



SEYMOUR
HEIGHTS

ELEMENTARY

PAC Meeting Minutes September 28, 2023

Meeting called to order: 7:02 pm

Attendees:

Alison Anderson
Anna Tina Granander
Azzah Ahmad
Candice Booty
Catherine Phillips
Corrie Diligenti
Donna Fullerton
Erin Bulycz
Jen Avey
Julie Ann Maya
Kate Watson
Koryn Heisler

Kylie Mains
Lauren Vanderham
Lori Weston
Melissa Wilks
Sahar Kitto
Sanj Johal
Sara Elton
Sarah Manvell
Sarah Skoda
Tammy Emo
Tanya Truong
Tara Wilson

Welcome & Land Acknowledgement – Sanj Johal

Approval of Agenda: Donna Fullerton and Koryn Heisler

Approval of June Minutes: Donna Fullerton and Kylie Mains

Admin Report (Sanj Johal)

September Startup: Smooth Startup in September: 13 Divisions and 294 students total

School Plan

- SEL (Social Emotional Learning)
- Diversity is honoured
- Assessment and feedback provided

Shared with all students at “Welcome Back” assembly.

REDI

- This year’s focus from the 94 Calls to Action is #13 - *“We call on Canada to respect the rights of Aboriginal people. This includes the **right** to have their languages respected.”*
- Mothers Against Racism books have been given to each classroom
- Sensory Room updated and looks great!
 - New carpet, paint, two new windows, and new sensory items added
- Sensory Kits next step
 - OT Sarah Slen came to provide pro d at the April staff collab last year?
 - Steph Helm, District Teacher Leader, is supporting the school with better understanding of sensory needs for students

Lockdown Drill

- Communication to families will be sent Thurs, Oct 5 after school
- Teachers will speak to their students next week about drill and answer any questions
- Drill will take place Tues, Oct 10 at 10 am

School Community Events (Lauren Vanderham)

- **Meet the Teacher Night**
 - Happened September 21, 2023 from 4:30 to 5:30
 - Many families and kids came through. Nice casual event.
 - Wanted feedback from families as to how it went? Parents thought it was a bit too early.
 - Welcome Back BBQ (possibly attached to Meet the Teacher night) next year. Attempt to recruit a planning committee in late spring before the end of this school year.
- **Terry Fox Run**
 - Challenge with running off of school property: not all kids had their walking field trip forms which had a large impact on planning and supervision of students.
 - Intermediate kids ran around school. Primary kids ran around the gravel field.
 - Raised approx. \$415.
- **Orange Shirt Day**
 - TRC (Sanj, Sydney, Lauren, Charis) plan to focus on Call to Action #13 this year
 - Teachers feel comfortable to lead various activities in individual classes for the week
 - Assembly to take place Sept 29; Music teacher to share a song. Lauren will read the Stolen Words story.

Chair Report (Erin Bulycz)

- Class Rep positions are all filled
- DPAC: Erin motioned that Sarah Elton is voted in as Executive position DPAC representative for 2023-24. Kate seconds. All in favour.
- Child-minding during PAC meetings: Kylie and Erin proposed in-gym child minding run by two rotating grade seven students. We will ask Jess to create a registration form on Google for parents to register their children and to determine if their child needs additional support during the meeting time.

Treasurer Report (Kate Watson)

- The 2022/2023 year closed with a successful Heights Night, bringing in \$17,500 to support PAC initiatives at Seymour Heights, thank you to the team that coordinated the event.
- 2023/2024 budget was agreed by the end of last year, the volleyball net purchase was not completed in 2022/2023 so has been moved to this fiscal.
- Sept is off to a good start with approx \$1200 raised from the Halloween costume sale on Thursday. The PAC agreed to allocate any profit over \$1000 to the Gr 7 Grad fund as 12 of the Gr 7s spent a good chunk of their day supporting the sale.
- The PAC accounting is now being run through Quickbooks, to facilitate more transparency and better comparatives on future reporting.
- There were requests for additional funding for two sewing machines for the grade 6/7s (request from Lauren Vanderham, approved) and a defibrillator (request from Kate, funding will come from the Emergency Preparedness allocation, potentially putting that line item over budget, approved).
- Admin requested that funding be equalized to \$500 per non-enrolling program in the 2024/2025 year (Library, Music and LST - name adjusted to Learning Services), this will be included when we set the budget for next year, in the meantime admin is welcome to bring specific capital requests for funding to the PAC.
 - Admin also requested that non-enrolling programs be added to the Classroom Funds expense sheet, which has been done.
- We agreed to allocate any profit over \$1000 on the day of the Halloween Costume event to the Grade 7 grad budget (equals \$190), not any profit over \$1000 indefinitely (we continued to sell costumes after the official event).
- Tax-receipting: Kate reports that there is a way to donate to the PAC directly. Funds that come in this way, come through our PAC Donation Trust account, which is only used by the PAC.
 - The following is a School Cash (SC) Online URL sd44.schoolcashonline.com/Fee/Details/299/69/false/true?fundDestination=SEYMOUR%20HEIGHTS%20-%20PAC that takes the donor to the donation page with the Fund Destination already set to the Seymour Heights PAC.
 - We can communicate this link to parents and this link allows both parents with SC Online accounts and people without school SC Online accounts to make online donation by credit card or echeck

