



2176 Duthie Ave., Burnaby, BC, V5A 2S1

pacmontecito@gmail.com

## PAC Meeting Minutes Thursday, September 21, 2018

**Attendees:** Denise Calvert, Susan Scott, Adam Picotte, Mike Lee, Addie Ceralvo, Heather Miller, Jessica Wu, Steven Reddy, Laura Kine, Connie Hosie, Lynda Kingsley, Johanne & Stephanie Tsotsos, Rosanne Horychun, Tanya Lakovic, Miriam Fitterer, Tara Sutherland, Heather Kimmie, Lisa Parsonson

**Meeting called to order at:** 7:08 pm

### Review of May 2018 minutes:

- Motion to accept minutes
- Miriam 1<sup>st</sup>, Stephanie 2<sup>nd</sup>; **motion carried to accept the minutes**

### Reports and Updates:

Principal's Report - Heather Kimmie

- See below
- Parking concerns will continue in an off-line conversation with the new school liaison, constable AJ
  - o Parent volunteers: Rosie, Stephanie, Tanya, Miriam (lead), Laura, Susan, Heather, Rosie
  - o School staff: Heather Kimmie and Lisa Parsonson

Chair Report - Susan

- Welcome to returning parents and new parents.
- Thank you to Starbucks Holdom for providing coffee the first week of school and for tonight's meeting.
- In June we passed the Montecito PAC Constitution and Bylaws. They are now filed with the School District, school website, hard copy in PAC binders in copy room, and through shared Google drive
- The year has kicked off quickly with our Welcome BBQ and Scholastic Book Fair. Thank you to Carine for organizing Welcome BBQ on a short turn-around time and to all the volunteers who helped cook and serve. It was an amazing event and much bigger turnout than expected.

- We had an excellent Book Fair this week. Thanks Connie for taking charge and making it another great fundraiser
- We have many upcoming activities/events where we can use parent's help. Please check our online sign-up at <http://signup.com/go/pj3njP> to find out where you can help.

#### Treasurer Report - Heather Miller

- General account approximately at \$24,000 (\$2400 was supposed to be transferred to the gaming account, but got mixed up and was put back into the general account vs the gaming account)
- Gaming account \$76.17
- School account \$981.78
- Reserve for the outdoor learning space \$11,306
- Next month we will update the budget

#### DPAC Report - Susan

- Meetings are usually held third Monday of every month at Burnaby Central Secondary - A206 Conference Room from 7:00 - 9:00 p.m. Meeting dates are Oct 15, Nov. 19, Jan. 21, Feb. 19, Apr. 15, May 21
- DPAC is District level PAC where parents talk about what's happening in the Burnaby School District, includes both elementary & secondary schools. Parents and School Trustees are usually present at meeting
- We need some people to be our school DPAC rep to attend monthly meetings and report back to our PAC meeting. It can be more than one person and can take turns attending the meeting.

#### Grants Report - Lynda

- Looking at obtaining a music grant or Vancity grants
- ArtStarts Grant re. drum making
- HCTF education.ca fund outdoor education experiences

#### Fundraising Report - Addie

- Purdy and Neufeld
  - o Friday November 16<sup>th</sup> the notice will go home; Delivery set for Monday, December 10<sup>th</sup>
  - o Goes into the general account

#### School Consultation Committee

- Met this evening at 6 pm
- New members were welcomed
- Discussed many topics - school goals, staffing needs, etc.
- Minutes are coming

## **New/Other Business:**

- Filling remaining Executive positions – open for nomination/self-nomination
  - o Vice Chair: Michael Lee
  - o School Consultation Committee Rep: Denise Calvert
  - o Emergency Preparedness Committee Rep.: Johanne Tsotsos & Rosie Horychun
  - o Grants: Lynda Kingsley
  - o Hot Lunch Program/Treat Day: Laura Kine and Tanya Lakovic
  - o Gr. 7 Leaving Ceremony Rep.: Needs to be filled
  - o DPAC Rep.: any parent can go; next meeting is Oct. 15<sup>th</sup>
    - All positions were 1<sup>st</sup> Miriam; 2<sup>nd</sup> Heather Miller: motion carried
  - o Member at Large: Stephanie Tsotsos
- Hot Lunch Program - Coordinator, Staff liaison, Schedule
  - o Tanya, Laura, Carine – parent reps
  - o Staff liaison – Ms. Mann?
    - Lunch monitors
  - o Schedule is in the works
  - o Oct 3<sup>rd</sup>, every second Wednesday; bi-weekly
  - o Pizza for the first semester; 6 days for \$30
  - o Alternating with Fruit and Veg Program
- Welcome BBQ next year
  - o 1<sup>st</sup> week was a good time
  - o Looking for volunteers in advance; build a sense of community
  - o Fully supported by staff and admin.
  - o Carine, Tanya (possibly Vincent) to organize next year
  - o 4-7 pm was a good time period
- After school Ultimate program
  - o Elevate approached us to see if we wanted to run an after school program
  - o \$15 per 1-1.5 hr session; 1 -2 times a week after school; minimum of 10 athletes; grade groups (k-7)
  - o Could run a Fall and Spring options for all grades. Principal to follow up.
- Book Fair: Wrap up & review
  - o \$4,244 was raised
  - o Will be taking cash this year as there is significant Scholastic credit in reserve

