



**SEYMOUR**  
HEIGHTS

ELEMENTARY

## **PAC Meeting Minutes April 18<sup>th</sup>, 2024**

**Meeting called to order: 7:07 pm**

**Attendees:**

Corrie Diligenti	Kylie Mains
Donna Fullerton	Sarah Manvell
Erin Bulycz	Sara Elton
Jen Avey	Olena (LNU)
Megan Hughes	
Vesta Emmett	
Candice Booty	
Lori Weston	

**Regrets:**

Sanjeet Johal  
Lauren Vanderham  
Koryn Heisler

**Welcome & Land Acknowledgement – Donna Fullerton**

**Approval of Agenda: Jen Avey and Kylie Mains**

**Approval of February Minutes: Corrie Diligenti and Kate Watson**

## Admin Report

### **Outdoor School:**

- Grade 4's will go to ODS next week April 22 – 24<sup>th</sup>
- Staffing will be: Ms. Bird and Ms. Johnson as well as a few EAs

### **September Class Placement:**

- 3 prong approach – parent/caregiver, students, and staff input is requested
- Caregiver input request went out in school newsletter for April
- The caregiver input form will look different this year – they can no longer request students and teachers on the forms.

### **School fees**

- Each year, information outlining potential fees that may be charged next school year is sent to parents. This supports transparency and keeps our staff and parents within the budget parameters. **These fees will only be charged if students participate in enrichment opportunities within the classroom or school.** PAC may also provide monetary support to offset some of these fees.
- As per Policy 706: School Fees, it is the school principal, in consultation with staff and PAC Exec who is responsible for establishing fee amounts for the school. All school fee amounts are set at cost-recovery.
- Admin has discussed this plan with staff, and it has been approved by them
- PAC Exec have also provided their feedback and has been approved by them. The PAC does not have any feedback at this time.
- You will find the current year's school fees at this link - [School Fees - Seymour Heights Elementary \(sd44.ca\)](#).
- You will notice that the fees have increased by \$5 for Ks and \$3 for Gr 1-7. This is due to the increase in price for all items. Please review the table below for the proposed School Fees for the coming school year.

### **Third Party School Supplies:**

- Megan Hughes has looked into options: Staples has been ruled out due to cost and Staples platform was deemed too complicated. Vendors otherwise all have similar prices and systems: each teacher makes a list, PAC provides the list to vendor and vendor makes the packs based on consumables (paper, duotangs, notebooks, glue, pencils, etc) on that list, and parents can add other 'a la cart' items like rulers, scissors, and calculators that may be reused and not needed. The vendor that seemed the best is: Edupac.
- Edupac: It is a local company with a Seymour Heights parent connection. Prices are reasonable (i.e \$50-\$68 for basic package) and platform is easy to use. There are incentives for parents to order early. We would get a \$500 for signing up (could be used for families needing financial support with school supplies), and a \$1 cash back for the family.
- It was decided we will go with Edupac as a trial for 2024/2025 year

### **School Presentations:**

- TCO2 presentation was cancelled due to speaker illness – it will be rescheduled and parents will be notified
- Saleema Noon – Sexual Health parent info night May 13<sup>th</sup>.

### **Chair Report (Erin Bulycz)**

- **Konstella Update:** Invites to parents have been sent out. Parents of 79 students have joined of the 290 students at the school. Emails have gone out via class reps and we anticipate it will increase registration. Heights Night will go through Konstella (Stripe) for ticket purchases so that may increase registration too. We will work out how these purchases will work out with Stripe and our PAC account.
- **Childminding:** PAC has been able to provide childcare to parents for parents who are volunteering for events or during PAC meetings. How can we make a fair system of which grade 6/7 kids with babysitting certificates get the opportunity to provide this? We will put this out in Konstella to get a pool of interested babysitters.
- **Nominations:** If anyone wants to nominate themselves for an executive position we will vote next month at AGM on positions. All executive positions are open to nominations annually in keeping with a democratic and inclusive system
- **Website:** We are looking for a volunteer to take over website management from Allison Anderson (1 hour per month). Allison can help train a volunteer

### **After School Programs:**

- Waiting for email back from Braemar Elementary to consult them on how they do their various afterschool programs

### **Treasurer Report (Kate Watson)**

- Hot lunch program is generating a lot of income this year
- See Treasurer report for specific numbers of current budget
- There was an ask under Equity and Inclusion budget if we have \$800 extra to provide for sexual health education for neurodivergent students who are not able to partake in or benefit from Saleema Noon workshops. The school has let us know that there has only been a few students at SH identified which need this alternative program. PAC will touch base with FOS to see if other PACS want to split this cost if they have some students that would also benefit to bring in this speaker together, so all students can have access to relevant sexual health education.
- Teacher Appreciation day will be run by Kate and Sarah M. this year. We have a small budget for this.
- Kate has put in the purchase order for all the IT Tech and they will be here by end of year!

