

Lord Selkirk Elementary School
Parent Advisory Council General Meeting
Meeting Minutes ~ Tuesday February 7, 2016 at 6:30pm

Attendance

Present: Erin Dosman, Jennifer Cooper-Stephenson, Vital Peeters, Holly Hergesheimer, Andrea Tanaka, Beverly Walker, Michelle Brassens, Conrad Chevalier, Max Birch, Heather Schofield, Jason Simon, Mimi Simon, Jen Lindberg, Tracey Sing, Maritia Gully, Tanya Behrisch

Chair: Beverly Walker

Minute Taker: Jennifer Cooper-Stephenson

Regrets: Erin Cederberg, Katie Bedford, Nina Reeder

Call to Order: 6:34pm

Approval of Previous Minutes: Minutes from last general meeting available for review on the PAC website.

Approval of the agenda: New business item added to the agenda by Scott Young – non-violent communication seminar for teachers, parents and students.

Motion to approve the agenda – approved unanimously.

Chair’s Report: Beverly Walker

#	Item	Action by
1	Tabled for next meeting	March 6, 2017

Financial Report: Conrad Chevalier

#	Item	Action by
1	Financials current to January 1, 2017. A detailed financial report will be posted on the PAC website. PAC grant was awarded totaling \$14,040 (\$20 per child enrolled at Lord Selkirk).	Info
2	PAC has spent approximately \$500 on Classroom Funds so far this year.	Info
3	Direct Drive - to date we have received \$5,755. Donations continue to trickle in. Tax receipts and thank you notes will be sent out shortly.	Info
4	Famous Foods gift cards continue to be popular – we are now selling primarily \$50 and \$100 denominations. When cards are empty they can be returned so that they can be reloaded – they cannot be reloaded at Famous Foods. In order for the PAC to receive the 15% fundraising new cards must be purchased each time.	Info

School Report: Shannon Burton

#	Item	Action by
1	<p>Important dates:</p> <ul style="list-style-type: none"> • early dismissal for goal setting conferences this week; • book fair underway all week; • Family day statutory holiday coming up February 13; • February 22 Pink Day - anti-bullying activities planned. "Pridespeak" coming in to speak to grade 4 and 5s. "Out in the Community" coming in to speak to grades 6 and 7. Still looking for something for grades 1 and 2; • February 24 professional development day. 	Info
2	<p>Student leaders presented the "adopt a school yard" program. Every class now has a quadrant they are responsible for. Student leaders discussed how litter impacts the environment. The cleanest quadrant wins a prize!</p>	Info
3	<p>The returning to school forms are out for the 2017/18 year. We still don't know how many kindergarten spots we will have next year – there may be a draw for in catchment kindergarten spots.</p>	Forms to be returned by February 10, 2017
4	<p>Winter weather is back. VSB helped yesterday clearing the walks and outside areas – they have been very responsive to our concerns from December.</p>	Info
5	<p>Apologies for the email sent out on Friday – addresses were not bcc'd however Ms. Burton has reached out to all the individuals that expressed concern.</p> <p>The school will be sending out a form to all parents regarding their preferred form of communication. The school is still working to understand how to best to communicate families and bridge the digital inequity.</p>	Info
6	<p>VSB is finalizing the calendar for the 2017/18 school year. Just a heads up that winter break next year will be late. December 22 will be the last day of the term and students will be back January 8, 2018.</p>	Info
7	<p>Quebec exchange trip was excellent and warmer than expected. There was a very outdoorsy program – spent Friday at a trapper's lodge, ice fishing and dog sledding, a sugar shack dinner, skiing, toured old Montréal and went snowshoeing. A few students were sick but families took care of everyone – a small flight delay coming home but all in all everyone travelled well. Regarding the twinning process for next year – we will have to wait and see as the application is year by year – the Quebec school students are coming in May.</p>	Info
8	<p>School Info App:</p> <ul style="list-style-type: none"> • Ms. Burton advised we need to hear from parents as to the best way to communicate with them. 	

	<ul style="list-style-type: none"> • Max Birch documented the pros and cons of using an app after the presentation last year. The first step is to understand what is out there – we need to understand how parents access the internet and what will work for them – we need to understand from providers how/whether their apps filter information for different grades so you don't get information you don't need – we need to understand how we would manage an app admin wise; who will do it and how difficult is it. • Bottom line is if an app is not used well people will switch it off/turn off notifications. PAC agreed a subcommittee on communication would be useful in general. Understanding preferred communication is key – target roll out of September 2017 – a new committee is struck, Max is Chair! Get in touch with Max Birch if you are interested in participating in discussions on the topic of school communication. 	
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Regular Business

