



SEYMOUR
HEIGHTS

ELEMENTARY

PAC Meeting Minutes February 22, 2024

Meeting called to order: 7:03pm

Attendees:

Erin Bulycz
Jen Avey
Lori Weston
Corrie Diligenti
Alanna Deckett
Sara Elton
Kate Watson

Kylie Mains
Sarah Manvell
Koryn Heisler
Tammy Emo
Allison Anderson
Sanjeet Johal
Vesta Emmett
Julie Maypa

Regrets:

Lauren Vanderham
Donna Fullerton

Welcome & Land Acknowledgement – Erin Bulycz

Approval of Agenda: Kate Watson & Sarah Manvell

Approval of January Minutes: Sarah Manvell & Tammy Emo

Admin Report: Sanjeet Johal

Third Party School Supplies:

- Staff are open to a trial for next school year. They need PAC volunteers to get quotes and sample packs from companies. We need 1-2 volunteers to do this. Lauren is the school lead.
- We need to provide the school with 2-3 vendor options. Staples is one option and the school makes money for fundraising. We have an account started at Staples. The school is looking at School Start.

Student Led Conferences

- Information will go out March 1 and individual teachers will email their plans the week of March 4. Conferences are March 11 & 12. Those days are 2pm dismissals. Conferences may extend and may be before or after school.

Long House & Outdoor School

- Gr. 3 parent information session today, Feb. 22. April 8 & 9 is the field trip
- Parent volunteers require a CRC and training at the Long House in early March
- Gr. 4's April 22-24 - in planning stages

September Class Placements

- Role of the school principal and school staff.
- Trend of parents making requests for friend pairings
- There will be no requests for teachers or students this year
- Students are allowed to request 5 pairings
- Will be discussed at March staff meeting and sent out in April and May newsletter

Sing into Spring School Concert

- Led by Music Teacher and LST
- Celebrating the arts
- Would like to add a fundraiser component that goes to Fine Arts Program
- May 29th/30th at the School in the gym
- Will need parent volunteers

Black History Month & Lunar New Year:

- Starts in February, there will be an assembly that highlights Black artists and music, activities, and there will be a display of resources in library.
- The PAC is providing books related to Black History month for different grades that may be good resources to contribute (such as Trailblazers, etc)
- Just Dance was supported by the PAC and the school had a 40 min session for each class. Cost was \$1048

Internet Restrictions:

- School has a firewall system in place and certain terms are blocked, but slang terms are tricky and the school is sending new terms to the district as they come up

Chair Report (Erin Bulycz)

- **Open Executive positions:** The Vice Chair position is vacant and Vesta Emmett has volunteered. Erin Bulycz moves to appoint Vesta Emmett as vice chair and Corrie Diligenti seconded the motion. **Vesta Emmett is voted in as Vice Chair.**
- **Konstella Update:** We have started using the app with a small group of parents. Jess sent the invite to class reps today. She is working on a document with instructions of how to use that will be sent out to parents via class reps. We will turn off photo sharing for now. Teachers are not on the app. Admin is responsible for ensuring the calendar on the website is up to date. Class reps will send out information via the app.
- **Volunteers Needed:** Vesta Emmett went to the Blueridge Days meeting. They are looking for silent auction donations and volunteers. Seymour Heights can have a table for \$200 to do a fundraiser. Vesta will continue to attend the meetings and see how Seymour Heights can be involved. Potential date of June 15th. The school has a tent with banner that we can use if we get a table.

We are also looking for a volunteer that can manage the website for 2024/25 school year from Allison Anderson. The website is hosted on square. Time commitment of approx. 1 hour per month. Allison can help train the volunteer(s).

- **Digital Board Proposal:** BCA emailed saying they are interested in putting up a digital board to give updates somewhere that is visible. Would potentially be the bottom of the Parkway. Would include Blueridge and Windsor Schools. Members of the PAC would rather see a wooden sign or more natural looking sign at the base of Berkeley, similar to the one in Deep Cove. Pac members were wondering who's responsibility it would be to maintain the sign and change the messaging? There was interest in renting the sign for PAC events to spread the word to the community. Erin will follow up with questions and report back at the next meeting.
- Brought up that the **card project** will be moving forward.