### **FOS (Sarah Manvell)**

- Sherwood: Is using Konstella and enjoying it, they have a spring carnival coming up
- Blueridge: They do a system of each grade does one fundraising project. Examples that classes are taking on this year: Cineplex movie night, Brewhouse night out, silent auction, one class does staff

appreciation

- Dorothy Lynus: Guest speakers at the PAC meeting to get more parents out (i.e. parents at the school who have relevant professions such as a pediatric dietician, etc), Joanna Lane is now new principal at DL.
- Windsor: Has had a difficult start to the term related to losses. They are low on fundraising this term

#### **NSSC - (Sarah Manvell)**

- Unfortunately, there was a child hit by a car on Marine Dr. on the way to Norgate school. This is a reminder to be careful when driving and dropping off kids around the school area.
- We are looking for new crossguard volunteers for the 2024/2025 school year. It can be just once weekly or less! Any amount of help before or after school would be appreciated.
- Please report unsafe driving to the RCMP <https://ocre-sielc.rcmp-grc.gc.ca/nvan/en> The owner of the vehicle will be called or have a letter sent to them. Crossing guards witnessing unsafe driving will ask the driver to rectify their behaviour (parking/speeding) etc and if not then a report will be made.  
<https://bc-cb.rcmp-grc.gc.ca/ViewPage.action?siteNodId=2087&languageId=1&contentId=76437>
- No parking at DROP OFF zone! If you need to get out of the car, you need to park elsewhere. These areas are only for drop and go. NO driver getting out of the car in these zones.

#### **DPAC Report (Sara Elton)**

- AGM for DPAC – is in May 3rd – 5th. At this meeting, they will vote on priorities for District PAC budget. Sara E cannot attend. PAC agreed that our priorities have been inclusion, diversity and technology this year. Erin may be able to vote by proxy.

#### **NVPAC Anti-Racism committee (Erin Bulycz):**

- No update, next meeting is May.
- The Committee is working on K-12 Anti-Racism action plan and how to actually carry out these plans in schools. They are also working on a calendar of events to inform students and families of a large diversity of holidays/celebrations and practical ways to celebrate these celebrations within the schools.

#### **Multicultural Committee Update: (Erin Bulycz)**

- June 6<sup>th</sup> early evening – there will be a Multicultural potluck outside the school
- This is an opportunity for families to share their food and/or celebrations. Azzah is leading this event and it will have dishes from different cultures (decorations/food etc). All Seymour Heights families are invited to join and share with the school community.

#### **Fundraising (Kylie Mains)**

- Vesta has some ideas to discuss with Kylie in next week, then Executive team will write it up and bring it to AGM in May
- **Blueridge** Good Neighbour Day -PAC won't have a table this year – review next year
- **June 14<sup>th</sup> is FUN DAY** – NO fundraiser this year at fun day but we will hand out a treat to all children in the school that meets school's food policy guidelines
- **Next Neufeld Farm Frozen Food** – Dates: May 3 – May 21 for orders. Pick up is Tuesday, May 28<sup>th</sup>, 4pm.
- **Heights Night:** Sara and Shar are organizing this event. Thursday, June 13<sup>th</sup> is the confirmed date. This year it will be at Good Co. at Northwoods. They are offering free rental, cheap drinks, tickets will be \$40 and burger/beer included. Guests can order off menu too. PAC will earn \$22 from each ticket. Tickets on sale early in May. Ideas for fundraisers will be: Online and Live Auction (Kylie has collected a lot of things for the auction fundraiser, Wine Wall - \$20 wine bottles donated, and people pay \$20 and get a bottle of wine, A spinning wheel, 50/50 – Corrie and Vesta have offered to sell 50/50. Nic is going to do an online auction – start on June 1<sup>st</sup> and will run until June 13<sup>th</sup>.
- Fundraisers for 2024/2025 school year to get approved at the AGM as they go into the budget.

#### **Yearbook Committee (Corrie Diligenti)**

- Security breach, believe no names were leaked. Breach happened at the business side, not the PAC side. They don't believe names and photos were taken from last year.
- Yearbook website is having issues but they will get it done.
- 240 consent forms received

#### **Munch a Lunch Program (Jen Avey)**

- Survey is up online – Munch A Lunch crew will try to have Subway and Sushi in some capacity next year
- 30% survey responders think lunches are too expensive. Current profit mark up is 24%. We will consider lowering this profit margin on some items to make some more affordable options for families.
- Biggest concern is volunteering for handing out hot lunches – we need to recruit new volunteers to help
- Can we ask students to help in some capacity? This would lower adult volunteers needed to just 1 per shift. Perhaps we could determine a system of sign up, guidelines and incentive to create more accountability/structure for students to help. There were some issues in the past with behavior, but if we created more guidelines/structure this may address it. Discussion about how student involvement in school fundraising and privileges being offered may be good for leadership, inclusion and community building which are values of the PAC