DPAC Report (vacant, Donna Fullerton reported)

- Sara Elton was voted in and will attend the upcoming NVPAC meet and greet on Oct 18th.

Hot Lunch Program (Sarah Skoda)

- New Vendors include hot dog days from Inn Cogneato, and Lunchi Brunchi.
- Well Fed would like bins kept inside the building for pickup
- There is a single use plastic ban coming into effect in December. We'd like to find ways to encourage parents to pack cutlery- we have purchased bamboo cutlery for now.
- Hot dogs only come with ketchup, looking to hear feedback if kids want mustard/relish. We would have to buy this separately.
- Yellow crates for delivery- feedback from last year: a teacher didn't want them delivered inside the room. Sanj will let us know.
- The lunch team was asked if they would consider adding Subway.
 - Subway was dropped as they require someone to print and deliver labels- no one on our team has the time for the added responsibility and this team is trying our best to keep the lunch a lunch program alive, it had been challenging to recruit parents for this team, as last year the previous 3 team members have moved on from this program.
 - Candice Booty may be able to help.
 - The Gr7 committee may add it as a fundraiser

Gr 7 Committee

- Tara, Kelly and Melissa will be the grade 7 reps for both classes
- They haven't decided on any fundraising yet but will likely do a Turkey raffle in November.
- They will meet and discuss their interests for the year and keep PAC informed to avoid overlap.
- Tara mentioned looking into booking Jesse Miller from Safer Schools

Fundraising and Community Events (Donna Fullerton and Kylie Mains)

- School supplies packs: Kylie would like to explore this as an option for next year. Sanj said he will speak to a few other schools and report back at the Oct PAC meeting
- The Costume Sale was a success. After expenses earned approximately \$1150. Approximately \$190 will go to the grade 7 grad fund. Sanj will ask staff for feedback at the next staff meeting.
- Halloween Movie Night - Friday Oct 27th in gym, by donation. 5:15pm doors open and 6pm movie starts. Movie is Hotel Transylvania. Wear your costume! You can pre order pizza on pac online store. Concession will have popcorn combos and some small snacks. If you'd like to donate packaged baked items or volunteer, contact Kylie or the PAC.
- Neufeld Farms - Opens Oct 20th for orders and Pick up is at school in the upper parking lot at 2:30pm on Nov 14th.
- Spirit Wear - pre orders open Oct 3rd and pick up will be the first week of December at the school. There will be hoodies and sweatpants.
- Winter Market - a Market of gently used items for students to purchase gifts. Items will be wrapped too. Donations of gently used items will be starting to be collected Nov 1. Items can be dropped off inside the main entrance. Volunteers will take items to the dungeon. The market will

be Friday Dec 8th during the school day and open to families after school until 4pm. Set up for the market will be Thursday Dec 7th - noon to 8pm. We will need a lot of volunteers.

- Holiday Breakfast- There was debate about the date for this community event. Both PAC members and school admin shared their thoughts on which days would include the most people in our community. The event parent organizers were in favour of a Saturday morning due to their availability and when they understood families to be more likely to come. The school administrators prefer a weekday morning to include as many of the school community members as possible (ie, staff, students, and parents). The organizers are unfortunately not available for a weekday. Mr. Johal reported that if it is held on a weekend, he does not support this event as it's not a community event that allows for most of the school community to attend, and the PAC will need to rent the gym if they choose the weekend option.

Yearbook (Corrie Diligenti/Lori Weston/Alison Anderson)

- Consent forms are available on the PAC website. Online is the best option as it puts it into a spreadsheet.
 - 152 consents have already been completed!
- The cover was designed by a grade 7 student!
- Sarah Manvell is an addition to the yearbook team for 2023/2024.
- Email address for yearbook related question comments or concerns is:
seymourheightsyearbook@gmail.com
- Sales will be the same method as last year.
- The dates you can purchase will be different than last year —>Presale and the dates for full price ordering will **be shorter** than last year.
- We are not having sales open March - June... We are not sure what we are doing yet.
- we will receive the profit from last year's yearbook sales in the new year

FOS Report (Sarah Manvell)

FOS - No meeting yet but are all in communication. In addition, we will have a whatsapp chat so we can be more "immediate" with questions we may have or info to share

