



École Irvine Elementary School

PAC Annotated Meeting Minutes

May 11, 2022 AGM Meeting (7:00 pm to 8:47 pm)

Participants: Atash Askarian, Dennis Shannon, Jennifer Trumpour, Shawna Vincenzi, Kathy Simmonds; Maggie Harder; Colleen Morel; Eleanor Tso; Marc Fernandez; Marie-Eve Kirkpatrick; Kathryn Berry-Einarson; Mike Romaniuk; Meaghan Burton; Jennifer Skelton; Dawn Yua; Pauline; Janae Walters; Melissa Rahal

Adoption of agenda – Atash Askarian

Motion: Maggie forwards

Motion: Shawna seconds

All in favour

Adoption of April minutes – Atash Askarian

Motion: Maggie forwards

Motion: Meaghan seconds

All in favour

Principal's Report - Dennis Shannon

- New school: progressing, no move in date yet. Once the school is given occupancy, the move will start. Moving company is organized and labels given to school. Teachers have found out their classrooms and what the location of desks will be in the room. Staff have started packing and labeling classrooms as well as some communal spaces. Two garbage bins have been filled already. Once occupancy is given, there will be a short amount of time before demolition of the old school begins. It could happen over the summer.
- Kindergarten parents: should receive information in the next week about a parent event (evening) as well as something planned for incoming students.
- March 12 (evening) is Saleema Noon parent information night. A few families have opted out so far. Class presentations are May 18 and 20. All classes will take part and for kids that are opted out there will be alternate arrangements.
- Last day of school is Wednesday June 29th with dismissal at noon (district wide for elementary schools).
- Mr. Shannon has been in contact about bringing tennis lessons back, possibly in January and February of next year, when it is nice to have events in the gym. Every class will get a minimum of 4 lessons. Costs are \$14 per student.
 - Assuming around 400 students, would be \$5,600 – could be slightly under 400 students (maybe around 390).
- Art Starts are able to resume – hoping to get 3 sessions next year. Usually around \$2500-2800 for 3 sessions.

- Indigenous programming – beaded shirts (to have ready for September)
- Grade 5 books – in discussion with the Grade 5 committee.
- High Touch High Tech – sessions will be held this year and are planned for next year.
- Books – a couple of teachers have looked at book bins for grades 1-3. Opportunity to get a \$600 literacy grant from the district.
- Possible need for upgrade to sound systems to the new gym – adding a mixer and speaker for better sound and access.
- We have a new school logo – 3 options created by an artist and the winner has been selected. The logo will be put on the floor of the gym and possibly in the foyer. Digitized version to be available for 'Irvine wear' – e.g., hoodies next year.
- There is some interest in Tower Gardens by teachers, which would be a possibility to do in the new school.
- Parent portal coming – allowing parents to access their children's report cards online.

DPAC Debrief – No update this month

- DPAC minutes can be found at:
<https://dpac43.ca/documents-page/general-meeting-minutes-2/>

AGM Budget Update - Shawna

- General account: current total \$39,014, with some uncleared cheques to go out, funds owed to grade 5 committee, classroom funds etc., and some fundraising still to come in (TCBY, Dominoes, Me n Eds next month). We expect to have just under \$25,000 to be carried forward to next year.
- Gaming account: currently at \$29,226; still have >\$1100 in remaining expenses as well as \$1575 for Saleema Noon; \$3000 this year for extracurriculars; \$19,151 is expected to be carried over in this account to next year.
- Proposed budget assumes we can fundraise about \$10,000 next year. Additional fundraising activities we hope to be able to do again next year include Breakfast with Santa, Carnival, Movie Nights, etc.
- Proposing spending from the general account: \$2000 - replace musical instruments (e.g. ukuleles); \$5000 for playground/outdoor playground (also have \$5000 previously held from Gaming); \$1500 for events (treats for events – was in budget prior to covid – first day of school coffee and muffins, etc.); \$6000 for classroom funds – back to \$200 per classroom; \$5000 for wishlist items for new school (book boxes and sound system in the gym); \$500 for teacher appreciation event; \$500 for general PAC operation fund. There are still some munchalunch fees but this will be sorted at end of year.
- With this proposed budget for the general account, we would expect to start 2023-2024 with \$14,074.
- Regarding new playground, the PAC can apply for a Port Coquitlam grant once we know more details about the area the playground will be in – quite a bit of work required for this, but can work on this next year. Mr. Shannon is working with someone from the

district on things that can be done with the grounds, specifically replacing the purple playground. Would require a substantial grant, but this is in the works.