**Date of Next Meeting: May 23, 2024 - AGM**

**Adjournment at 8:53pm**

**Seymour Heights PAC Income Statement 2023-2024**

	2023/2024 Budget Amount	Apr 18 2024 Actual to date
<b>Revenue</b>		
Hot Lunch Program	\$ 50,000	\$ 64,459
Hot Lunch Donations	\$ -	\$ 720
Card Project	\$ 1,000	\$ -
Neufeld Farms	\$ 6,500	\$ 3,397
Spirit Wear	\$ 1,000	\$ 2,387
Yearbook	\$ 3,700	\$ 640
Back to school (BBQ, Kindy Tea)	\$ 500	\$ -
Halloween Costume Sale	\$ 1,000	\$ 1,946
Movie Night	\$ 2,000	\$ 4,973
Winter Market	\$ 1,500	\$ 2,280
Holiday Breakfast	\$ 1,000	\$ 2,989
Heights Night	\$ 5,000	\$ -
End of School (Fun Day)	\$ 400	\$ -
Gaming Grant	\$ 5,000	\$ 5,140
Other Income	\$ -	\$ 147
<b>Total Revenue</b>	<b>\$ 78,600</b>	<b>\$ 89,079</b>
<b>Direct Costs</b>		
Hot Lunch Cost	\$ 40,000	\$ 39,444
Hot Lunch Program Expenses	\$ 500	\$ -
Card Project Cost	\$ -	\$ -
Neufeld Farms Cost	\$ 5,500	\$ 2,511
Spirit Wear Cost	\$ 1,000	\$ 2,276
Yearbook Cost	\$ 3,700	\$ -
Back to School (BBQ, Kindy tea) Cost	\$ 500	\$ 116
Halloween Costume cost	\$ -	\$ 340
Movie Night Cost	\$ -	\$ 1,770
Winter Market Cost	\$ -	\$ 138
Holiday Breakfast	\$ 500	\$ 983
Camp Read	\$ -	\$ 327
Heights Night/Auction Cost	\$ -	\$ 800
End of School (Fun Day) Cost	\$ -	\$ -
<b>Total Direct Cost</b>	<b>\$ 51,700</b>	<b>\$ 48,705</b>
<b>Gross Margin</b>	<b>\$ 26,900</b>	<b>\$ 40,374</b>
<b>Expenses</b>		
Equity and Inclusion	\$ 1,000	\$ 173
Truth and Reconciliation Committee	\$ 1,000	\$ 809
Health - Saleema Noon	\$ 2,000	\$ 1,654
Emergency Preparedness Kit	\$ 1,500	\$ 143
Safety Equipment (approved)		\$ 292
Staff Appreciation	\$ 1,600	\$ -
Classroom Allowances (\$250 x 13 divisions)	\$ 3,250	\$ 1,992
Learning Services (LST)	\$ 150	\$ 89
Coaching Budget	\$ 200	\$ 96
Community Support (PAC directed)	\$ 400	\$ 400
Grade 7 Farewell	\$ 800	\$ -
Grade 7 Farewell (increase from Costume sale support)	\$ 190	\$ -
Music Allowance	\$ 300	\$ 203
PAC Expenses (Chq order, web, bank)	\$ 750	\$ 499
Zoom/ Quickbooks Account	\$ 300	\$ 794
Track and Field Support (Swanguard Bus)	\$ 630	\$ -
Windsor Scholarship	\$ 500	\$ -
<b>Subtotal Expenses</b>	<b>\$ 14,570</b>	<b>\$ 7,144</b>
<b>Wish List Expenses</b>		
School wide Speakers/Presentations	\$ 1,500	\$ 1,500
Family Support (Admin directed)	\$ 1,500	\$ -
Mystery Science	\$ 1,100	\$ 1,100
Field Trip (\$10/student, 250 students)	\$ 2,925	\$ 723
Self- Reg Classroom Admin allocation	\$ 1,000	\$ 122
Raz Kids	\$ 800	\$ 800
Library -Books and Supplies	\$ 500	\$ 494
Tech Repairs and App Support	\$ 1,000	\$ 1,054
School Equipment (Volleyball nets)*	\$ 2,800	\$ 709
<b>Subtotal Wish List</b>	<b>\$ 13,125</b>	<b>\$ 6,503</b>
<b>Total Expenses</b>	<b>\$ 27,695</b>	<b>\$ 13,647</b>
<b>Net Income/Loss</b>	<b>-\$ 795</b>	<b>\$ 26,726</b>

**Notes**

This includes prepaid lunches yet to be ordered/paid  
Carried over from the prior year

Profit \$886  
Profit \$111  
Profit from last year

Profit \$1606  
Profit \$3202  
Profit \$2142  
Profit \$2006

Stongs, Cobbs

Includes \$195 Gym rental cost

Includes \$500 gym rental cost  
New budget line, approved at Nov meeting  
Cost offset with a donation into our trust account (net \$0)

Can this balance be used for a guest speaker?

Booked for spring

Unbudgeted, approved at Nov meeting

Includes Konstella

Sewing machines (approved, unbudgeted). Volleyball nets under