



## **PAC Meeting Minutes January 25th, 2023**

**Meeting called to order: 7:05 pm**

**Attendees:**

Azzah Ahmad	Kylie Mains
Corrie Diligenti	Lori Weston
Donna Fullerton	Sarah Manvell
Erin Bulycz	Koryn Heisler
Jen Avey	Catherine Phillips
Michelle Sawyer	Gillian Van Laerhoven
	Tammy Emo

**Regrets:**

Sanjeet Johal  
Lauren Vanderham  
Sara Elton  
Kate Watson

**Welcome & Land Acknowledgement – Erin Bulycz**

**Approval of Agenda: Kylie Mains and Tammy Emo**

**Approval of November Minutes: Koryn Heisler and Sarah Manvell**

**Admin Report**

**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.

- Sarah will ask FOS which supply companies they use. Tammy will ask Cove Cliff which they use.

#### **Cyber Safety:**

- At Windsor for grade 7s only – postponed, will be rescheduled

#### **Parent Volunteers:**

- Office has received some volunteer forms after parents had volunteered. Volunteer lead for each event needs to ensure the forms are in **before** the event.
- It was raised: can we figure out a system for parents to all get this form and be encouraged to complete in September for the school year? Email, Cash Online or Konstella are options

#### **Black History Month:**

- 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 will discuss providing some books related to Black History month for different grades that may be good resources to contribute (such as Trailblazers, etc)

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

- **Open Executive positions:** The Vice Chair position is vacant. A person interested in supporting PAC values such as inclusion, equity and honouring diversity in our school community would be a good fit. Specific tasks are flexible and can be discussed with interested candidates.
- **Konstella Update:** App for school communications: Many schools are using the Konstella app to communicate with families. Konstella was highly recommended as its cost effective depending on how you use it, it's more responsive and has better translation capabilities. It can link to Munch a lunch, our school calendar and our personal mobile calendar. It will send notifications to parents with new updates and will eliminate the need for class reps, Facebook page and email communications.
- We have now purchased a trial for the Konstella app - Premium. We are working on getting a calendar created, and then will start testing it out with a small sample of parents to test the app. Blueridge Elementary is using it and the feedback is positive.
- **Afterschool Programs:** Beginning discussions of afterschool programs for different kids and interests at the school. There will be consideration of all kids needs (financial, ability/support needs, etc) so all children who are interested can be included in PAC supported programs.

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

The Jan 24 income statement is attached to this doc.

#### **Technology Purchasing Project Update:**

- District agreed that our devices are aging and they will be providing a class set to Seymour Height in the spring. The district will be responsible for repairs for these. PAC is putting together

a proposal for some additional Ipads for primary and laptops for intermediate, as well as charging stations. We will be voting on this at our February PAC meeting.

- It was raised: Can we implement an online Firewall in school technology that has internet access to prevent age inappropriate internet searches? There have been some emails home about incidents of age inappropriate searches lately from intermediate teachers, and parents were encouraged to discuss with their children but it was not indicated if this is being addressed regarding firewalls or control settings.

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

- FOS met recently, updated on the schools in the area regarding fundraising, school upgrades such as friendship benches, websites.
- Some ideas from FOS schools: Holiday breakfast of just baked goods and coffee with no pancakes, Movie night at Park Royal, Trivia night, A & W for hot lunch, Seycove Auction is moving away from items and doing just gift cards, PAC run LEGO club at recess, and dance party
- It was discussed if we can coordinate event dates with FOS schools (i.e. online auctions, etc)

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

- Sarah contacted the construction team on Parkway & Lytton and they indicated it will be approx. 3 more weeks of road work. This has increased traffic on Carnation, decreased parking for the school, and created more traffic overall.
- Contractors will be adding more School Zone signs in the area and will look into if there are any additional flaggers for our area.
- By Law, Community Policing, RCMP have all been notified of increased safety issues in the area
- We are always looking for more parent volunteer support for traffic safety! It would be great to have a volunteer at Emerson/Carnation and Berkley/Carnation. Another option is a sign in these locations.
- No parking at our 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.
- 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>
- **Classroom Emergency Kits** - Emergency Preparedness – DPAC and ministry agrees it is not the responsibility of the PAC. Lauren and Sarah decided the focus is on water/warmth/snacks. PAC has \$1500 as budgeted in the 2023/24 budget. Save On Foods can provide a discount for water bottles (40% of what is needed) and nut free bars and delivery. Also, Sarah has been looking into emergency blankets. Sarah is working with Lauren and Save on Foods on this. Karla and Sarah will be going through old kits and ridding the expired food,etc.

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

Next meeting is the last week of January for DPAC.

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

- **Diversity of celebrations:** The committee is discussing providing celebration kits to schools to help more families feel included in their school communities

**Multicultural Committee Update: (Azzah Ahmad)**

- Families sharing what they celebrate and if they would like to see it in the school. Azzah would like to help plan a short event with tables of their different cultures (decorations/music/food etc) if any of our families would like to share this with the school community. There also may be a time to celebrate cultures at the Spring concert.
- There was also discussion of using the front of the school display area for students to showcase their own cultural celebrations if they are interested in this project.
- A grant has been submitted for this event but also a question if we can we use this grant for other sustainable resources for the school related to multicultural supplies. Azzah will ask Alana, who wrote the grant, if this is an option.
- Azzah has discussed with quite a few parents and the interest seems high overall. Azzah would like to host an info session about this event.

