with parents who were not able to attend the meeting. Contact Clea at moraysd41@gmail.com.

MOVED to approve change to the budget to use \$2300 from the Gaming Grant and \$3000 from the General Account to pay for the Roots2Grow program (Vivian/Danielle).

CARRIED

- d. DPAC Report:** Vivian attended the November 2020 DPAC Meeting. Vivian reported that October COVID-19 Updates were reviewed. There was a presentation on 'Reporting/Assessment K-9' and a presentation on 'Competency Based IEP (Individual Education Plan for students with special needs)'. Please refer to this link for more details: http://www.burnabydpac.com/wp-content/uploads/2020/01/CSL-Presentation-January-20_2020.pdf

5. Committee Updates

a) Garden Committee Update: World Wildlife Canada Project - UHE Forest Understory Restoration

- This project attempts to restore an area of about 60 sq. meters
- The restoration of the forest understory vegetation will impact many wildlife species, including herbaceous plant species such as the western trillium, rattlesnake plantain and nodding onion; existing urban birds such as chickadees, woodpeckers and blue jays; present invertebrates such as mason bees, bumblebees, ladybugs, snails and banana slugs; resident amphibians such as lizards, frogs, and toads.
- Our forest connects to the top of the watershed on Burnaby Mountain, so the health of our forests and waterways creates a larger impact. We hope to use this project as a starting point to better understand how we can implement restoration projects in other areas of our school yard, including a pond area and other forest spaces.
- Applied for and received a \$500 grant

b) Safety Committee Update: Thank you to all the hardworking custodial staff at UHE!

6. Updates on PAC Initiatives

- a. Purdy's Fundraiser:** Completed in December 2020; net revenue was \$617; Thank you to school staff for sorting orders!
- b. Charitable Donation Initiatives:** In December 2020 - 3 boxes of socks were donated to Union Gospel Mission Sock & Mitten Drive; 8 boxes of food was donated to Quest; 10 boxes of toys were donated to the

Burnaby Christmas Bureau; \$853 was raised for the Burnaby Christmas Bureau Sponsor a Senior Initiative – gifts and groceries were purchased for 6 seniors

- c. **Nesters Gift Card Fundraiser:** net revenue for Oct/Nov/Dec 2020: \$510
- d. **Cobs Pumpkin Treats Fundraiser:** net revenue was \$192
- e. **Hot Lunch:** Hot lunch is available Tuesdays and Fridays. Ordering is online via uhe.hotlunches.net and more information on use the ordering system can be found on the PAC website (uhepac.ca). Net revenue for Oct/Nov/Dec 2020: \$1780.
- f. **Roots2Grow:** Due to fundraising limitations this year, the PAC made a request to parents/guardians via email for payment support to cover the cost of their child in the 2020/2021 garden program. The PAC has received \$4080 of the \$6000 budgeted from families.
- g. **Library Book Purchases:** Ms. McLeod has purchased a number of new books to increase cultural diversity and inclusion in the library.
- h. **Teacher Appreciation:** Our local Starbucks donated free hot drink coupons which were distributed among UHE staff; Our local Cobs Bread Bakery donated pastries to UHE staff; Nesters Market donated a gift card to the UHE staff (will be used in the spring); UHE PAC will distribute purchased Starbucks gift cards to UHE staff in the spring.
- i. **Spirit Wear:** Sourcing out fair trade clothing options has been challenging during the Pandemic. Fair trade clothing options are significantly more expensive than others. Spirit wear needs to be accessible to students and the price of the fair trade clothing options may be a barrier for some families. To compromise, it was discussed that an option to donate to a fair trade organization would be included at checkout. Mark, Kristina and Clea will finalize clothing options and pricing/purchasing details.

7. New Business

- a. **We Love Our Library Fundraiser**
MOVED to approve fundraising for UHE library (Kristina/Jasmine)
CARRIED
-Volunteer planners: Kristina, Clea, and Bryony
- b. **Cobs Valentine's Day Fundraiser**
MOVED to approve fundraising for UHE (Jasmine/Vivian)
CARRIED
-Volunteer planners: Kelsey, Sarah, and Jasmine
- c. **Community Clean Up:**
MOVED to collaborate with UniverCity Community Association to host Community Clean up Event (Bryony/Kelsey)
CARRIED
-Volunteer planners: Bryony, Kelsey
- d. **Succession Planning** – Planning for AGM in April 2021. We need to appoint a new Chair and a new Nominating Committee. Please email UHE PAC universityhighlands.pac@burnabyschools.ca if you're interested in the Chair or Nominating Committee positions or if you have any questions.
Chair Duties (see link - page 7) <https://universityhighlands.burnabyschools.ca/wp-content/uploads/2020/10/University-Highlands-Elementary-PAC-Constitution-and-Bylaws-2020.pdf>
Nominating Committee is responsible to the PAC membership for overseeing nominations and elections for the PAC executive. The chair of the Nominations Committee will conduct elections.
- e. **Family Outdoor Photoshoot Fundraiser:** Will be discussed at the next PAC meeting.

f. **Gaming Grant Spending:** Will be discussed at the next PAC meeting.

g. **UHE Forest Understory Restoration Project:** Ways PAC can support this project will be discussed at the next PAC meeting.

8. Next meeting date TBD

9. Open Discussion

Spring fundraiser ideas:

- To sell bulbs; Bryony offered to research options
- Teachers baby pictures contest
- Purdy's Easter Chocolate fundraiser
- Cobs Bread Bakery Easter Hot Cross Buns fundraiser

10. Adjournment

The meeting adjourned at 7:32pm