

DR. A. R. Lord Elementary School

Parents Advisory Council – Meeting Minutes

Wednesday, September 20th, 2017

IN ATTENDANCE: Emily S, Amarjit P, John S, Lisa P, Aretha MR, Kimberly R, Paul J, Vanessa Leung, Sarah M, Joyce C, Kelly R, Jordan R, Julie B, Thao H, Margie T (Principal).

REGRETS:

Meeting called to order at: 18:33 by Kimberly

1. **Attendance:** Sign in sheet passed around.
1. **Motion to accept minutes from PAC meeting Tues, May 16th, 2017:**
 - a. Moved by Joyce C. 2nd by Jordan R. Motion passed.
1. **PAC structure and objectives:**
 - a. Any family member or caregiver of any child at AR Lord is automatically a member of the PAC.
 - b. Goals – see top of PAC Agenda document.
 - c. We are a small but active school. Goal to build on this.
 - d. Meet here every 3rd Wed of the month in the library at 6:30pm. Try to wrap up by 8pm. Childminding provided.
 - e. Goal this year to encourage better interest in PAC in meetings and active involvement in school events or to suggest ideas to PAC exec by verbal discussion or PAC suggestion box at front office.
 - f. Need for new ideas for events, themes, treats at PAC meetings, fundraising (big or small).
 - g. Efforts in past have focused on larger events.
 - h. No family ever turned away due to financial hardship.
 - i. Always looking for pictures, write-up for school Blog.
1. **Meet the Teacher Night Recap:**
 - a. Gala apples a hit – ordered 200 (many left over). 2 small Starbuck coffee cartons.
 - b. Passport activity does allow people to disperse, lending to more one on one time with teachers. But some parents like option to mill around freely.
 - c. Attendance ~ 80 – 100pl
 - d. Next year maybe expanding coffee/apples to a Welcome Back BBQ as many returning families may not be attending as they feel they know the teachers/staff. Revisit this later in school year.
 - e. Microphone next year for welcome speeches in the gym.

f. Teacher input/buy in to change event for next year.

2. **School Board Trustee Election**

- a. The PAC was informed by John S that the SBT Election is Oct 14th.
- b. The PAC was informed that VSB plan for school closures still on the shelf and that perhaps VSB waiting to see what happens with election and new government.
- c. The PAC was informed that endorsed candidates responded favourably to concerns/concerns and
- d. The PAC was informed that the hope is that the newly elected board will work with new government to keep our school open and improve education for our kids.

3. **Upcoming Events:** events done in past that have been received well and that we propose to do again.

- a. **Ongoing fundraising:** t-shirts/bags, flip-give, magazine subscription:
 - i. both online/offline sales for t-shirts/bags (we own rights to design). Locally, may be exhausted – perhaps branch out? Consider offering child sizes. 80% of t-shirts sold – net positive. New sizes perhaps in v-neck/grey (new colour). New campaign to push shirts/bags, perhaps for xmas? Perhaps pre-order new types of clothing – hoodies, sweatpants? Asking small east van shops if they want to carry shirts/bags? Pop up shop? Farmers Market?
 - ii. Flip-give /magazines – link on website (Fundraising Page) we get % back. Can give link to anyone. Non-labour/no overhead required. Has become a bit stagnant. Need for a quarterly reminder email on these.
 - iii. Perhaps time for a new big initiative? Pointsettias? Monthly Coffee Orders (Continental Coffee – interest in JJ Bean or Ethical Bean)?
 - iv. Reminder email to parents to submit any fundraising ideas.
 - v. Search for possible Grants (restricted or general use)?
- b. **Terry Fox Run:** school event on Thurs, Sept 28th. Starting at 9:15. Parents welcome. Toonie for Terry. Run at Empire Fields.
- c. **Halloween:** Leave as class by class basis.
- d. **Home-baking for teachers:** Parents home-bake every two weeks for staff. Guideline is 2 loaves or 2 doz. cookies. Nut-free. Kelly sends out reminder email week before. Sarah will pass list around school.
- e. **Scholastic Book Fair:** Amarjit in charge. Week of November 8th. Possibility to do second Fair in spring. Need to create an online sign up for volunteers.
- f. **Neighbourhood Bike and BBQ:** Julie applied and grant (\$1700) awarded through PNE Neighborhood Association. “Neighbourhood Bike and Scoot” through neighborhood followed by a BBQ? Julie proposes delay until the Spring (will ask PNE). Need volunteers to organize – revisit in January.
- g. **Garden Signage:** Susie is finishing up this project. Signage has been approved. Margie will get VSB to put it up when sign arrives.
- h. **Kids Lit Quiz:** Will be included in October budget discussion.
- i. **Winter Gear Swap:** Trade (or take) winter gear (clothing/equipment). Put out in boxes in hall after school – during same days as Book Fair (Nov 7 – 9). Leftovers donated. Julie will organize – need volunteers to help.
- j. **Family Photo night:** Online sign up. Increase sitting fee from \$20 to \$30. Receive one 8 x 10 print with fee. Can order additional packages (digital or print). Over 2