#	Item	Action by
1	<p>Discretionary Fund Committee Update – Jen Lindberg Discretionary fund committee is a three person committee who vets and considers applications from teachers for small amounts for their classes or groups of students. We have two applications to consider tonight;</p> <ul style="list-style-type: none"> • Mme Theresa cleaned the library this past summer and she would like to replace a number of books. Request for \$1000 to replace approximately 40 books. The committee recommends support for the purchase of new books. <i>Motion unanimously approved to provide \$1000 to replace library books.</i> • Divisions 9 and 11 (43 students) want to attend children's festival in May – request for \$310 dollars to cover transportation costs. The committee recommends the PAC support the request. <i>Motion unanimously approved to provide \$310 for Divisions 9 and 11 to attend the Children's Festival.</i> <p>PAC still supporting year end reimbursement. For the last two years the PAC reimbursed Selkirk for the amount that had to come out of school budget (to cover cost for families who could not afford school field trips). The VSB used to cover this amount but it now has to come out of school budget.</p> <ul style="list-style-type: none"> • Last year's requests are all approved. Ms. Burton and Mr. Peters are discussing a tech vision/plan for the school – including a projector in each class or grouping of classes – and suggested a tech line item for 	<p>Info & Beverly to send out survey requesting feedback on PAC's area of focus for 2017/18 (aim to share results at year end picnic).</p>

	<p>the “teacher’s wish list” to start keeping up with the pace with technology.</p> <ul style="list-style-type: none"> • Discussion about the role of the PAC and the types of items that should be paid for by the PAC took place. Ms. Burton confirmed that the top three things covered by PACs are; playgrounds, library and technology. • PAC agreed we need to hear from parents about what we want the PAC to be funding to ensure the motions presented and the decisions made are representative of the wishes of the school community. • Cedar weaving workshop – Loretta, Selkirk’s First Nations Liaison offering workshop for cedar weaving – bracelets for older kids and mats for younger classes – PAC funded use of cedar for all students (as opposed to paper) – 9 classes signed up for the workshop. 	
2	<p>Selkirk Royale (Friday February 17) – Beverly Walker</p> <ul style="list-style-type: none"> • To date 152 tickets have been sold through brown paper tickets. We have sold more advance tickets than previous events – last year sold 139 advance tickets. We expect to sell roughly 25% of tickets the day of the event- currently estimating 200-250 attendees. • Advance tickets are now available on-line for \$12.50 at http://brownpapertickets.com/event/2717522 • Will be a photo booth this year, by donation (\$5). Unlimited reprints available everyone in the party/photo. PAC voted for traditional “photo strip” prints. • Song requests are rolling in – Lauren Backhouse will be dj’ing. • Volunteers are needed to assist with the event and set up – email your preferences to Beverly Walker. 	Info
3	<p>School Travel Planning – Max Birch</p> <ul style="list-style-type: none"> • Travel plan now exists – the City of Vancouver currently has it but the details of the plan have not been released. There are new players at the city and at Haste. We hope to have an update on the plan at the next meeting. • We are hoping in next couple of weeks want to start promoting active travel in the next couple weeks. Bike to school week is coming up May 29-June 2. Max will need help promoting bike to school week (last year we offered a bike tune up station to get people interested and excited). Volunteers who are interested in active commuting email Max – planning to start in March or early April. 	Info & Email Max Birch if interested in assisting with Bike to School week.
4	<p>Fundraising:</p> <ul style="list-style-type: none"> • Fresh to You – tabled until next meeting. • Clean for a Cause (Erin Cederberg via email) – Order forms are out and due back by February 10. Product delivery will be Tuesday 	Info

	<p>February 21st – 4-5 volunteers are needed to help sort, bag and organize the orders. It’s an “on-call” job because we won’t know exactly when the products will be arriving. Please contact Erin Cederberg or PAC gmail if you can help. Product pick up will be Wednesday, February 22 from 2:45- 4:00 pm and Thursday, February 23 from 8:45 - 9:15 am. Eric Cederberg needs 2 volunteers for Wednesday and 2 volunteers for Thursday to help out. A few people asked about the option to include “refills” as part of the fundraiser. We were hoping that this would be possible this year, but Sapadilla is unable to offer refills at the moment and there are some details that would need to be worked out and considered before Second Nature could consider taking that on themselves. Hopefully this will be an option for next year.</p> <ul style="list-style-type: none"> • SPUD (Heather Schofield) – Raised \$173.66 in the first month since the launch. Because it is an on-going fundraiser it will continue in the background, although we will need to continue to remind people about it and promote it. SPUD is donating a produce box for Selkirk Royale silent auction – it will be a physical box of produce – so committee will need to determine how best to use it, possibly a door prize. • Quebec Exchange (Erin Cederberg via email) – Fundraising is going well. We have currently raised \$6,529.48 towards our \$10,000 goal. Cedar Cottage Pub Night was held on February 4th and 66 tickets were sold as well as a 50/50 draw. Estimate we made about \$600. Popcorn sales continue on Fridays, averaging about \$125.00 raised per week. The plan is to switch to Friday Freezies at some point after Spring Break or Easter (TBD). A Purdy’s Chocolate fundraiser will be launching shortly and will all be done on-line. Closing date for Purdy’s orders is March 28th, pick-up will be on April 6 & 7. The website has advice on how to keep your purchase secret from your kids :) 	
5	<p>PAC Constitution – Holly Hergesheimer</p> <ul style="list-style-type: none"> • Last meeting we discussed a purpose section, and definition of Selkirk adult. Those discussions will need to continue. • A definitions/interpretations section has been added (modelled after other PAC constitutions). • Need to revise language pertaining to discretionary funding – currently there are limits regarding amounts that can be approved at various times. In addition, there is a process by which large expenditures are authorized. Holly and Jenny want to talk about raising some of the amounts and revising these procedures. • Given that agenda and meeting minutes are posted to website and transparent, Jen Lindberg recommended using a percentage of the 	<p>Proposed changes will continue to be discussed at future PAC meetings.</p>

