



## COAST SALISH ELEMENTARY – PARENT ADVISORY COUNCIL PAC ANNOTATED MEETING MINUTES

*HELD OCTOBER 10, 2023 TUESDAY AT 7:02 TO 8:40 PM AT LEARNING COMMONS COAST SALISH ELEMENTARY*

### **PARTICIPANTS:**

**In person:** Grace Chan, Christine Yoo, Jennifer Gao, Lan Kato, Lu Cheng, Chris Chen, Charles Sun, Sarefina Mai, Andrea Burgonye, Sherry Zamrou, dzemila Caluk, Kamiah Basra, Samantha Xiao, Ningning Liu, Aram Askarian, Asana Askarian, Jen Marlowe, Atash Askarian

Frank Pearse was absent because he was sick.

Only in person meeting, No zoom.

A babysitter on-site - 4 children.

Note that we have enough members for quorum.

### **CALL MEETING TO ORDER AT 7:02 PM – ATASH, CHAIR**

**LAND ACKNOWLEDGEMENT – ATASH, CHAIR**

### **PAC INTRODUCTION BY ATASH, CHAIR**

- Briefly introduced what the role of PAC, what we do, our formalities as an organization, how the motions are put forward and seconded to be adopted.

### **ROUNDTABLE OF PARENTS INTRODUCING THEMSELVES**

### **ADOPTION OF MAY 10, 2023 AGM MEETING MINUTES AND OCTOBER AGENDA – ATASH, CHAIR**

- Forwarded by Kamilah and seconded by Christine
- All in favour, none opposed.

### **PRINCIPAL’S REPORT - ATASH, CHAIR (ON BEHALF OF MR. PEARSE)**

There was no Principals’ Report as Frank was absent. Frank passed on his notes to Atash to share at the meeting:

- The school will have a formal, grand opening celebration
- Monday, October 23, 2023 5pm-7pm
- sometimes MLA comes, representatives from the school district will be here
- Frank needs volunteers to help out with the event. For example, direct parking traffic, ushers, cake cutters, etc.
- Will likely be held indoors. In the gym
- It's usually open to school's community, as well as the neighbourhood community

Via his notes, Frank also brought up that the Learning Commons teacher is planning to organize a Scholastic Book Fair

- All proceeds/ funding goes back to the school's library
- She is looking for volunteers. Dec 1 set-up day needs help. The Book Fair sale takes place from Dec 4 (or 5?) to Dec 8th during school time. The kids will get to look around as a class and make purchases.
- Wants to do an evening session just for parents only.
- Take down day is Dec 11. Needs volunteers too
- For people who are interested to volunteer, send email to PAC

School has several long-term fundraising goals:

- \$50,000 -\$100,000 to extend our playground at back of school
- \$5,000 to buy more laptops and tablets
- \$5,000 to spend on STEAM learning materials such as robotic games, bumble bee robot games, etc.) STEAM = ScienceTechnologyEngineerArtMathetic

### **DPAC UPDATE – ANDREA, DPAC REP**

- At a recent DPAC meeting, there was a PAC 101 presentation: Every parent is part of PAC and District PAC. The executives are elected and the 4 positions are needed to fulfill the constitution. PAC can create various positions such as, Communication Coordinator, Volunteers Coordinator.
- PAC is a great opportunity to get to know other parents and get involved.
- DPAC is our connection with the district
- There is a PAC 101 presentation available online at [www.DPAC43.ca](http://www.DPAC43.ca). Has other good resources too.
- DPAC meets in-person & usually over Zoom in winter. DPAC's AGM in May.

### **TREASURER'S REPORT – GRACE CHAN, TREASURER**

- Gave summary of last year's fundraising effort. We raised close to \$6,000. Based on May 10, 2023's AGM, funds were approved and allocated to various areas (such as Four-Year Technology Purchase Plan, Classroom / Teacher Support Fund, Literacy Materials and SLP Materials)
- Welcome BBQ brought in net profit of \$1,500
- October hot lunch had net profit of \$170
- Current bank account balance is \$13,000, mostly due to Munchalunch pre-sale of hot lunches throughout the year

- Grace put forward a motion to approve \$1,500 in reimbursement for Welcome BBQ spendings.
  - Kamilah seconded. All in favor.
- Grace put forward a 2nd motion to approve \$600 in payment to Little Caesars for October hot lunch.
  - Jennifer seconded. All in favor.
- Grace put forward a 3rd motion to approve \$250 in reimbursement to parents for October hot lunch add-ons.
  - Gem seconded. All in favor.
- We discussed the need for a Food Safe license whenever PAC is handling food. Grace put forward a 4th motion to approve \$264 in spending for 3 people to get food safe certification. Mark got his. Jennifer Gao might get one for PAC. Kamilah seconded. All in favor.
- Grace put forward a 5th motion to approve up to \$2,000 in spending on November and December hot lunch (including add-ons)
  - Mark seconded. All in favor.
- From May 10, 2023 AGM, PAC approved to allocate \$1,500 to Classroom/Teacher Fund. Atash put forward a motion to increase total allocation of Classroom/Teacher Fund by \$600 to \$2,100. (14 staff x \$150 per staff) Kamilah second. All in favor

### **HOT LUNCH DISCUSSION:**

- Chris Chen raised the idea of a more frequent hot lunch at school. Parents like to see more frequent hot lunch offerings than once a month. Maybe for next year, we can look into hot lunch once every 2 weeks, or once every 3 weeks.
- The District lunch program is available on a more frequent basis. That's offered via the district. Not organized by PAC. School has details to be shared.

### **Atash put forward a motion to pay \$30 for today's babysitter.**

- Grace second. All in favor.

### **VARIOUS FUNDRAISING IDEAS WERE DISCUSSED:**

- OCTOBER – Movie night – Friday. October 27, 2023. Door opens at 5:30pm. Movie starts at 6pm with a 10 mins break in between. Nothing over 70 mins long. Halloween theme. Need to be suitable for young kids too.
- DECEMBER - Breakfast with Santa. Sherry volunteered to be leading this event. Planning for a Saturday in December. Could have a Wine draw (i.e. bring in a bottle of wine = 1 ticket. Winner takes all wine home). Could hire a professional photographer to take photos with Santa. Jennifer knows a photographer. Sherry might know one too.
- JUNE – Grade 5 leaving ceremony. We have 15 Grade 5 students this year. Ning Ning volunteered to lead this event. Come up with ideas for activities for the graduation event (i.e. grade 5 field trip, dance party, etc.)
- Bidding for Parking spot. By donation? Highest bidder wins?
- Gala fundraising event. Formal dress up. Adults only.

### **OTHER ADMINISTRATIVE ISSUES WERE DISCUSSED:**

- Parking at the school is challenging
- We need a second crosswalk near Strawline Hill. With overhead flashing lights. The library box is blocking kids' vision. Can it be relocated?
- Some parents would like to create a whatsapp group amongst the parents within each classroom.
- When a draft agenda is sent, parents who wish to amend the agenda can do so. That's why it's sent a week before the PAC meeting.

### **ADJOURN MEETING – ATASH**

- Seconded by Grace
- All in favor
- Meeting adjourns at 8:40 pm

### **NEXT COAST SALISH PAC MEETING WILL BE HELD ON NOVEMBER 14 TUESDAY, 2023.**

Recorded by Grace Chan, Treasurer / Formatted by Kay Yoon, Secretary

Enclosed: The Financial Report for October, DPAC notes from October