



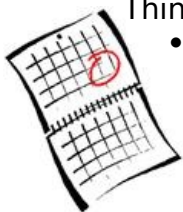
PAC Meeting Minutes
Thursday, January 19, 2017
7:00 pm - Montecito Staff Room

Attendees: Joanne Little, Marlene Valente, Jessica Pao, Susan Scott, Miriam Fitterer, Reece Jorgenson, Michael Lee, Heather Kimmie, Holly Lloyd, Carine Choo, Michael Lee, Tanya Lakovic, Michelle Lock

- Meeting was called to order at 7:04 pm
- Review of November 2016 minutes
 - Motion to accept minutes; **motion carried**
- **Reports & Updates**
 - Principal
 Information and things we're proud of since the last PAC meeting...
 - Amazing Dec. school events: Gingerbread House buddy event, The Polar Express Concert, Santa photos, Pancake Breakfast...phenomenal parent support!
 - We did provide 9 hampers this year...what a tremendous community effort! Thanks to all who contributed gift cards, food items and toys! The families were very appreciative.
 - Aidan Fitterer's Toy Drive collected over 80 toys...Each child in our sponsored families received two toys and the rest of the toys were delivered to the Burnaby Christmas Bureau
 - Jan. 6th School-wide skate...lots of fun!
 - Burnaby North Staff members came on Jan. 9th to do articulation of Grade 7s (find out the strengths and needs of students who will be attending next year)
 - Basketball is underway thanks to Mr. Gomez stepping up to coach the girls and Mr. Rego, parent volunteer coaching the boys, and Mrs. Kimmie sponsoring the team
 - Gr. 6/7 skiing did end up being a go with 46 students attending and some parent volunteers...Ms. Vaughan, Ms. Nicoll, Mr. Smith and Ms. Lloyd will alternate weeks as supervising staff...Ms. Lloyd did a tremendous amount of work organizing this event
 - Grade 4 and 7 FSA tests are underway...we have had to close the gym for the online sections for 3 ½ days this week. District staff helped to hook up all the computers for us!
 - Odyssey has started...4 teams this year!

Things we're Looking Forward to before the next PAC meeting...

- Jan. 20th Crazy Hair Day



- Monday, Jan. 23rd 7:00 p.m. Some students and staff from Div. 3 have been invited to present their Marsville learning at the Board Office Meeting
- Literacy week Jan. 23rd-Jan. 27th...an outline of events went out to parents on Wednesday...hopefully parents will complete the activities on the TIC TAC TOE sheet with their child(ren) and join us on Monday, Jan. 23rd from 9:00-9:30 a.m. for the Family Read Event
- Jan. 23rd Young People's Concert is a Musical Theatre presentation on the CPR
- Jan. 26th Intermediate Choir singing at the Swedish Assisted Living Residence
- Jan. 30th Skiing Grade 6/7
- Jan. 31st COLA at 1:30
- Feb. 1st 10:00: Ministry of Education here for the "Ground Breaking" visit and photo op
- Feb. 6th Skiing Grade 6/7
- Feb. 9th Speech Finals in the gym for Intermediates
- Feb. 10th Pop-up Library
- Feb. 13th Family Day
- Feb. 14th RED DAY (for house points)
- Feb. 17th District Pro-D Day
- Feb. 20th Skiing Grade 6/7

Notes:

- **Staffing:**
 - Provincial Priorities Measures Funding: staff met and prioritized the current highest needs; as a result we applied for extra LSS support (or an extra teacher) to support primary literacy, specifically Gr. 1 reading and Gr. 2/3 writing
 - We have received an additional 0.05 International Student (ELL) funding (approx. 1 hour 15 minutes a week)
 - Ms. Copeland is back with a gradual return to work. We are fortunate to have Ms. Ward during this transition.
- **Seismic Upgrade Update:**
 - Unitech staff have been excellent in addressing any concerns we have had, particularly with creating a safe walkway to the portables
 - Wed. meeting was attended by staff and Miriam
- **2016/17 School Goals:**
 - We have recently purchased Writing Trait Crates as a resource requested by staff after our last Pro-D day...staff have already begun using them
 - there will be a school visit this year to discuss our plan between mid-February and the end of April
- **Jerseys:**
 - We got a quote and was very pricey so we are looking at getting another quote
 - We will match the 500 from the PAC to put approximately 1000 towards new jerseys.
- **Primary Reading Groups:**
 - We are currently re-testing all students and will be shifting groups to best meet the needs of students
- **Garden Bins:**
 - We will be receiving 3 garden bins from the district this year...Thanks, Michael, for writing the proposal.
 - Ron Hall from the School Board will come and meet with committee members to look at planning out our space and answering any questions we have...date TBD
 - Staff and parents will be involved in the project

