

**Lord Selkirk Elementary School**  
**Parent Advisory Council Annual General Meeting**  
**Meeting Minutes ~ Tuesday October 16, 2018 at 6:30pm**

**Attendance**

Present: see attendance sheet.  
 Chair: Beverly Walker  
 Minute Taker: Jennifer Cooper-Stephenson  
 Call to Order: 6:33pm  
 Approval of Previous Minutes: Last general meeting was June 2018, end of year wrap up. No formal minutes.

**Chair’s Report: Beverly Walker/Jenny Stephanson/Michelle Brassens**

#	Item	Action by
1	<ul style="list-style-type: none"> <li>• Three funding methods PAC uses to provide money to the school:               <ol style="list-style-type: none"> <li>1) Classroom funds – these will be given outright to each teacher, \$100 at beginning of year (no longer a need to submit receipts for reimbursement).</li> <li>2) Discretionary Funding Committee – meets as needed to discuss requests. The committee brings items to the PAC for approval either at a meeting or by email (Jenny Stephanson, Anna King, and Erin Cedarberg).</li> <li>3) Teachers Wish List – the list from last year is on the PAC website, it gives you an idea of what we fund. For example, last year we approved library resources (approved late last year and it will continue), Ready Bodies Learning Minds (a train the trainer physical activity lab to prepare kids for learning), and technology enhancements.</li> </ol> </li> <li>• The focus this year is on library enhancement, gym and athletic equipment and the gardening program (this year 2-3 additional beds, pay for a storage bin for the gardening tools, tools and a proper hose that will last).</li> <li>• The PAC provides an opportunity for community building and fundraising. Examples of PAC events: Selkirk Royale, help with sports day, garden clean up, fruit and veggie program in the classroom, big brothers donation, multicultural dinner in the spring, staff appreciation lunch in the library (food sent in by families/potluck), end of year picnic and dance party.</li> <li>• As a parent being involved and being at the school is a great way to build a foundation for our kids.</li> <li>• A new PAC executive for the 2018-19 school year will be elected tonight. There will be lots of great opportunities to get involved for the coming year and know what is going on at the school.</li> </ul>	N/A

	<ul style="list-style-type: none"> <li>• The PAC is open to ideas that new people want to bring forward for the coming year. We have tentatively planned to continue Selkirk Royale (informal commitment to continue the event the following year if we raise \$10,000 or 200 people attend).</li> <li>• Ms. Mani’s report (Enhanced Services Team): they will be holding an outreach night in November (it is often a movie night). In addition, books and breakfast continues 8:15-8:45 every day except staff meeting days, backpack program, December will be cocoa and caroling in the gym to raise money for the foodbank, secret santa, yoga evening in the new year.</li> </ul>	
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**Financial Report: Conrad Chevalier**

#	Item	Action by
1	Conrad circulated the financial statements by email in advance of the meeting. They will also be posted on the PAC website for reference.	Info
2	<p>Conrad reviewed the PAC sources of revenue and fundraising:</p> <ul style="list-style-type: none"> <li>• Gaming account – funds from the province (restrictions on how they can be spent). We received \$15,000 from the province – spend on school performances, school clubs (ie. Chess club – needs volunteers this year), choir (to date no teacher sponsor for choir this year) and a few other clubs.</li> <li>• We also have a general fund made up of donations – fundraising initiatives, and Selkirk Royale funds – spend the general funds on community outreach (Ms. Mani’s activities), Compass card program, field trip subsidies, grade 5 camping, grade 7 grad – last year spent approximately \$17,000.</li> <li>• Overall we spend about \$40,000 in expenses and right now have about \$46,000 in the bank across both funds. PAC tries to spend the money in the year in which it is received – we respect that parents want to see the money spent at the time they donate it. When we have dollars left we carry over for the following year.</li> <li>• Statements will be posted on the PAC website and parents can email Conrad with any questions.</li> <li>• This is Conrad’s last year as Treasurer, he is looking for a protégé to train up for next year.</li> </ul>	Info

