

PAC General Meeting Minutes

October 21, 2021

The UHE PAC acknowledges that we conduct our work on unceded, ancestral, and rightful Coast Salish Lands including the lands of the Tsleil-Waututh (səli lʷ ətaʔt), Kwikwetlem (kʷikwəʔləm), Squamish (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəyəʔ m) Nations. We are grateful that our children are able to learn, play, and grow on these beautiful territories and we seek to support a school culture that recognizes the sovereignty of Indigenous Nations and learns from and alongside Indigenous Knowledges.

In Attendance:

- Parents: Bruce, Bryony, Makhfirat, Winnie, Yong, Clea, Dorota, Arezoo, Clement, EH, Maria, Stephanie
- PAC Executive: Julia, Joyce, Sarah, Nisa, Sylvia, Kelsey, Jessica, Ray-J
- Staff & Guests: Mark Harding (Principal)

1. Welcome and Introductions

The meeting started at 6:03pm.

-Welcome to new PAC Treasurer Sylvia, Member at Large Ray-J and Fundraising Lead Clement!

2. Approval of Agenda

BY UNANIMOUS CONSENT the agenda of tonight's meeting was approved. (Moved by Nisa, Seconded by Sarah)

3. Approval of Minutes

BY UNANIMOUS CONSENT the minutes for the September 29, 2021 General Meeting were approved. (Nisa, Sarah)

4. Reports *Refer to Appendix 1

a) Principal's Report:

- Today UHE students and staff participated in the Great BC Shakeout. Oct. 25th UHE students and staff will practice 'hold and secure' and 'lockdown'. Reviewed the Burnaby School District Emergency Response Guidelines (refer to Principals' Report in Appendix 1 for details).
- Reviewed the new Burnaby School District process for completion of Student Consent forms. Only 60% of students have submitted completed forms. Request made for UHE families to complete consent forms (refer to Principals' Report in Appendix 1 for more information).

b) Chair's Report:

- Reminder to Principal Harding to submit receipt for movie licensing purchase to PAC for reimbursement. PAC plans to use movie license in the future to host family movie nights.

-Feedback from families about the new hot lunch vendor Foodie Kids has been positive.

5. New Business

a) Fundraising Ideas:

-Samosas: Discussion postponed

-Lanyards: Exec received referral for a local business that can make mask lanyards with breakaway clip and personalized straps for a PAC fundraiser. PAC expressed interest in the fundraiser idea. Julia will follow-up with the business owner to get more information. Discussed option to sell lanyards with 'UHE' on strap with UHE Spirit Wear in Nov. as a fundraiser.

-Bottle Drive: Discussion postponed

-Chocolate Sales: Compared options of Purdy's Chocolates fundraiser and Truffle Pig Chocolate fundraiser. Purdy's has been a popular fundraiser in the past and has more options for holiday gifts. Truffle Pig Chocolate is ethically sourced and headquarters is local. It was decided that PAC will run Purdy's Chocolates fundraiser before the winter holidays and will consider Truffle Pig Chocolate fundraiser later in the year. (Volunteer Lead: Stephanie)

-Family Photo Sessions: Hoang has offered to provide outdoor fall family photo sessions, by donation to the UHE PAC, on SFU campus. Photo sessions appointments on Oct. 23 and 24th are now full. Exec requested parent volunteers to help with the family photo sessions fundraiser this weekend. If photo sessions go well, PAC will consider offering another date for the families on the waitlist if photographer Hoang is agreeable or if another volunteer photographer can be located.

