

**Capitol Hill  
PAC Meeting  
Minutes October 12<sup>th</sup>, 2016**

In attendance: Richard Asselin, Adam Ballantyne, Tania Ballantyne, Steven Chiu, Joanne Curley, Kaori Decola, Valentina Farley, Sandra Jackson, Atikur Khan, Lana Mitchell, Theda Nguyen, Mabel Pank, Ariel Pavic, Maria Pucci, Raff Pucci, Crystal Robertson, Barb Steden, Calvin Taplay, Lilia Tsui, Anne-Marie Uy (Poh), Li Zhang

**Principal's Report:**

Ms. Armstrong is welcomed as the new Head Teacher.

Wally announced that this year there is a new hot lunch vendor. The vendor that we previously had was running a fairly big operation and declined to renew a contract with our school this year. The new company has made an agreement with our school, as well as several other schools in Vancouver. Several issues have been reported and concerns about some of the menu items such as several dishes having pork. The price has increased (last year was \$58 and this year is \$70 monthly) but students say most days the food is great, better than before, more health conscious, but other days are not very kid friendly. The company is striving for success and is willing to make changes. Wally asks any parents with concerns or feedback to email him directly and he will relay the information to the vendor.

**Treasurer's Report:**

Tania reported that there has been little change in the accounts since September. We have \$3756.00 carry forward in the gaming grant from last year. We are advised to use these funds up each year but in certain situations we are able to extend that to a 3 year window. We have received approximately \$7500 for this year's gaming grant. To use the carry forward, she suggested that we allocate \$2026.25 to pay for half of the Hip Hop dance lessons that happened earlier in September.

**The motion is called** to allocate \$2026.25 from the gaming grant carry forward to cover the half the cost of Hip Hop lessons. Valentina seconded the motion. The vote is called and it is unanimous. APPROVED motion passed.

Every year the PAC pays for the cost of the track and field bus, which won't be used until spring 2017. Tania further explained that we vote on this early in the school year as we are required to "book" the bus far in advance, the cost is approximately \$500.

**The motion is called** to allocate approximately \$500 from the gaming grant carry forward to cover the cost of the track and field bus. Lana seconded. The vote is called and it is unanimous. APPROVED motion passed.

Last year we allocated a flat rate of \$10 per student for the grade 7 graduation luncheon/dance, which has worked out better than a lump sum arrangement from previous years.

**The motion is called** to allocate \$10 per grade 7 student to support the graduation lunch/dance. Joanne seconded. The vote is called and it is unanimous. APPROVED motion passed.

Ariel updated us by stating that there is approximately \$700 left over from the playground fundraiser which included the purchase of a bench. She is proposing that the remainder of the funds be used to purchase trees that will be planted around the playground as a legacy project for either the kindergarten or grade 7 students.

**The motion is called** to allocate approximately \$700 from the playground fund to purchase trees that will be planted around the new playground as a legacy project. Crystal seconded. The vote is called and it is unanimous. APPROVED motion passed.

The PAC supports the school by allocating each teacher \$40 in consumables every year. This year teachers have asked if this amount could be raised to \$50. This change will result in a total of about \$1000 being spent instead of \$800.

**The motion is called** to increase the teacher's consumables from \$40 to \$50 per teacher. Joanne and Lana seconded. The vote is called and it is unanimous. APPROVED motion passed.

Tania confirms that all of these approved funding initiatives can be paid from the gaming account, either current or the carry forward from last year. A parent voiced concern that we seem to be spending a lot of money. The votes have spoken.

### **Emergency Preparedness**

Barb stated that EP shows on the finance statement with an amount of \$2507.00 not including a cheque received today. The amount is a bit confusing, but she confirmed that we want to maintain a contingency fund of \$1000, and we are still going to do the annual fee collection this year. We have a few upgrades to do on the kiosk supplies such as replacing expired food, medical supplies, and she is proposing that we amalgamate EP into a Health and Safety fund. She said that we have no one to run the in-house lice screening program this year, and we have been talking about it for over a year that we would prefer to hire a professional company to come in,

which would give the program more credibility. She feels that this is an important opportunity for us to combine both programs. EP is well organized and while we do collect funds each year, we do not anticipate any future large costs associated with maintaining the kiosk compared to the original start-up costs.

It has been a difficult and challenging undertaking to get volunteers for the Lice screening team. If we move towards a professional company, they can come in and do a screening as many times as we want or are willing to pay for, they do the entire school, and provide knowledge and education which is especially important if any cases are identified. Barb feels that we need to decide as a community how to move forward here as many of us have been touched by the lice issue. If we hire a company to come in, it will take the pressure off of identifying and training a parent volunteer team, and it will especially alleviate issues concerning confidentiality.