- **Me to We Group:**
-are planning a Valentines activity...they meet on Friday to firm up plans
-will also be working on developing a plan of activities/events for the remainder of the year
- **Cell Phone Policy Update:**
-Recent changes in Grade 6/7 classrooms...policy from Sept. to now was no cell phone use in all common areas and individual classroom teachers had their own expectations in class. After a discussion with all Gr. 6/7 teachers it has been decided to move to a “No cell phone” policy in Div. 1-3 which is consistent with the rest of the school. We met together with all students to relay the message.
-There will be work done in all three classes on digital citizenship so they can live safely and respectfully in a digital world

Discussion Items:

- Consideration of the White Hatter social media presentation next year...it is costly so perhaps we could combine with another school...parent evening session and sessions with the students included
- I-Pad Cart...Holly to speak to two options
 - o iPad Cart
 - has been ordered
 - still in love with it, but...district standard cart is \$1500 – looks a lot like the cart within the school, but sleeker (slimmer); the basekets were what attracted holley to the original cart, cleaner and more efficient; emailed the tech consultant for advice and she advised that the carts can get stolen; doesn't seem to make sense to Holly as it can be locked up and locked to the building; ultimately, not sure what to do – a lot of money
 - Motion to not continue with the purchase of the cart; **motion carried**
- o Chair (Miriam and Susan)
 - Welcome back and thank you for coming! It's been a while since our last meeting, as there was no formal PAC meeting in December. I hope everyone had a safe and happy holiday season.
 - **A GREAT BIG thank you to Susan and her amazing Santa Breakfast team** for executing such a fantastic Pancake breakfast for all the children on December 16th. Santa and Mrs. Clause had so much fun, they are confirmed to return for December 2017.
 - Yesterday, Staff, stakeholders, Reece and Miriam attended an info **Q&A session after school regarding the seismic upgrade**. The Montecito PAC sent out a call for questions from the general parent population and received a few in response. Details will be covered in NEW BUSINESS.
 - It's a new year and June will soon be upon us; we still need to identify a **parent lead for the family games night** in support of our Odyssey teams and their quest for Worlds.
 - **How is the Grade 7 leaving committee doing?** Do they need additional PAC fundraising assistance? We should examine this now to allow for sufficient time before June.
 - Looking ahead to our remaining PAC-driven events, we will also need **volunteers** for:
 - Teacher Appreciation Luncheon (*How do we want to run it this year?)
 - Sports Day
 - Multicultural Day



- The PAC currently does not have a meeting scheduled for March, as the middle two weeks are taken by spring break/school closure. Please advise if we want to have a meeting at the beginning or end of the month.
- **Parent Education** - We need to determine how we wish to allocate the parent education money for this year. Are there any education sessions/topics parents want to see at Montecito or should we consider allocating this money to help some parents obtain their Foodsafe certification so they can continue to help in the school kitchen?



- Motion to use the parent education money for parents to obtain their **Foodsafe certification** with PAC top up up to 4 parents (approx\$350); Reece motioned, Susan seconded and **motion carried**

- Finally, are there any **additional budget items** that require additional review or votes? Busses were agreed to by PAC for the year-end event at a 50% reimbursement rate: do we want to fund busses 100%?

o Treasurer (Reece)

- Haven't spent a lot of money so far
- Cheques have been issued towards robotics
- Balances
 - VanCity General \$13,758.34
 - VanCity Gaming \$11,178.12
 - VanCity Lunch \$335.76
 - School \$12,092.32



- Forest Grove received a bill for iPad cases in error; extra expense of \$167.20 that will be paid out of 'General'
- Motion to pay the iPad bill. Reece motioned, Susan seconded; **motion carried**
- Busses for school-wide skate were paid
- Showed Miriam

o DPAC

- Parents are always welcome to attend
- Minutes are available on line 2 days afterward
- Jen Menzei is available and knowledgable

o Grants (Michael)

- No news

o Fundraising (Carine and Tanya)

- Munch a Lunch numbers have dropped slightly due to fieldtrips
- \$855 raised from the Punch Cards; allowing for cash purchases as the \$15 punch-card is not always affordable to all families

o School Planning Council / Power of Four Committee (Principal / Parents / Planning / Progress)

- Need a meeting
- Tentatively schedule a meeting in 2 weeks
 - Miriam Fitterer, Michael Lee, Carine Choo, Reece Jorgensen, Holly Llyod and Heather Kimmie

• **New Business**

o Seismic Upgrade - results from the stakeholders meeting on Jan. 18th

ASBESTOS RELATED HEALTH AND SAFETY:

- There has been vermiculite insulation found in the concrete blocks on two of the exterior walls and one interior wall. The one interior wall bisects the school from the office into the Kindergarten classroom. The abatement team will come in (not during school hours or with teachers or students present) and carry out the

abatement. This involves poly-ing the entire area to be abated, removing the asbestos, performing air quality checks and then wiping down the poly and removing it from the area. These areas will be addressed over Spring Break. There will be no residue on carpets or materials as there is poly plastic laid down before the abatement process begins. (fully contained bubble)