nights – accommodates ~ 20 families. Cap on # people per sitting? Dates – tentatively early November. Volunteers required.

4. **Other Possible Fundraising and Event Ideas:**
 - a. Family Dinner/Dance – re-visit in January.
 - b. Silent Auction/Brewery Social/Parents Only night: Hasting Community center room rental? Re-visit in January.
 - c. Spring Fair - maybe in conjunction with another school? Re-visit later in year.
 - d. Other ideas – Xmas Pointsettias to replace chocolate lollie fundraiser.
5. **Draft Budget:** tabled to next PAC meeting.
6. **Hot Lunch:** What do we want from hot lunch – goal? Is it meant for fundraising or for a special lunch for students. More food options? Important allergy concerns that need to be addressed.
7. **Marker Recycling:** Sarah ships used markers (any brand) back to Crayola. Shipped 921 markers back last time. Blog article about recycling within each classroom?
8. **School Payments:** Table for now as it is district level initiative.
1. **Food Event Notification List:** Sarah to create and manage (for parents with students that have dietary concerns/allergies/restrictions) to give notice ahead of PAC events (not classroom events) involving food. Write a blog paragraph.
2. **Communications Report:**
 - a. Recap of school events on blog? Need volunteer to write these.
 - b. Need blog articles/pictures. Jordan will try to send out a e-blast bi-weekly. All agenda items/PAC events on site so all info in one area. Try to make info digital and paper based as a secondary option.
 - c. Grade 7 students taking pictures at events?
 - d. ESL community lacking at events? How to bring more of these members into these events – generate interest?
 - e. Need for Parent Class Rep (emails all parents in class about events/fundraising/volunteers etc)?
1. **Save Our school wrap up:**
 - a. **Wait till after bi-election** to collect signs.
 - b. **Keeping social media campaign active** – awareness etc. Long term goal: grow our school!
1. **Treasurer Report:**
 - a. Operating funds (restricted ~ 10,000 unrestricted, \$4000 restricted). Classroom funds/field trips can continue for this year.
 - b. **Gaming funds** – open (\$300)
 - c. Wait to see if we receive any Gaming Funds (end of October) ~ approx. \$2300 last year.
 - d. Every division has gotten \$200 in past year for field trips.

- e. Classroom funds - \$200 unrestricted per division (music, primary resource, library).
- f. Re-imburement forms at Front Office, will be an online version.

1. **Principal's Report:**

- a. 160 enrollment
- b. 8 divisions
- c. Room in primary, not in intermediate (grade 3 up)
- d. FSA happening Oct 2 – Nov 10. Grade 4/7 students. Students can opt out.
- e. Safe Arrival – District Wide program (9 – 9:15 – go to classroom. After 9:15, go to office. Calls home starting at 9:30am. New number/extension to call for absences. Put this info on the school blog (Jordan). Sign in/out of office for appts.
- f. Yoga has started (6 week program).
- g. Pro-D Sept 22nd – focus is Diversity. District Mentor coming in to discuss building capacity with respect to Diversity. Personal and Social Responsibility ties into new curriculum. She has offered to present to PAC – let Margie know if interest. Perhaps team up with schools around us and have joint PAC presentations (splitting cost with other schools) - may be a way to get more people involved.
- h. Parent Volunteers – Sign up sheet on front counter. Teachers will call you if and when they need help.

1. **Other business:**

- a. Topic must be on Agenda before meeting – no last minute additions.
- b. Perhaps cap # of Agenda items in order to keep to 1.5 hour meeting length?

Meeting adjourned: 20:56 pm

Next meeting date: **October 18th, 2017 (AGM for Budget)**