Barb says we are in the process of preparing the notice to be sent home shortly requesting to join the EP/Health and Safety funds, previously it was \$2 for returning and \$10 for new students, she is suggesting that we increase it to \$3 for returning students, and leave the \$10 for new students as it stands. We also received a \$700 donation that is allocated specifically to the lice program. Ideally, we would book 3 screening sessions, book in June for a Sept/Oct screening, then a second session after Christmas and then one after March/spring break. The cost would be about \$8/student, we have approximately 360 students this year, for 3 screenings. Mabel added that we usually only get 80% collection of the funds, and if we are unable to collect it up front, it will be a big undertaking, and we will use up more money lice screening students that did not pay. Ariel says lets not decide on how many screenings yet, let's see how much money we collect and then we can decide how many screenings. Barb asks if we can use gaming funds to support this. Tania says it is supposed to be for extra-curricular activities so it doesn't really fit under that category.

Barb said that there are big disparities between companies as to the cost, one company quoted \$475 while another \$275 and another \$99 for ½ hour in class presentation, another company does curriculum education, goes to the classrooms, removes stigma, can approach it with a variety of age levels. Barb says that EP is in good shape. If we hire a company and they find a case of lice infestation, the results go to the principal, they don't even inform the student. We still have our treatment kits to offer out. If we book further in advance we can get a reduced price. Consensus is to try one session to see how it goes. We can incorporate an education session.

**The motion is called** to change the name of the EP Fund to the Health and Safety Fund. Valentina seconded. The vote is called and it is unanimous. APPROVED, motion passed.

**The motion is called** to increase the fee from \$2 to \$3 for returning students and the amount of \$10 is to be unchanged for new students to support the new Health and Safety Fund. Lana seconded. The vote is called and it is unanimous. APPROVED, motion passed.

**The motion is called** to allocate \$1000 previously collected to support EP to be reallocated to support the Lice Screening project. Barb seconded. The vote is called. 21 votes in support and 2 against. APPROVED, motion passed.

Barb said once the notice is finalized and approved by Wally, it will be distributed shortly. Now that the motion has passed, we have \$1700 in the lice fund (\$700 previous donation and now an additional \$1000 from EP) which is more than enough for at least 1 screening, which she will start the process of choosing a company and book a date. After the first screening, we can review how it went and decide what to do moving forward.

### **Grade 7 Fundraising**

Joanne said that she met with Mrs. Bovell to discuss what is planned for fundraising for the graduation lunch/dance, and grade 7 camp. There is a parent meeting scheduled for next Monday to inform grade 7 parents of fundraising initiatives and activities that are upcoming and the costs. The first fundraiser is the sale of Cineplex movie tickets, this is now up and running, the notice has been send out. Suzanne spoke about the bottle drive that is ongoing at the Kensington Plaza Depot. If you have a bunch of bottles and you don't want to deal with them, if they are placed in a clear bag and a label with the Grade 7 code on it 777-7777, you can drop them off and they will sort them and credit our school account. Popcorn sales will be starting shortly as well, Suzanne and Sandra have agreed to help out until a group of grade 7 parents are up to speed and able to run the popcorn sales themselves. We were going to have the first sale on Oct 21 but that is a pro day. Tania asks for the dates of the future popcorn sales so that they can be posted on the PAC website.

### **Bake Sales**

Bake sales are going to go ahead this year as well. The PAC team is supportive of grade 7 parents running a couple of bake sales to support camp costs. Theda confirmed that for sure there will be a bake sale at the December Christmas performance. The bake sales fell by the wayside last year as there were several conflicts such as some students buying several items and then consuming too much sugar which resulted in some

classroom behavioral issues. PAC volunteers felt that they did not want to be in a position to limit purchases but understand that we need to work closely with the school. Kaori said we should decide if we prefer to do the sales at lunch or after school or both. Theda said we are fundraising and don't want to limit purchases, she said last year there was a \$2 limit, but in some cases, older kids may want to purchase more and can handle it and some kids bring treats home for parents. Tania suggested that we table this for the next meeting. The committee should meet with Wally and iron out the details.

## **ELECTIONS**

Ariel noted that Anne-Marie was our PAC Chair last year, and we found out that our by-laws prohibit her from keeping the position because she is a teacher at another school and so, we have a vacancy for the PAC Chair position this year. She detailed some of the responsibilities of this position including running the meetings, preparing meeting agendas, and being the main point of contact, and added that we have a very active PAC and that there are many people that step up to support this position. The Chair keeps track of what activities are going on at the school. Calvin added that in the past, the responsibilities of the Chair are too heavy, and he would rather see a stronger executive team, and suggests that the executive should meet outside of the regular PAC meetings, and that by having a tight agenda, it would help us keep more on track at the meetings and he has observed that at times, previous Chairs have been frustrated. Ariel agreed that for the best success, the more people involved the easier it is to share responsibilities and ultimately the workload. Tania and Ariel have lots of experience and are willing support and mentor anyone that has interest in taking the position.