**School Report: Shannon Burton & Dominic Maggiolo**

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1	Acknowledge PAC Executive and the committees, encourage everyone to consider joining – when kids see you here it makes a huge difference, it is important for kids to see you collaborating with the school.	Info
2	<p><b>Important dates:</b></p> <ul style="list-style-type: none"> <li>• October 24/25 - student conferences, early dismissal at 2pm on both days</li> <li>• October 24/25 – book fair in the library</li> <li>• October 31 – Halloween. The day before and day after engineers will sweep the grounds to ensure they are safe and clean for the following days. If you live in the area and notice anything at the school call 911 (ie. people on the roof, destruction of property, weapons, vandalism, graffiti and throwing objects at building and windows).</li> <li>• November 1 – kindergarten registration – online this year</li> <li>• November 2 - photo retakes</li> <li>• November 9 - curriculum day – no school</li> <li>• November 20 - Saleema Noon parent session</li> <li>• November 22/23 – Saleema Noon student sessions. A member of the Saleema Noon team will be talking about what kids should know at what age, how to talk about things from a scientific perspective, great resources provided, older kids get an anonymous question to submit, no separation of genders so everyone learns everything. There will be an opt out form sent home if a family doesn't want a child to participate (other activities will be provided - likely reading in another area). Parents will be asked to rsvp to we can get an idea of numbers attending.</li> <li>• Musical theatre, cross country, volleyball and soccer, art club after cross country done.</li> <li>• Volleyball try outs for grades 5 and 6 girls are next week</li> <li>• See the activity board – trying to get all the information on that board!</li> <li>• As tomorrow is the legalization of cannabis, a reminder that smoking of any kind on school grounds is prohibited (VSB info sheet attached to the newsletter).</li> </ul>	Info
3	<p><b>Safe travel:</b></p> <ul style="list-style-type: none"> <li>• Reminder there is no parking on the Welwyn and East 22<sup>nd</sup> sides of school. Parents can drop children off but be aware of the no parking and no idling signs around the school. Parents cannot go into the parking lots reserved for staff only. If you notice illegal parking call 311, don't confront one another. The VPD has been here almost every day this week checking. Parents can also email Mme. Burton and Mr. Maggiolo.</li> </ul>	Info

	<ul style="list-style-type: none"> <li>The crossing guard program is up and running at Commercial and East 22<sup>nd</sup>, we encourage you to use it – validates the efforts of the students volunteering their time.</li> <li>Concerns about the new crosswalk on East 22<sup>nd</sup> – the City still due to put in drop downs. Still unsafe and visibility is an on-going issue at that crosswalk as it is not built out like the other one at Commercial. Max advised it is on the list for further upgrades but there is a significant backlog at the city.</li> </ul>	
4	<ul style="list-style-type: none"> <li>Drinking water at Lord Selkirk – report from VSB confirms the drinking water at Selkirk is within the guidelines or better for lead (0.2-9.5 range). There is one water filling station in the basement of the main building (same water with a different filter). A parent inquired whether the testing was done after a flushing and whether the pipes are flushed every morning. Dominic has asked the VSB and is waiting for an answer.</li> </ul>	Info
5	<ul style="list-style-type: none"> <li>Seismic upgrading of the frame building – it is an H3 building – it will not be a rebuild it will be an upgrade. The project is not yet approved by the ministry, it will hopefully go to the Trustees in November. Work would start September 2019. Gladstone Secondary will be used as a swing space and the only decision made to date is that new kindergartens and younger learners will not be sent to the swing site, it will likely be intermediates who go. As soon as there is further information parents will be updated and updates will be provided at future PAC meetings. The other Selkirk buildings are good, no retro fit needed.</li> <li>The retrofit of the frame building will take one to two years. At the same time as the retrofit there is a desire to work on accessibility – the budget to improve accessibility of the frame building (yellow building) will be included in the project.</li> </ul>	Info

### Regular Business

#	Item	Action by
1	<p><b>Fundraising Initiatives:</b></p> <ul style="list-style-type: none"> <li>SPUD is a big one. It has been in place for 1.5 years (25% kickback). We are one of the top ten fundraisers in the lower mainland.</li> <li>Mabel's Labels (20% kickback to Selkirk).</li> <li>Clean for a Cause (Sapadilla soap products 30% kickback).</li> <li>Fresh to You produce orders (40% kickback).</li> <li>Famous Foods gift cards (15% kickback) - parents can pay by square, we can arrange to meet you through messaging to the PAC facebook</li> </ul>	Info