OTHER SAFETY RELATED QUESTIONS:

- Trades superintendents must comply with district mandates on **criminal record checks**. The supers have them, they are responsible for the crew who do not have to have them. All trades have numbers on their hard hats - use these to issue complaints or concerns to identify workers.
- Site Superintendent reiterated that there will be **MINIMAL** classroom, staff and student **disruption** during the process. Noisy drilling and other work will be conducted before and after school, evenings, weekends, Spring Break and Summer Vacation.
- All construction areas will be **fenced off**. If there is machinery working between the main building and the portables and a student has to access the path between, there is a spotter there to stop machinery and the student has the right of way.
- **Not every classroom requires seismic upgrading**, however window glazing will affect everyone. **Goal** is to have the new classroom available for full use before any seismic-related class displacement takes place.
- The **Gym** is having a **sprinkler system installed**. This will affect usage for a few days.
- Key Stakeholders names and pictures are outside the office. Two are attending the **January 31 COLA** to introduce themselves and take questions. We can also set up a Q&A box outside the office for students to submit questions.
- Alpha is using a drone to document the process. Heather is documenting the process through picture taking. Heather and Holly have access to places that aren't accessible to everyone else.
- **FINALLY**, in a perfect world, work will **complete in time for Fall/Christmas 2017**.
- o Fundraising Guidelines
 - Extra funds may be held in school held account for up to 2 years - thoughts?
 - What happens if it isn't used within the 2 years? And where does the money get held?
 - A conversation in the moment would have to happen, should the situation arise
 - If extra money has been raised, there would have to be a conversation and a vote
 - "Extraordinary cases of extra money being raised will be dealt with case by case." Could be the wording?
 - Will be revised by Susan and presented next meeting
- o Odyssey Family Games Night fundraiser
 - Notices went home re. the Games Night
 - Event is happening Friday, February 24th but we need a parent lead
 - Deadline of January 27th for a parent lead
- o Santa Breakfast summary
 - Thank you to all parents who helped out
 - Santa photos - \$311 (\$80 expense for developing) = \$230 for families
- o Literacy Week
 - Slightly scaled back, but something is happening every day
 - No kick-off assembly

- Family tic-tac-toe will be coming out tomorrow
- Monday is a family read
- Tuesday is READO – like Bingo; making the cards
- Wednesday – dress with clothing that has words on it; teacher swap
- Thursday – guest reader
- Friday – actually playing the game READO
- Tuesday – Wrap-up assembly; draw from students who completed the Tic-Tac-Toe



o Spring Bottle Drive

- \$51.25 was raised
- Was it worth doing another drive at Spring Break; good messaging around Earth Day; bags were donated
- Compared to last year it is low
- Money is there for the water fountain – Heather will get back to us re. the process and timeline



o Spring Book Fair

- Tuesday April 11th 3-3:30 pm
- Wednesday April 12th 2-6:30 pm

• **Other**

o Grade 7 Leaving Committee

- What money available?
 - Lunch - \$600 day of event
- Fundraising within the school (1/3 Parent, 1/3 School, 1/3 Fundraisers)
- 2 events for the grade 7s
- Need grade 7 parent volunteers
- Have sent out Parent Ask letters in the past to help fund; is this something that wants to be done again?; when the kids have a part in the raising of the funds, they have more ownership and develop responsibility
- Fundraising can happen outside of the school and off site
- 1 event for grade 6/7 community end of the year event
- 3 events (budget of \$2700)
 - 1 day camp
 - Waterslides
 - Extreme Air Park

o Lunar New Year (Jessica)

- Lunar New Year (celebrated by Korean, Chinese, Vietnamese, Singaporean)
- Stations proposed:
 - 1: couplet writing – precut red paper; writing sample provided; to take home and post on the wall
 - 2: table with artifacts – bring things from home that are related to their culture (treasures – gold coins)
 - 3: traditional yo-yo station; hacky sack; skipping
 - 4: dumpling making – worked with Hons, made special packages for students to make 2 dumplings (ingredients all ready); have to bring their



own plate and fork; vegetarian option; Hons gave a very good discount;
T'n T donated candies that were used towards a treat bag

- 5: dancers performed in past; parents performed
- o PAC criminal record checks?
 - At some schools, anyone in an unsupervised role with children is asked to have a criminal record check
 - Perhaps we should do that? It is free with a letter from the school
 - What are the implications though? Parent drivers? Would we have enough for parent driven field trips etc.
- Next meeting date: **Thursday, February 16th, 2017**
- Adjournment: 8:54 pm
 - o Mike motioned, Carine seconded: **motion carried**