-Cobs Bakery Fundraiser: Discussion postponed

b) Spirit Wear: Discussed option to make UHE Spirit Wear sales a fundraiser. Decision was made to sell Spirit Wear at cost to increase accessibility to families. Principal Harding and Julia will finalize order options. UHE families will receive order forms in Nov.

c) Community Clean-Up Event Sun. Nov. 7th at 10am-12pm: Committee is requesting prize donations for prize draws at the event. Clea, Joyce and Jessica volunteered to help the committee setup for the event.

d) Pumpkin Carving - Due to current restrictions on school visitors, pumpkin carving activities will not be held at school this year. Exec will inform Nesters.

e) Parent Education - Exec will research BCTF PAC Workshop offerings for 2021-2022. Exec will refer to last parent survey feedback to prioritize workshop topic selection.

f) Giving Tuesday (Charitable Donations to UHE PAC): Decision was made to prioritize other fundraising initiatives for PAC.

g) Charitable Community Donations: Previously donated to the Burnaby Christmas Bureau, Quest Food Exchange, Lookout Housing and Health Society, and Union Gospel Mission (socks/mittens). New ideas included: Willingdon Seniors Centre (recently affected by a COVID-19 outbreak), Dixon Transition Society, and Helping Families in Need Society. Also discussed the possibility of submitting UHE student artwork for the SFU Free Fridge Initiative. Idea of a value added raffle was shared. Discussed option of fundraising kick-off at University Community Association HighStreet Lighting event. Exec will discuss options further and select charities. (Volunteer Lead: Bryony; Volunteer Assistant: Kelsey)

6. Next Meeting Date November 25, 2021 6:30-7:45pm on Zoom

7. Open Discussion

-Burnaby Parks & Rec is offering a Play to Learn Preschool program at UHE starting Friday Oct. 29th. Spaces are still available. To register visit Burnaby.ca/webreg, call 604-297-4456 or visit any Burnaby recreation centre.

-Burnaby Parks & Rec fall after school programs at UHE are now full.

-Families have asked Principal Harding how to make a donation to the school. Donations to UHE qualify for the charitable donation tax credit. Read more about how and why to make a donation here:

<https://sites.google.com/site/universityhighlandspac/donate?authuser=0> Donations received during the 2021-2022 school year will be directed towards the Outdoor Development Project. Read more about the project here: https://drive.google.com/file/d/1irZVl1r8kABfhSiuW0g9_DqJK3v5G3M7/view

8. Adjournment The meeting adjourned at 7:52pm

Appendix 1: Reports

Principal's Report

The Great BC Shakeout - October 21st (held annually on 3rd Thursday of October)

<https://www.shakeoutbc.ca/>

Burnaby School District Emergency Response Guidelines:

- Fire, Bomb Threat or Gas Leak
 - **Evacuate**
 - Fire Alarm and/or PA Announcement
- Earthquake, Explosion
 - **Drop-Cover-Hold On**
 - Evacuate if necessary
- Outdoor Safety Hazard (wild animal, extreme weather)
 - **Shelter in Place**
 - PA Announcement
- Neighbourhood Security Concern
 - **Hold and Secure**
 - 5 Bells and PA Announcement
- Threat in Building
 - **Lock Down**
 - 5 Bells and PA Announcement

Student Consent forms - new Burnaby School District process

- **PAPER ONLY ANNUAL** – Student Verification and Emergency Release Forms
- **ONLINE ONCE** - Consent for Email (CASL), Media Release, Student Personal Information, Walking Consent – (entire school now and moving forward only upon registration)
- **ONLINE Kindergarten, Grade 4 and Grade 8** – District Technologies and Information Systems and 0365 Permission
- We are at 60% completion - a reminder to complete these important forms and submit as soon as possible

Co-Chair's Report

PAC Exec Update: Welcome

- Sylvia - Treasurer
- Ray-J - Member at Large
- Clement - Fundraising Lead

Used Item Sale

- We held our second used items sale of the year on October 14th. We collected and sold:
 - Halloween costumes
 - Books
 - Sports equipment - we still have two small pairs of ice skates left if anyone is interested!
- The sale raised \$513.

- Principal Harding has agreed to work with us to donate the remaining items to families in need.

Family Photo Shoot - Oct. 23rd and 24th

- We sent notice of the photo shoot slots out on Friday Oct. 15th. All slots were filled within 2 hours of the email going out, so there is clearly strong interest! We now also have many families on a wait list.
- We will look at offering another opportunity for photos in early November.

Roots 2 Grow

- Request for families to pay \$20 participation fee for the program emailed out on October 18th. Due to the importance of these workshops and their integration into the school curriculum, we have decided to request a fee for participation, rather than fundraise in another way. However, children are able to participate whether or not their families are able to cover the \$20 fee.
- Payment can be made through the hot lunch system.