	<p>page. Gift cards are sold in \$50 and \$100 amounts (last year we raised almost \$2000 from Famous Foods).</p> <ul style="list-style-type: none"> <li>• Raised \$5,500 through these initiatives.</li> <li>• We have three big fundraising objectives this year – gardening, sports equipment and the library/maker space (for kids to create things in different ways).</li> <li>• Thinking ahead to Selkirk Royale – we are always looking for silent auction donations, Ms. Mani really works to get those donations!</li> </ul>	
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**New Business:**

#	Item	Action by
1	<p><b>Active Travel Planning (Max Birch):</b></p> <ul style="list-style-type: none"> <li>• Covered most of it already – my mission is to promote non-vehicle travel, there are lots of opportunities to travel with your kids and get outside – what I need is feedback from other parents about concerns. I collate those concerns and put them to the city in partnership with the school and the PAC.</li> <li>• It was noted the curb cut at the corner of Welwyn and 22<sup>nd</sup> is diagonal and spits you out into the traffic. Holly talked to the city and they cannot put a north/south drop down – could replace with east/west drop down.</li> <li>• The PAC thanked Max for all his work on this. Max reiterated that we receive some funding from the city for bike to school week (\$500). Max will form a small committee to generate interest – needs a lot of encouragement – start meeting in New Year to plan for May 2019 – he will need volunteers.</li> <li>• Volunteers from crossing guard program have been secured and we are in good shape for the fall term.</li> <li>• PAC discussed the possibility of adopting the gardens at the crosswalk and asking for volunteers to look after them. Grant money may be available from the Vancouver Foundation.</li> <li>• There was a discussion of the “walk/running” before school starts for the day. It was confirmed this is teacher driven but the school is trying to encourage it on a broader basis – want to make sure all the kids are getting enough exercise. All classes do DPA (daily physical activity) – 9am running time won’t work for everyone – Principal Burton confirmed 80% of classes are doing it at different times during the day.</li> </ul>	Info
2	<b>Constitution (Holly H):</b>	Info

	<ul style="list-style-type: none"> <li>• Beverly Walker acknowledged that a lot of work went into revising the constitution and thanked Holly and Jenny for their time. Parents can find a copy of the constitution on the PAC website.</li> <li>• Holly wanted to touch base to see if changes to the spending rules in the constitution are working for the PAC and parents. When we revised the constitution there was a lot of discussion about elections, voting and how we spend our money. We agreed the PAC Executive can approve up to 10% of the budget – this was done to incorporate flexibility and to ensure PAC can approve different expenses (especially because there are only 4 general meetings per year so that can be problematic depending on timing of funding requests).</li> <li>• 3 year budget average is \$42,000</li> <li>• 10% cap would be \$4,200 for this year – PAC can approve, single expenditure over 10% discuss at a meeting, over a \$10,000 amount special process – expenses can be approved at a meeting or by email round robin (agreement of no less than 5 members – chair, vice chairs, secretary, and treasurer) – Holly will amend that portion of the constitution, unanimous agreement on the amendment.</li> </ul>	
3	<p><b>Buddy Bench &amp; Kindness Initiatives (Scott Young):</b></p> <ul style="list-style-type: none"> <li>• Both of these projects started with Wyatt when he was in kindergarten. The Buddy Bench is in and sign is up. Scott would like to propose that we do a presentation to all the students – do it every year – will work with the school on that messaging. Ensure it is used appropriately and students understand the purpose.</li> <li>• Kindness bookmark; Scott is hoping we can commit to the project for the next few years – buy in bulk – Mme. Burton suggested February as theme for February is love and kindness – Wednesday February 27 assembly.</li> <li>• Scott spoke briefly to an initiative through Golf Town which he will gather further information and send to Mme. Burton to discuss with the PE teachers.</li> </ul>	Info

**Election of PAC:**

**Slate of who is running – Beverly read out slate. Shannon asked three times for calls from the floor – hearing none the proposed slate is approved.**

**Adjournment: 8:02pm**

***NEXT MEETING – PAC Executive: Tuesday November 6, 2018, 6:30 pm***