Treasurer Report (Kate Watson) - see Income Statement 2023/24 (attached to minutes)

Technology Purchasing Project Update & Vote:

- Kate presented **SH PAC Tech Project** (see attachment to minutes). Proposing to purchase cart for laptops and technology in the classroom individually. Teachers would have their own set of devices to use. Intermediate will have 4 laptops per class and Primary will have 5 Ipads per class. We will also purchase charging carts for classrooms and warranties. We have \$40 000 left over from funds from last year. 2 Proposals were reviewed to purchase over 2 or 3 years. Possible

investment of \$20 000 per year to replace and ensure classrooms have working devices yearly.

VOTE: Proposal 1: Kate is motioning that the PAC would like to break this purchase into 2 years, as outlined in Proposal 1 (attached). Voted on Unanimously. All members were in favor.

- Approved \$200 to purchase bins for the storage room in the basement (The Dungeon)
- Monthly statement is attached

FOS (Sarah Manvell)

- Haven't had meeting yet this month. Will update next month.

NSSC - (Sarah Manvell)

- RCMP are still making their rounds through the school
- Any traffic complaints are getting attention and followed up on. Online is easier vs phone complaint. They will follow up within 21 days and can give a warning or violation ticket. If there is an issue, please complain.
- Promoting Be Bright Be Seen
- 70th year of incorporation for NSSC
- Boards were put up about school zone promptly and they are both still there currently. Safety team noticed a decrease in traffic speeding since the signs were put up. Sarah has asked them to look at our signage again for school zone signage.
- Safety Blitz happened in February at Seymour Heights
- Emergency Preparedness - lots of garbage bags. Created a list of items to purchase. Alanna applied for a grant.

DPAC Report (Sara Elton)

- BCCPAC Inclusion Advisory Committee mtg on Feb. 27
- White Hatter on Feb. 22nd for parents about online safety
- Committee formed for Emergency Preparedness
- March 5th meeting about Budget: There is a 200 million in budget, 98% for salaries and school maintenance. 2% left. One million is allocated to Cheakamus. Remainder on technology, although there is a backlog of requests from schools. School board is asking PAC's to help with emergency preparedness materials.
- Seymour Heights has one of the best Munch a lunch programs in the district, offering 3 days/week.
- Break out session: Anti Racism: New committee was formed for Anti Racism. Discussion was around funding.

NVPAC Anti-Racism committee (Erin Bulycz):

- Meeting monthly to discuss inclusive celebrations and how to educate/display around them.

Multicultural Committee Update: (Azzah Ahmad)

- March 11 from 4-5pm will be the information session.
- Have not heard back regarding grant. Hoping to hear by mid March.
- May be attached to Spring Concert

Fundraising (Kylie Mains)

- **Movie Night** – April 5th, have volunteers for the event, but need volunteers to set-up. Not able to set up during daytime, so will start setting up after school and childcare will be offered. Volunteer shifts are from 3-4pm. Movie shown will be UP. Doors open at 5:15pm. Pizza will be from DJ Wedge and will be available for purchase. Popcorn combos by donation.
- **Next Neufeld Farms** – Likely in April, organized by Nic. Will look into Two Rivers for next Spring.
- **Heights Night:** Sara and Shar will be organizing this event. Kylie won't be able to take on coordinating an auction for it, so suggested a leader for this if anyone is interested. Kylie has all the contact info for auction that she can give to that person. Nic is able to do the online portion for auction, so just someone to coordinate the donations is needed. Sara is looking at Good Co or another local option. Possible date of Thursday, June 13th, but will need to confirm with the venue.
- Kylie would like to rent a table at Blueridge Good Neighbour Day on June 15th. We will need a volunteer or two to staff the table.
- **June 14th is FUN DAY** – Max Fruit and Krispy Cream Donuts pre order fundraiser. Nothing for sale at event. All pre-order.
- Spirit Wear – Kylie will be taking on this next year. Kylie is look into 2 new vendor options
- Fundraisers get approved at the AGM as they go into the budget. Please email Kylie by April with suggestions for fundraisers for next year.

Yearbook report (Alison Anderson)

- They are figuring out pre-sale dates for yearbook and may start selling in March
- 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. May look into a new vendor for next year.