**Fundraising (Kylie Mains)**

- **Winter Market & Santa's Breakfast** – Thank you to all volunteers! Very successful – each was over \$2000 and feedback was positive for both events. Ms. Copp and her husband were provided with a \$100 gift card to Arm's Reach as a thank you for their volunteer time at the Santa's Breakfast event.
- **Movie Night** – either second week of March or April in the school gym. Volunteers needed
- **Next Neufeld Farms** – Likely in April, organized by Nic
- **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.
- **June 14<sup>th</sup> is FUN DAY** – Max Fruit and Krispy Cream Donuts pre order fundraiser
- Kylie will purchase a Christmas Tree bag for the tree in dungeon
- Fun Fair – Sara is in discussion with Blueridge, Lynnmour and our school about this for future
- Spirit Wear – Kylie will be taking on this next year. Kylie will look into new vendor options
- Kylie is looking for a tech assistant for fundraising for next year (online auction, etc).
- If anyone wants to help organize the PAC storage area of dungeon, connect with Kylie

**Community Education (Tara Wilson)**

- TCO2 Update: workshop April 12<sup>th</sup> – intermediate students which covers consent and sexual exploitation. It covers online and in person. There are 2 groups – 4/5 grades and 6/7 grades. This was a free service.

### **Yearbook report (Corri Diligenti)**

- 229 consents have been completed (Consent QR code is posted on the window at school and students brought home in their planner)
- Lauren has set up MS teams for photos and will be figuring out how to give access to the yearbook team.
- They are figuring out pre-sale dates for yearbook

### **Munch-a-Lunch (Tammy Emo)**

- Cancelled lunch for snow day, and has been credited to the account
- Feb 2 – June 26<sup>th</sup> lunch period is live, they are looking for volunteers for this time period to help with lunches
- Fieldtrip for Div 3 on Feb 7<sup>th</sup> and their lunch will be delivered to the location
- The Munch a Lunch team meets in May to discuss vendors for next year. Last year a community poll of feedback was helpful.

**Date of Next Meeting: February 22nd, 2024**

**Adjournment at 8:26pm**

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

	2023/2024 Budget Amount	Jan 25 2024 Actual to date	Notes
<b>Revenue</b>			
Hot Lunch Program	\$ 50,000	\$ 33,230	This includes prepaid lunches yet to be ordered/paid Carried over from the prior year
Hot Lunch Donations	\$ -	\$ 720	
Card Project	\$ 1,000	\$ -	Profit from last year
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	\$ -	Stongs, Cobbs
Gaming Grant	\$ 5,000	\$ 5,140	
Other Income	\$ -	\$ 147	
<b>Total Revenue</b>	<b>\$ 78,600</b>	<b>\$ 55,660</b>	
<b>Direct Costs</b>			
Hot Lunch Cost	\$ 40,000	\$ 24,419	Includes \$500 gym rental cost New budget line, approved at Nov meeting Cost offset with a donation into our trust account (net \$0)
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	\$ -	\$ 936	
Winter Market Cost	\$ -	\$ 44	
Holiday Breakfast	\$ 500	\$ 1,613	
Camp Read	\$ -	\$ 327	
Heights Night/Auction Cost	\$ -	\$ 800	
End of School (Fun Day) Cost	\$ -	\$ -	
<b>Total Direct Cost</b>	<b>\$ 51,700</b>	<b>\$ 33,382</b>	
<b>Gross Margin</b>	<b>\$ 26,900</b>	<b>\$ 22,278</b>	
<b>Expenses</b>			
Equity and Inclusion	\$ 1,000	\$ -	Booked for spring
Truth and Reconciliation Committee	\$ 1,000	\$ 809	
Health - Saleema Noon	\$ 2,000	\$ 1,654	
Emergency Preparedness Kit	\$ 1,500	\$ 143	
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	\$ 162	
Zoom/ Quickbooks Account	\$ 300	\$ 290	
Track and Field Support (Swanguard Bus)	\$ 630	\$ -	
Windsor Scholarship	\$ 500	\$ -	
<b>Subtotal Expenses</b>	<b>\$ 14,570</b>	<b>\$ 4,650</b>	
<b>Wish List Expenses</b>			
School wide Speakers/Presentations	\$ 1,500	\$ -	Sewing machines (approved, unbudgeted)
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	
<b>Subtotal Wish List</b>	<b>\$ 13,125</b>	<b>\$ 4,100</b>	
<b>Total Expenses</b>	<b>\$ 27,695</b>	<b>\$ 8,750</b>	
<b>Net Income/Loss</b>	<b>-\$ 795</b>	<b>\$ 13,528</b>	

\*This is carried over from 22/23 year, approved by PAC, but not enough time to purchase the equipment, will be capitalized

- 2 Sewing Machines for Gr 6/7 Approved at the Sept 28th Board meeting
- Request to increase budgets for Music and LST to \$500 per year (adjust for 24/25)
- Request to increase Swanguard Bus budget next year
- Emergency first aid request \$150 - approved
- Traffic team safety request \$475 - approved