Cobs Doughraiser

- A reminder to continue shopping at the Cobs location in Kensington Plaza and mention that you are connected to UHE. Our PAC will get 5% of your purchase price back!

Upcoming Events! Mark your calendars for:

- Gardening Committee work party - Sunday October 24th, 10-12pm
- [Family Photo Shoots](#) - 15 minute time slots on Saturday October 23rd and Sunday October 24th -- slots are filled but we are looking for volunteers to help out (either assisting the photographer or with childcare)
- Community Clean-Up: Nov 7th, 10-12pm

Secretary's Report

- No updates

Treasurer's Report

University Highlands Elementary PAC Financial Statement For the 2 months ending August 31, 2021

Statement of Revenue & Expenditures: July & Aug 2021			
Revenue:	n/a		
	Total Revenue		<u>-</u>
Expenditures:	Bank Charges - General	16	
	Bank Charges - Gaming	16	
	BCCPAC annual dues	75	
	Total Expenditures		<u>107</u>
Net Revenue			<u>(107)</u>

Balance Sheet			
	2021-06-30	2021-08-31	change
ASSETS			
General Account Bank Balance	8,263	11,019	
Gaming Account Bank Balance	8,569	7,978	
Paypal Account Balance	5,058	0	
Hot Lunch System Balance owing Inactive Accounts - previous Year)	310	310	
Cash Float	50	50	
TOTAL ASSETS	<u>22,250</u>	<u>19,357</u>	<u>(2,893)</u>
LIABILITIES			
General Account cheques not cashed	2,680	395	
Gaming Account cheques not cashed	500	-	
Hot Lunch System Balance payable (Active Accounts - current Year)	299	299	
Hot Lunch System Unpaid Supplier Costs	-	-	
TOTAL LIABILITIES	<u>3,480</u>	<u>694</u>	<u>(2,786)</u>
TOTAL EQUITY	<u>18,770</u>	<u>18,663</u>	<u>(107)</u>

Notes

Budget Update

Revenue	Approved Budget	Beginning Balance	This month's Transactions			YTD	Remaining
			Debit	Credit	Net		
GENERAL ACCOUNT							
School District Grant	169.00	-			-	-	169.00
Hot Lunch Program	48,343.85	-			-	-	48,343.85
Nesters Gift Card Fundraiser	23,148.00	-			-	-	23,148.00
Purdy's	550.00	-			-	-	550.00
Cob's Dough Raiser	175.00	-			-	-	175.00
Cob's Seasonal Fundraisers	1,061.10	-			-	-	1,061.10
Family Photo Shoot	750.00	-			-	-	750.00
Roots2Grow Dedicated Donations	3,900.00	-			-	-	3,900.00
Spirit Wear	100.00	-			-	-	100.00
Bake sale	500.00	-			-	-	500.00
Popcorn days	756.00	-			-	-	756.00
Halloween Costume Sale	200.00	-			-	-	200.00
Winter Kids Gear Sale	250.00	-			-	-	250.00
Movie Night of other family event	400.00	-			-	-	400.00
Harvest bundle fundraiser	300.00	-			-	-	300.00
Sub Total	80,602.95	-	-	-	-	-	80,602.95
GAMING ACCOUNT							
Provincial Gaming Grant	6,200.00				-	-	6,200.00
Sub-Total Income	86,802.95	-	-	-	-	-	86,802.95