Calvin says that if there was an executive planning meeting besides the PAC meeting, he would consider a position. If there was a meeting a week ahead, Calvin would be Member-at-large. Kahn Atik, also volunteers himself to be put forth as a Member-at-large. Ariel says she would consider assuming the role of co- or Vice Chair. Wally said at Inman they also had challenges but changed the structure so that instead of having the responsibility falling on 1 main person, the work was divided and assumed by several committees such as the Fundraising Committee or the Pancake Breakfast Committee etc. Ariel said she would be willing to Co-Chair or shadow someone to provide support. Calvin said he would consider the position of Vice-Chair but not Co-Chair. Our school bylaws state that there must be someone in the Chair position. After a call for volunteers, Ariel agrees to take the Chair position, Calvin takes on Vice-Chair, and Kahn Atik volunteers as Member-at-large. The recording secretary position is also open, Crystal will carry-on meeting to meeting but insists that the PAC

continue to look for someone to take over the duties. Ariel says that we can advertise for the Co-Chair and secretary position, we will keep that on the table for the year until the positions are filled. Members-at-large are part of the executive and assume duties that the Chair or Vice-Chair delegate, and have signing authority.

### **School Wishlist**

Ms. Armstrong and Wally request sports/outdoor equipment such as balls, skipping ropes etc. Barb asks if we can donate directly as she has a bunch of equipment at home that is still in great shape and not being used. Wally said that they would prefer to get new equipment but could discuss specific items. Tania confirmed that these costs could be taken from the gaming account.

There is a proposal to send all intermediate students to Whistler for a ski trip, Wally asks if PAC can help subsidize the costs, and stated that there are approximately 185 students in grades 4-7. The cost will be about \$250 per student, \$300 if they don't have equipment. He confirmed that it was the teachers who decided on Whistler instead of a more local mountain like Grouse. There is much support backing the outdoor learning opportunity but the concern is the overall cost. Discussion will continue.

Wally confirmed that we need 4 more smartboards for the school and then every classroom will be equipped. He added that the sound system in the gym needs an upgrade. He requests PAC to share half the \$6700 (total) cost of the new sound system which includes speakers at \$1400 each. We could finance it over 2 years, or we could purchase the speakers separately. Adam added that funding cannot come from the gaming account because as soon as the speakers are wired in, it is now infrastructure. Ariel added that we could fundraise specifically for the sound system or we could distribute a donation letter to target this initiative. She added that historically, we allocate \$20 per student towards field trips, and most years the total amount does not get all used up. We could allocate less than \$20 per student and apply the funds elsewhere. We could send out a donation request for smartboards and half of the sound system. We could allocate a specific dollar amount for each initiative or activity rather than per kid.

The donation letter goes out before December so that parents who make a contribution can get a tax receipt. We need to think about what will go on the donation letter listing areas to support such as outdoor play equipment, smartboards, sound system and field trips, it will give parents a lot of choices. Wally said they are still discussing the details about the Whistler trip and are sending a notice home asking parents if they support it considering the cost. He said that they can try to get some support from the

Burnaby Children's Fund, right now we are gathering information as to how many students, how many siblings, if one family has a few children to pay for it may be prohibitive and suggests November is a good target for the donation letter.

Tania said the school sent out a notice to students in divisions 9-16 announcing 3 1½ hour sessions of young actors workshops and the notice mentioned that the PAC was supporting it by paying half of the costs (\$6 per child), but she noted that to date, no one on PAC has any knowledge of these sessions, and no PAC approval has been put forward. Wally said he thinks that the teachers were thinking they would be getting \$20 per student for field trips (from the gaming account) as has been the case in year's past and this was the support that they mentioned. Calvin said we need a protocol in place that if PAC is expected to pay for certain events, we should be consulted, there are steps in place that need to be closely followed when allocating funds.

**The motion is called** to allocate \$6/student to support the Young Actors Project. Valentina seconded. The vote is called and it is unanimous. APPROVED, motion passed.

**The motion is called** to send out the donation letter noting that parents can donate to specific areas such as outdoor play equipment, field trips, smart boards and a new sound system for the gym. Ariel seconded. The vote is called and it is unanimous. APPROVED, motion passed.

### **Other Business**

Another parent added that his child wanted to start a debate club at the school and was wondering what steps need to be taken to make it happen. Wally says each club is required to have a staff sponsor/leader and suggests approaching staff members to see if anyone would be willing to take it on.

### **Meeting Adjourned**