	<p>operating budget as a cap on spending – that way it is flexible and will float with our money. It shouldn't be an issues as long as we are accountable and all the money spent is traceable.</p> <ul style="list-style-type: none"> • Holly confirmed we need to revise two parts; the large expenditure process and the amounts that can be approved at a PAC Executive Meeting, or a PAC General Meeting. • Proposal/recommendation that limits will be decided in June of the previous school year for the upcoming year – i.e. 10% of projected expenditures will be the limit per ask/item that can be approved at an executive meeting – items in excess of that must be approved at a general meeting. When expenditures are approved at an executive meeting an update should be provided at the next general meeting about what the money was spent on. • Questions around quorum can be looked at next meeting. • Holly confirmed they are building a document to put to the PAC to vote on. The goal is to have the new constitution operational for next year. If that is the case we will need to vote on it by May. • PAC is pleased the revisions are moving forward and acknowledged all the work that has been put in by Holly and Jenny so far. 	
6	<p>Buddy Benches – Scott Young</p> <ul style="list-style-type: none"> • The benches are here we will be working with the VSB to have them installed. Each bench is 6 feet wide and brushed steel with rainbow colours. • Two sites have been picked in consultation with Ms. Burton and Mr. Peters; one by the playground and climber under the shade of the tree and one in the back by the breezeway. • Scott is currently finalizing the design of a sign to go behind each bench. The sign will read “Friendship Station” – it is designed to be kid friendly, colourful, multicultural and to fully explain the concept of the buddy bench. A French version of the sign will be considered. Once the sign is approved it should be ready in about two weeks – we are not sure when VSB will install it. • Scott mentioned there is a good 4 min you tube video which explains concept and can be useful in the roll out. 	Info
7	<p>Club Reports No update at this time.</p>	N/A

New Business: Various

#	Item	Action by
1	<p>Bike to School Week – Max Birch</p> <ul style="list-style-type: none"> • <i>Already discussed under “School Travel Planning” above.</i> • Max confirmed a crosswalk will be going in on the east side of the intersection at Welwyn St. and East 22nd Ave. 	Info

2	<p>DPAC Surveys – Erin Dosman</p> <ul style="list-style-type: none"> Survey available for Selkirk PAC to complete – BC Hydro is proposing a power annex under a school downtown – in exchange they will build a new school in Coal Harbour and when the substation complete they will build another new school on top of the substation. Michelle Brassens will complete the survey. Beverly reminded everyone that Nathan Wilkes is our DPAC rep, you can contact him anytime with questions. Jen Lindberg advised of DPAC quarterly social events – there is a play and workshop coming up. Details available on the website. 	Michelle Brassens to complete DPAC survey. Beverly Walker to post link to DPAC events on Selkirk PAC website.
3	<p>Kindness Bookmark Project – Scott Young</p> <ul style="list-style-type: none"> Scott passed out final design. This year’s design has incorporated the instructions as part of the bookmark. The concept is to help people be kind in a positive way – Doug Roch wrote about it last year in VSB newsletter. Last year Scott distributed 7000 bookmarks at Selkirk and other schools. Costs are higher this year – \$1200 (9.5 cents per bookmark) – Scott is funding the cost for Selkirk (\$190) but PAC agreed to reimburse this amount. There is an information page for the teachers he is just considering a date for distribution. Discussion about when/where to distribute, Ms. Burton confirmed the school is supportive of the initiative and suggested the bookmarks be distributed randomly as opposed to specifically in the library (i.e. a surprise at someone’s desk). 	Info
4	<p>Non-violent Communication Training/Seminar – Scott Young</p> <ul style="list-style-type: none"> A Selkirk parent suggested training for parents, teachers and students. PAC agreed if the parent has a provider to recommend she should arrange to have the provider make a presentation to the PAC. Ms. Burton mentioned that there is a lot of training available through the Justice Institute. Most teachers have already taken this kind of training. 	Info
5	Babysitting course cancelled twice because of low enrolment – expensive too - \$70 (for grade 6s or 7s only).	Info

Adjournment: 8:21PM

NEXT MEETING – EXEC: Tuesday March 7, 2017, 6:30 pm

Chair: TBD

FOLLOWING MTG – GEN: Monday April 10, 2017, 6:30 pm

Chair: TBD