NSSC Update (Sarah Manvell)

- Defibrillator proposal (Kate) - Costs around \$2000, funding will come from the Emergency Preparedness allocation, potentially putting that line item over budget, approved.
- Emergency Preparedness: Lauren and Sarah have looked at the outdoor storage can, all looks ok. Plans are to bring in someone from the school district to support us with this. We also need to figure out the funding of it as no one knows what that looks like as it is new. We have four volunteers to go through the supplies and then we will have a list of what we need to buy new etc. This will be on going.
- Crosswalk Traffic: Traffic is horrific. Considering reporting the speeding to RCMP. New kits coming from BCAA.
 - one new Traffic safety volunteer, Julie.

- Sarah has queried the timeline on the permanent delineators for the crosswalk that were approved last year, waiting for the DNV to get back to her

Book club (Erin Bulycz)

- This year's book club pick is Truth Telling: Seven Conversations About Indigenous Life in Canada written by Michelle Good (author of Five Little Indians)
 - We will read two chapters per meetup (not on PAC nights) for four meet ups in the year: Nov, Jan, Mar, May

After-school Programs (Erin Bulycz, Tanya Truong)

- The school's stance is that after school programs must be PAC-run programs (the YMCA program is mandated by the Ministry of Education and Child Care). From the PAC's perspective, when we run anything from fundraising to a community event, our goals are inclusion to the widest range of the most children so a program (especially a for-profit program) would require financial support from the PAC.
 - The next steps would be building after-school programs into our annual budget and that is done in the spring. We can work on this plan together to target a September 2024 start.
 - For that we would need to see a plan that fits the school criteria; Sanj is working on the criteria draft.

New Business

- Request for Sewing machines for grade 6/7 classes - All agreed to get them.
- Communication: Moving away from Facebook, This year we will be communicating through the monthly newsletter, distributed via the school admin to ALL families on the third Thursday of the month. In addition, all events will be inputted into the school calendar and PAC website. Please subscribe!
- Kylie is asking for volunteers to help collect donations for the Heights Night event in the spring as the next few months are when donations can be applied for through larger corporations

Date of Next Meeting: Thursday, Oct 26, 2023

Adjournment at 9:05pm

Seymour Heights PAC Budget 2023-2024

**2023/2024
Budget Amount**

Revenue

Hot Lunch Program	\$ 50,000
Hot Lunch Donations	
BBQ (Sept 21)	\$ 500
Card Project (Oct)	\$ 1,000
Neufeld Farms (Sept/Apr)	\$ 6,500
Halloween Costume sale/ Decor / NEW style bake sale (Oct)*	\$ 1,000
Movie Night/ Pizza x2 (Oct, Apr) (Popcorn, water, bubbly)	\$ 2,000
Spirit Wear (Nov)	\$ 1,000
Winter Market (Dec)	\$ 1,500
Christmas around the world Breakfast with firefighters (Dec)	\$ 1,000
Heights Night/Auction (Jun)	\$ 5,000
Fun Day - double Munch day (Jun 14), popsicle	\$ 400
Yearbook	\$ 3,700
Winter/Spring Vegetable?	\$ -
Gaming Grant	\$ 5,000
Other Income	\$ -
Total Revenue	\$ 78,600

Direct Costs

Hot Lunch Cost	\$ 40,000
Munch a Lunch/ Web	\$ 500
BBQ (Sept 21)	\$ 500
Neufeld Farms Cost	\$ 5,500
Christmas around the work Breakfast Cost	\$ 500
Yearbook	\$ 3,700
Spirit Wear	\$ 1,000
PAC Expenses (Chq order, web)	\$ 750
Zoom Account	\$ 300
Total Direct Cost	\$ 52,750
Gross Margin	\$ 25,850

Expenses

Equity and Inclusion	\$ 1,000
Truth and Reconciliation Committee	\$ 1,000
Health - Saleema Noon	\$ 2,000
Classroom Allowances (\$250 x 13 divisions)	\$ 3,250
Coaching Budget	\$ 200
Community Support	\$ 400
Emergency Preparedness Kit	\$ 1,500
Grade 7 Farewell	\$ 800
LST Supplies	\$ 150
Music Allowance	\$ 300
Staff Appreciation (\$20GC/40staff, staff appreciation week)	\$ 1,600
Swanguard Bus	\$ 630
Windsor Scholarship	\$ 500
Subtotal Expenses	\$ 13,330

Wish List Expenses (Gaming eligible in orange)