- Gaming account: Currently at \$21,300, expect to start next year with at least \$19,000. We typically get around \$8,000 per year in Gaming.
- Proposed spending from the gaming account: \$2,500 to the sensory wall (increase by \$1000 from previous budget); \$5,000 earmarked for playground (has been earmarked for several years); \$6,000 for extracurricular activities – suggestions include the tennis program, Art Starts, High Touch High Tech; \$3000 for Indigenous programming – \$2000 of this would be for the orange shirt pins; \$4000 for field trips - \$200 per division. Suggestion to increase field trip funds to \$6000 (\$300 per division, for 20 divisions).
- With this proposed budget for the gaming account, we would expect to start the 2023-2024 year with \$2,500.
- Note: it's possible we will be going down to 17 divisions – it's very close, could still be 18 divisions. 9 divisions in French, 8 in English.
- Question about budget – the budget covers the school year, not fiscal year.

Adoption of 2022-2023 budget - Atash Askarian

Motion: Colleen forwards

Motion: Janae seconds

All in favour

Discussion Items: 2022-23 PAC Vacancies

Floor was opened to candidates interested in taking on vacant PAC executive roles. For the 2022-23 school year the executive members will be comprised of:

- PAC Chair: Melissa Rahal will become the new PAC Chair, replacing Atash Askarian
- Vice-Chair: Kathryn Berry-Einarson; filling a vacant position.
- Treasurer: Shawna Vincenzi will continue as Treasurer next year
- Secondary for secretary: Maggie can continue to act as the primary secretary, and Marie-Eve Kirkpatrick has volunteered as an alternate. Meaghan Burton also volunteers to fill in if needed.
- DPAC Reps: Marc Fernandez and Michaela Ross will continue on as DPAC reps
- Hot Lunch/TCBY lead: Kathy Simmonds; shadowing Kathy will be: Eleanor Tso and Dawn Yua
- Members at Large: Janae Walters

2022-23 School Year Outlook

- Will get an acknowledgement we can read at the beginning of future meetings acknowledging we are on Indigenous land.
- We didn't have a PAC meeting in September and January, so will have to have one for June to get 8 meetings.

- Suggestion to continue hybrid meetings in future. Also suggestion to alternate meetings – one month Tuesday at 6pm, the following month Wednesday at 7pm, to allow for more flexibility for parents to attend.
- Changes to the constitution were voted on last meeting. Exact wording to change the restriction on school district employees is: The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of a School District or the Ministry of Education shall hold an Executive position and except where voting members are related by marriage or family, where there is a clear conflict of interest (e.g., part of school administration). Conflict of interest shall be determined by voting members, with the member of concern recused from the discussion and voting. Any employee of a School District or the Ministry of Education should declare their association prior to becoming an Executive officer.
 - The goal was to keep the spirit of avoiding conflict of interest, without being too restrictive.

Adoption of changes to Irvine PAC Constitution - Atash Askarian

Motion: Colleen forwards

Motion: Shawna seconds

All in favour

Emergency Bins - Colleen Morel

- Several years ago the PAC bought a bin for emergency supplies – we will need to sell it because the new school has space for emergency supplies (and we need to move the bin). We have a possible buyer (Access Bins). There is space being used for carnival supplies. Is there space for storing this?
- Also may need to purchase a safe for float from PAC events. Is it possible there will be a space for this in the new school? Will discuss further at the June meeting

Upcoming Fundraisers:

- June 2nd Me and Ed's fundraiser

Adjourn meeting – Atash Askarian

Motion: Atash forwards

Motion: Colleen seconds

Meeting adjourns at 8:47 pm