

**Capitol Hill Elementary PAC**  
**Minutes of the Meeting – Wed. April 12th, 2017**  
**Meeting #8**

**Time:** 6:30 – 7:30pm

**Location:** Capitol Hill School – 350 Holdom Avenue, Burnaby – Library

**Attendees:**

Mrs. Armstrong - Head Teacher; Ariel Pavic-Chair; Tania Ballantyne - Treasurer;

Valentina Farley – Secretary Atikur Khan – Member at Large

Lana Mitchell, Maria Pucci, Raff Pucci, Sammy Li, Karen Jeong, Crystal Robertson, Lilia Tsui, Barb Steden

**Principal's Report 6:35pm**

- As Mr. Kanno was absent Mrs. Armstrong informed PAC of the school goals that are being discussed with the teachers. The SEL goal is still remaining as well as starting the Reading goal. There will be a meeting to see if the Reading goal is going to be an ongoing maintenance or if a new Math goal can be introduced
- Tuesday, April 25<sup>th</sup> there will be a School Plan meeting in the library at 6:30. The focus will be SEL goals and reading. Everyone is encouraged to attend.
- Mr Kanno went to 2 different school to take pictures of their outdoor classroom set up. The tiered stone layout at Cascade had a cost of approx. \$15,000. The option of picnic tables like at Sperling were not ideal due to the slope of our fields. Atik will put this forth to BC Ferries to get approval for the grant. This must be first approved by Buildings and Ground and eventually installed by Maintenance.
- The Lice screening was a huge success. It was done in one day and only 5 cases were reported. A huge thank you to the lice committee and it's volunteers.
- Questions were brought up for Mr. Kanno – how much was raised from the donation drive and how was it allocated?

**Chair's Report 6:50pm**

- New DPAC rep needed as Calvin and Tania's tenure comes to an end in May. A request will be sent out on listserv detailing the position again
- We are also in need of a new Website manager – it's very easy to maneuver. Again, Calvin will be leaving Capitol Hill in June. He is happy to show anyone interested the basics
- Valentina brought forth the idea of fundraising for water bottle refill/water fountain stations for next year's fundraising goal. The cost is around \$1,800 each and have to installed by Maintenance. Questions were raised regarding the cost of filter replacements and possible misuse by the younger children. Valentina will look into additional costs associated and report back. It was thought to put one by the gym to start and see how it goes
- Raff and Maria brought samples of proposed Meat/Deli goods to be sold for fundraising. They are frozen and local. Great variety available. Raff to get an order form/brochure that we can photocopy and hand out to parents. All orders would have to be picked up at the school on a specific day. All items are \$5 each and PAC would make 20% on all sales. Thank you very much to Raff and Maria for following up – they were delicious!
- The teacher's appreciation luncheon still needs an organizer – Valentina to email Theda. Tania has volunteered to do the Magazine sales next year.

**Treasurer's Report 7:10pm**

Gaming : \$6,439.31

General: \$5,739.35

Health & Safety: \$3,291.36

Garden Fund: \$548.37

Total funds: **\$16,018.39**

- Tania has already applied for next year's gaming grant

### **EP Committee 7:20pm**

- Kiosk needs to be inventoried and re-stocked. Some items are quite heavy and require more muscle. It was suggested to organize on a weekend when it's easier to get parents to help with the heavy lifting.

### **Lice Committee 7:25pm**

- The lice screening was a huge success. It was done very efficiently and only 5 cases were reported.
- Brought forth to check on Lice kits that are available for use by parents to make sure they are all stocked
- A parent brought up the need for a form to go out stating that if parents do not want children checked on the next lice check the need to supply the school in writing stating the reason for withdrawal from it

### **Important Websites to Keep Informed on School Related Topics:**

- **Capitol Hill PAC Website:**  
For inquiries regarding PAC meeting, events or volunteering, please send us a message at: [caphillpac@gmail.com](mailto:caphillpac@gmail.com). We are also on Face book: follow us at Capitol Hill PAC Burnaby
- **Capitol Hill Elementary Website:** <http://capitolhill.sd41.bc.ca/>
- **School District website -** [www.sd41.bc.ca/](http://www.sd41.bc.ca/)
- **Ministry of Education website -** [www.gov.bc.ca/bced/](http://www.gov.bc.ca/bced/)
- **BCTF website -** [bctf.ca](http://bctf.ca)
- **BCCPAC website -** [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)

**The next PAC meeting is to be held on Wednesday, May 10th, 2017**