EXPENSES	Approved Budget & Amendments	Beginning Balance	This month's Transactions			YTD	Remaining
			Debit	Credit	Net		
GENERAL ACCOUNT							
Field Trips	1473.00	-			-	-	1,473.00
Financial Aid	512.00	-			-	-	512.00
Educational materials	3,800.00	-			-	-	3,800.00
Scholarship Grade 12 Alumni	500.00	-			-	-	500.00
Academic support	512.00	-			-	-	512.00
Hungry Kids Hamper	100.00	-			-	-	100.00
Roots2Grow-workshops & PP fees	3,240.00	-			-	-	3,240.00
Teacher Appreciation	450.00	-			-	-	450.00
Bank Charges - General	425.00	-	16.00		(16.00)	16.00	409.00
PAC Meeting costs	350.00	-			-	-	350.00
Garden Committee	75.00	-			-	-	75.00
Movie License	250.00	-			-	-	250.00
Pumpkin Carving	500.00	-			-	-	500.00
Miscellaneous (eg., cards, stamps, printing)	175.00	-			-	-	175.00
Website	70.00	-			-	-	70.00
School-wide arts workshops	1,300.00	-			-	-	1,300.00
Teacher Farewell gifts	100.00	-			-	-	100.00
Parents Wemcome coffee	150.00	-			-	-	150.00
hot lunch-vendor costs & PP fees	43,163.85	-			-	-	43,163.85
nesters gift card fundraiser-vendor costs&PP fe	21,648.00	-			-	-	21,648.00
Cobs seasonal fundraisers	791.10	-			-	-	791.10
Foodsafe training	260.00	-			-	-	260.00
Grass for West Tiered area	550.00	-			-	-	550.00
Volunteer App	100.00	-			-	-	100.00
Community Cleanup	50.00	-			-	-	50.00
Sub Total	80,544.95	-	16.00	-	(16.00)	16.00	80,528.95

GAMING ACCOUNT							
Earthquake & Safety Supplies	800.00	-			-	-	800.00
Outdoor Learning Center Supplies	75.00	-			-	-	75.00
Roots2Grow: non-workshop costs	2,300.00	-			-	-	2,300.00
Pancake Breakfast	150.00	-			-	-	150.00
BCCPAC annual dues	75.00	-	75.00		(75.00)	75.00	-
Bank Charges - Gaming	100.00	-	16.00		(16.00)	16.00	84.00
Playground Enhancements	4,600.00	-			-	-	4,600.00
Pop-Up Play Committee	150.00	-			-	-	150.00
Family Event	200.00	-			-	-	200.00
End-of-Year Picnic	150.00	-			-	-	150.00
Nature Interpretation Signs for Raingarden	100.00	-			-	-	100.00
Rooftop Garden	800.00	-			-	-	800.00
Sub Total	9,500.00	-	91.00	-	(91.00)	91.00	9,409.00
Sub-total Expenses	90,044.95	-	107.00	-	(107.00)	107.00	89,937.95
Net Income or (Loss)	(3,242.00)	-	(107.00)	-	(107.00)	(107.00)	(3,135.00)

Net Income of Fundraising Programs

Net Income Hot Lunch	5,180.00	-	-	-	-	-	5,180.00
Net Income Nesters Gift Cards	1,500.00	-	-	-	-	-	1,500.00
Net Income Cobs Seasonal Fundraisers	270.00	-	-	-	-	-	270.00

Fundraising Held & Managed by UHE & in-kind donations	
Garden	

DPAC Rep Report

- DPAC Meeting October 18, 2021 - Treasurer workshop

Updates on PAC Initiatives

Nesters Gift Card Fundraiser Update

- We had a good response from families in September. 16 families bought \$1950 worth of gift cards, 10% of which is being donated to the school.
- There should be more potential in this fundraising if we manage to reach more families. We will keep sending reminder emails every month. We can also hand out the informative pamphlet in the future events that we will organize, such as the community clean-up.

Hot Lunch Update

- We had a few issues with hot lunch in September and early October, mostly related to a mix up in orders. We were able to reimburse families who were impacted.
- Parents are responding well to the expanded options offered by Foodie kids.
A reminder that orders are due two weeks in advance.

Garden Committee Update

- First work party of the school year on Sunday October 24th, 10-12pm.

UHE Outdoor Development Project Update

- We have approval to put in trees. We will look into opportunities to get trees donated in the Spring. We should aim to complete this planting this year, since this is when we got approval.
- Now that we have a fundraising lead in place, we will be proceeding with more focus on raising the funds needed to complete the work proposed in the outdoor development plan (initially circulated in spring 2021):
https://drive.google.com/file/d/1irZVI1r8kABfhSiuW0g9_DqJK3v5G3M7/view?usp=sharing