- New Indigenous collection
  - o Many thanks to Connie Hosie for supporting and running this event
- Spring Book Fair Date confirmation
  - o April 16-18 along with the student-led conferences
- Staff Wish List 2018/19
  - o Sound system and projector for the gym - #1 item that staff felt was important to have at school
    - Built into the wall
    - Bluetooth connection option
  - o See email list from Principal
- Upcoming Events:
  - o Sept. 27 Terry Fox Run
    - Stephanie is course marshall
    - Would like more volunteers; can always use adults in Squint Lake
    - Kindergarten students remain at the school
    - Parent vounteer for oranges (Jessica)
  - o Sept. 26 - Oct. 9 Annual Donation Ask Letter campaign
    - Anonymous donation of \$1500 to directly support the children in need at our school; school was able to purchase recorders for these students so far this year
  - o Oct. 12 - Bingo Night
    - Adam will organize the gaming licence
    - Mrs. Kimmie will be the caller or Brian Calvert
- November Pro-D Day = Stay Safe/Babysitting Course
  - o Miriam is heading this up
  - o Fundraiser
  - o Students attend course all day
- Spuds and Tubs
  - o Motion to approve for 4 classes to do Spuds in Tubs program at \$400 from the garden grant. Miriam 1<sup>st</sup>, Stephanie 2<sup>nd</sup>; **motion carried.**

Next PAC meeting: **Thurs. Oct. 25** – Budget Meeting

Meeting Adjourned: 8:45 pm

- Stephanie 1<sup>st</sup>, Miriam 2<sup>nd</sup>: motion carried to adjourn



PAC Meeting: Principal's Update – Sept. 20, 2018

Information and things we're proud of since the last PAC meeting...

ENROLLMENT, STAFFING and SERVICES:

- 246 students enrolled (last year was 253 at the end of the year)...34 new students to Montecito not including the Ks; a large group of Grade 7s as well as 19 other students transferred to other schools, districts, countries and programs such as MACC and late French Immersion...
- 11 Divisions...see below for details. The organization of classes this year was driven by numbers and class composition needs.

Montecito Organization 2017/18									
	K	1	2	3	4	5	6	7	Total
Div. 1							14	12	26
Div. 2							15	11	26
Div. 3						12	14		26
Div. 4					10	15			25
Div. 5					12	11			23
Div. 6				11	11				22
Div. 7				21					21
Div. 8			11	9					20
Div. 9		14	7						21
Div. 10		13	7						20
Div. 11	11	5							16
<b>Total</b>	<b>11</b>	<b>32</b>	<b>25</b>	<b>41</b>	<b>33</b>	<b>38</b>	<b>43</b>	<b>23</b>	<b>246</b>

- **Class size limits:** K or classes with K class size limits are 20, Primary classes and 3/4 classes with more Grade 3s have a limit of 22, Grade 3/4 classes with more Grade 4s have a class size limit of 24, and Intermediate classes have a limit of 30.
- We currently have 31 students with designations, the majority are in the intermediate grades this year. We have 6.5 EAs.
- We have 72 ELL students including 13 International students. Ms. Parsonson is 0.85 teaching ELL.
- LSS support is 1.20 plus 0.4 Reading Recovery for Grade 1s. Ms. Foy is doing 0.2 Reading Recovery, 0.4 LSS, 0.3 Div. 5 classroom teacher and 0.1 NIS/International. Ms. Wood is 0.2 Reading recovery and 0.8 LSS.
- Ms. Vaughan has been given 0.1 (145 minutes a week) as an Indigenous Inquiry Learning Teacher. Her role will be to support Indigenous students and teachers. We have 16 Indigenous students at Montecito.
- Mrs. Ingham is our counsellor Mondays and Wednesdays, and Winnie Yip is our SLP (speech language pathologist) on Tuesdays.