Munch-a-Lunch (Jen Avey)

- Jen looked into A&W and decided with the school that fast food is not appropriate for lunches
- Feb 2 – June 26th lunch period is live, they are looking for volunteers for this time period to help

with lunches

- The Munch a Lunch team meets in May to discuss vendors for next year. Last year a community poll of feedback was helpful.

Gr. 7 Committe (Alison Anderson)

- Bottle Depot still open- so far at \$700 profit.
- Our Winter turkey raffle raised - \$1560.00
- We are planning a spring raffle with donated items.
- Also someone spoke to a Heights Night planner about the grade 7s putting in a basket for the silent auction.
- We're hoping those two fundraisers bring in another \$1500.
- Grade 7s are having their entrepreneur fair in May. 50% of those proceeds will also go towards grade 7s.
- We have a couple other ideas when the weather gets warmer (pickleball tournament)...maybe a poker night with all proceeds also going towards the grade 7s. Both being planned off school property;) We won't be having freezie sales this year.
- We still need to talk to the grade 6 parents about putting on the tea.
- We have Cap Rugby club booked for June 26th evening to end off the farewell. Music/dancing/pizza for all the kids. They havent decided on the year end activity yet but the teachers will put it out to a vote.

The amount of money towards a legacy gift will be decided when we see what we can raise in the end. We want to give the school at least \$500.

Date of Next Meeting: Thursday April 18, 2024

Adjournment at 9:04pm

Seymour Heights PAC Income Statement 2023-2024

	2023/2024 Budget Amount	Feb 22 2024 Actual to date
Revenue		
Hot Lunch Program	\$ 50,000	\$ 33,230
Hot Lunch Donations	\$ -	\$ 720
Card Project	\$ 1,000	\$ -
Neufeld Farms	\$ 6,500	\$ 3,246
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	\$ 2,934
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
Total Revenue	\$ 78,600	\$ 55,660
Direct Costs		
Hot Lunch Cost	\$ 40,000	\$ 29,931
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	\$ -	\$ 966
Winter Market Cost	\$ -	\$ 138
Holiday Breakfast	\$ 500	\$ 1,613
Camp Read	\$ -	\$ 327
Heights Night/Auction Cost	\$ -	\$ 800
End of School (Fun Day) Cost	\$ -	\$ -
Total Direct Cost	\$ 51,700	\$ 39,017
Gross Margin	\$ 26,900	\$ 16,642
Expenses		
Equity and Inclusion	\$ 1,000	\$ 95
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	\$ 953
Learning Services (LST)	\$ 150	\$ -
Coaching Budget	\$ 200	\$ 36
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	\$ 412
Zoom/ Quickbooks Account	\$ 300	\$ 371
Track and Field Support (Swanguard Bus)	\$ 630	\$ -
Windsor Scholarship	\$ 500	\$ -
Subtotal Expenses	\$ 14,570	\$ 5,368
Wish List Expenses		
School wide Speakers/Presentations	\$ 1,500	\$ 1,048
Family Support (Admin directed)	\$ 1,500	\$ -
Mystery Science	\$ 1,100	\$ 1,100
Field Trip (\$10/student, 250 students)	\$ 2,925	\$ 425
Self- Reg Classroom Admin allocation	\$ 1,000	\$ 122
Raz Kids	\$ 800	\$ 800
Library -Books and Supplies	\$ 500	\$ 307
Tech Repairs and App Support	\$ 1,000	\$ 1,054
School Equipment (Volleyball nets)*	\$ 2,800	\$ 292
Subtotal Wish List	\$ 13,125	\$ 5,148
Total Expenses	\$ 27,695	\$ 10,516
Net Income/Loss	-\$ 795	\$ 6,126

Notes

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

Profit \$735, \$151 to come

Profit \$111

Profit from last year

Profit \$1606

Profit \$1968

Profit \$2142

Profit \$1376

Stongs, Cobbs

Includes \$500 gym rental cost

New budget line, approved at Nov meeting

Cost offset with a donation into our trust account (net \$0)

Booked for spring

Unbudgeted, approved at Nov meeting

Sewing machines (approved, unbudgeted)