School wide Speakers/Presentations	\$ 1,500
Family Support	\$ 1,500
Mystery Science	\$ 1,100
Field Trip (\$10/student, 250 students)	\$ 2,925
Self- Reg Classroom Admin allocation	\$ 1,000
Raz Kids	\$ 800
Library -Books and Supplies	\$ 500
Tech Repairs and App Support	\$ 1,000
Physical Literacy	\$ -
Music Classroom	\$ -
Subtotal Wish List	\$ 10,325

Total Expenses	\$ 23,655
Net Income/Loss	\$ 2,195

Gaming fund eligible \$ 13,955

* New style bake sale is prepackaged goods with 50% from the "choose most" food list from the school district

Seymour Heights PAC 2022-2023

General Account

	2022/2023 Budget Amount	School YTD Actual	Difference	Profit
Revenue				
Hot Lunch Program (est 25% margin)	\$ 7,500	\$ 54,691	\$ 47,191	\$ 15,579
Hot Lunch Program Credits	-\$ 829		\$ 829	\$ -
Hot Lunch Donations		\$ 1,158	\$ 1,158	\$ -
Card Project	\$ 600	\$ 1,122	\$ 522	\$ 1,122
Neufeld Farms	\$ 700	\$ 6,766	\$ 6,066	\$ 1,053
Market	\$ 1,000	\$ 1,741	\$ 741	\$ 1,741
Heights Night	\$ 1,500	\$ 2,011	\$ 511	?
Auction	\$ 6,500		-\$ 6,500	?
Yearbook	\$ 3,700	\$ -	-\$ 3,700	?
Pink Shirts		\$ 485	\$ 485	\$ -
Movie Night		\$ 2,086	\$ 2,086	\$ 2,086
Other Income		\$ 1,089	\$ 1,089	\$ 1,089
Total Revenue	\$ 20,671	\$ 71,148	\$ 50,478	

				Upcoming
Expenses				
Hot Lunch Cost		\$ 37,954	\$ 37,954	
Neufeld Farms Cost		\$ 5,713	\$ 5,713	
Classroom Allowances (\$200 x 13 divisions)	\$ 2,600	\$ 2,015	-\$ 585	\$ 250
Library Allowance	\$ 300	\$ 300	\$ -	
Music Allowance	\$ 300		-\$ 300	
PAC Expenses (Chq order, web)	\$ 750	\$ 279	-\$ 471	
Munch a Lunch/ Web	\$ 500	\$ 102	-\$ 398	
Zoom Account	\$ 200	\$ 242	\$ 42	
Grade 7 Farewell	\$ 800		-\$ 800	\$ 800
Windsor Scholarship	\$ 500		-\$ 500	\$ 500
Community Support	\$ 400	\$ 400	\$ -	
Staff Appreciation (\$20GC/40staff, staff appreciation week)	\$ 1,100	\$ 1,532	\$ 432	
LST Supplies	\$ 150		-\$ 150	
Coaching Budget	\$ 200	\$ 19	-\$ 181	
Truth and Reconciliation Committee	\$ 400	\$ 200	-\$ 200	\$ 200
Yearbook	\$ 3,700	\$ 116	-\$ 3,585	
Square Hardware	\$ 400	\$ -	-\$ 400	\$ 450
Pink Shirts		\$ -	\$ -	
Subtotal Expenses	\$ 12,300	\$ 48,872	\$ 36,572	\$ 2,200

Wish List Expenses				
Raz Kids	\$ 700	\$ 700	\$ -	
Mystery Science	\$ 1,100	\$ 1,100	\$ -	
Self- Reg Classroom Admin allocation	\$ 2,000	\$ 2,000	\$ -	
Books and Supplies	\$ 500		-\$ 500	
Tech Repairs and App Support	\$ 700		-\$ 700	
Classroom Diversity Books				\$ 800
Volleyball net and Poles				\$ 2,800
Physical Literacy	\$ 1,500	\$ 1,500	\$ -	
Music Classroom	\$ 2,000	\$ 2,000	\$ -	
Subtotal Wish List	\$ 8,500	\$ 7,300	-\$ 1,200	\$ 3,600
Total Expenses	\$ 20,800	\$ 56,172	\$ 35,372	\$ 5,800
Net Income/Loss	-\$ 129	\$ 14,977	\$ 15,106	

Gaming Account

	2022/2023 Budget Amount	School YTD Actual	Difference	Upcoming
Revenue				
	\$ 5,280	\$ 5,280	\$ -	\$ -
Expenses				
Field Trip (\$10/student, 250 students)	\$ 2,500	\$ -	-\$ 2,500	\$ 700
Swanguard Bus	\$ 630	\$ 630	\$ -	
School wide Speakers/Presentations	\$ 3,000	\$ 1,914	-\$ 1,086	\$ 900
Total Expenses	\$ 6,130	\$ 2,544	-\$ 3,586	\$ 1,600
Net Income/Loss	-\$ 850	\$ 2,736	\$ 3,586	