- 

**OTHER:**

- First Week theme was **Kindness to Ourselves** at Montecito...we focused on sleep, nutrition, exercise, problem solving using our WITS, Zones of Regulation, growth mindset and creating a positive self-image.
- Student Leadership opportunities have started for Grade 4-7 students (classroom monitors, office monitors, safety patrol...)
- Mrs. Chin and Mrs. Vaughan have started Cross Country for Grades 4-7 students

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

- Sept. 21<sup>st</sup> Pro-D Day (staff focus on assessment and reporting as well as school goals)
- Sept. 24<sup>th</sup> Class reviews...getting to know the strengths and needs of each class to determine support
- Sept. 24<sup>th</sup> 2:00 COLA
- Sept. 27<sup>th</sup> 1:15 Terry Fox Run (1:15 warm-up in gym then run at Squint Lake)
- Oct. 1<sup>st</sup> Orange Shirt Day
- Oct. 1<sup>st</sup>- Nov. 9<sup>th</sup> FSAs for Grade 4 and 7 students
- Oct. 1<sup>st</sup> Grade 6 immunizations
- Oct. 1<sup>st</sup> Cross Country Meet
- Oct. 3<sup>rd</sup> Div. 9 and 10 fieldtrip to Burnaby Village Museum
- Oct. 3<sup>rd</sup> Pizza & Treat Day
- Oct. 4<sup>th</sup> Kindergarten vision and hearing testing
- Oct. 5<sup>th</sup> World Teacher's Day
- Oct. 8<sup>th</sup> Thanksgiving Holiday
- Oct. 9<sup>th</sup> Cross Country Awards Meet
- Oct. 10<sup>th</sup> Individual Photo Day
- Oct. 9-16<sup>th</sup> Young People's Concert for Grade 4-7 students
- Oct. 16<sup>th</sup> Boys' Volleyball Game
- Oct. 17<sup>th</sup> Pizza & Treat Day
- Oct. 18<sup>th</sup> Girls' Volleyball game
- Oct. 19<sup>th</sup> Pro-D Day

**Notes:**

- **Outdoor Learning Space Update:**
  - Order has been placed and we are in cue for 17 river rock block benches and table to be made before delivery...estimated for 6-8 weeks
  - City of Burnaby grant for \$4000 and the remainder generously covered by PAC
  - Staff are very excited about being able to take more learning outdoors
- **2017/18 School Goals:**
  - We are excited about continuing our focus on our connectedness and writing school goals this year (School Consultation Committee to report out at meeting about successes and areas to further focus on)
  - More details to come about how we can continue to improve student learning in these areas

-If parents have suggestions, we would love to hear them...contact Mrs. Kimmie

- **TCO2 Workshops:**

-students in Grades 4-7 will take part in TCO2 workshops in December with a focus on Taking Care of Ourselves and Taking Care of Others

- **District Focus on Mental Health Literacy Education this fall:**

-workshops will be offered this fall for admin, counsellors and teachers to form a school team to learn more about mental health literacy ( understanding how to optimize and maintain good mental health and well-being, understanding disorders and treatments, decreasing stigma, and increasing help seeking efficacy

- **Youth Investigative Team Officers:** (previously School Liason Officers)

-I have been in contact with Constable AJ Jubbal and he and some auxillary police will help us with traffic safety this year...more details to come soon

- **Safety Patrol:**

-we have a small and dedicated crew of safety patrol members this year but really need more intermediate students and/or parents to help if we are to run a patrol program this year

## **UPDATED Wishlist Suggestions for the Montecito PAC 2018/19**

In approximate order of priority at this time...updated Sept. 2018

- Fieldtrip/Workshop Money: Bus money or ability to use the money for in-school workshops e.g.) nutrition, ADST, Science... (\$450 x 11 divisions = \$4950) ...note: bus costs have gone up this year not sure of exact amount yet
- \$150 consumables per division plus Music, LSS, ELL and shared Library/Counselling (15 x \$150= \$2250)
- Ultimate Frisbee - for Grade 1-7 students first two weeks of school (\$2100)
- Buses for whole school skating fieldtrip (\$850.50)
- Another projector (\$2100)...location TBD (gym or classroom)
- 20 more jerseys (20 x \$29 = 580 plus tx= \$660)
- Forks, spoons, plates, tablecloths, teacups for school event use (\$1000)
- Another cordless mic (\$500) or comes with sound system???
- Pal Patrol and noon hour program materials (\$100)
- Board games (\$50 x 11 divisions = \$550)
- ½ cost of whole school fieldtrip?? (\$1125)

.....Total ask = \$16,185.50

### Other considerations?

- sound system and projector for the gym (\$12,000)...would put the projector in the gym if this was approved (plus no need for an extra mic as would come with the system)...*this is a big ticket item that the majority of staff want so would be high on the priority list*
- a new coffee maker for the staffroom

### Next year...

- Money towards a whole school drum-making project (materials and possibly a resident artist to come in) (\$5000???) ...apply for an Art Starts grant as well
- A couple of rock tables and benches ( 3 benches and a table = approx. \$2000)