

Aspenwood PAC Meeting – Minutes

September 15th, 2022 7:00 PM

Call to order 7:01 PM

Attendance:

Lara Parafina, Jessica Suryavanshi, Ine Van Aken, Kathryn McMullen, Samantha Nacaviti, Geoff Lewis, Janine Close, Evelyn Cox, Natalie Chalmers, Angela Cala Boies, Ovidin Cristian Szanto, Alexandru Stroe, Rabia Krau, Christina Weston, Megan Jones, Fiona Kerby, Brynna Colvin, Alaina Pope, Melissa Lee, Lisa Yu, Liora Bokofzeigel, Qiteng Zhang, Gwynne Fayne, Yesi Lee, Emily Chen

1. Approval of agenda: Motion to approve – seconded by Angela Calla
2. Adopt Minutes from June 9, 2022 AGM – Secretary position corrections - Motion to adopt AGM Minutes of June 9, 2022 – Jessica
3. Message from the Chair
 - New business will be addressed at the end.
 - Exec team intro:
 - i. **Chair:** Jessica Suryavanshi
 - ii. **Vice Chair:** Samantha Nacaviti
 - iii. **Past Chair:** Kathryn McMullen
 - iv. **Treasurer:** Lara Kemp
 - v. **DPAC Rep:** Geoff Lewis
 - vi. **Secretary:** Ine Van Aken
 - vii. **MAL:** Melissa Lee
 - viii. **MAL:** Loni Stevens
 - ix. **MAL:** Fiona Kerby
 - x. **Muchalunch Coordinator:** Alaina Pope
 - xi. **Parent Education Coordinator:** Rabia Khan
 - xii. **Hot Lunch Coordinators:** Anushka Uniyal, Stephanie Clarke, Charlene Allman
 - xiii. **Grade 5 Leaving Committee:** Julie Clement, Lindsay Wilkinson, Hilary DeWolfe
 - xiv. **Food Safe Coordinators:** Stephanie Clarke, Alyssa Parsons
 - xv. **Childcare Coordinator:** Gwynne Fayne
 - PAC focus for the year is community building, inclusion and diversity.
 - Purpose of the PAC – Discuss parents’ views, feedback about programming, working with school staff, enriching and enhancing kids’ education, raising funds and providing equal opportunity for all children and support staff, extracurricular activities, speakers, playground upgrades,...
4. Elections – Secretary Vacancy
 - Previous Secretary had to step down.

- Geoff Lewis brought forward a motion to appoint new Secretary.
 - After a vote Ine Van Aken was appointed as the new Secretary.
5. Hot Lunch Update – Kathryn – October 11th is first date for food.
- A new volunteer position was created to secure new vendors, menus, pricing: Misty
 - Alaina is taking over the coordinator position. Kathryn and Alaina have been working to facilitate the handover.
 - Monday are hot lunch days(Tuesday if Monday is a stat) : A&W, Little Cesars, Boston Pizza.
 - Ordering opens next Tuesday September 20. Please create a [Munchalunch](#) account to be able to order hot lunches. This will be sent to all parents. Returning parents, or parents with returning child and new children will be using the same account.
 - Orders will be open until September 30th. Parents won't be able to make changes after September 30th. Late orders won't be accepted. Please make sure payment is processed before the closing date as unpaid orders won't go through.
 - There will be another opportunity to places orders after Winter break.
 - A variety of options are available to support dietary restrictions.
 - Any food allergies or food related questions, please visit the food vendors website as the PAC is considered the distributor.
 - If your child is sick and can't attend school, the food will be donated. If you choose to pick up your child's food, please email the PAC the morning of hot lunch day. Aspenwoodpac2001@gmail.com
 - If your child has moved to middle school, please contact Munchalunch directly to set up accounts again.
 - **ACTION:** Volunteer parents needed to deliver hot lunches at lunchtime. There will be a sign up available. Parents are expected to be here for 11:45 am. The vendor delivers the foods in crates. Volunteer spots fill up quickly, please sign up as soon as the forms become available if you have an interest in participating.
 - **ACTION:** If you have any restaurant suggestions, **please email Misty**. Misty will research possibilities. Aspenwoodpac2001@gmail.com
 - Suggested restaurants: Sushi Mori and Nando's.
6. Events and Activities Update
- Review of process and budget: In June a budget was voted upon for the 2022-2023 year. A plan was put in place for events and fundraising until June 2023.
- FALL ACTIVITIES:**
- Welcome Back/Meet the teacher – September 22nd
 - i. On the blacktop and gym
 - ii. Event will run rain or shine
 - iii. Port Coquitlam Lions Club is volunteering to run the BBQ. Food Safe is secured for each volunteer.
 - iv. Serving food from 4:45 pm – 6 pm.

- v. Staff will be introduced and move into their classes to meet with the parents. The children and parents will visit classrooms and meet the teachers.
 - vi. If you want a more personal conversation with the teachers, please inform the teacher and they will set up a time to connect.
 - vii. **ACTION:** Please visit the PAC table stationed by the gym doors to sign up for volunteer activities.
 - viii. Event ends at 6:30 pm
- Art by kids – Fundraiser
 - i. Starting in September this organization will provide all classes with winter themed templates. Children work on their artwork in class and parents will be provided with the opportunity to print the artwork on cards, puzzles, ornaments,...
 - ii. Families can buy artwork and school receives 30% of the revenue.
 - Movie Night
 - i. First event: Friday night October 14th
 - ii. Some chairs will be provided for parents but parents can bring camping chairs. Gym mats will be available for rent (limited number available). We encourage the children to bring sleeping bags, blankets and stuffies.
 - iii. Purchase tickets through Munchalunch. Tickets do sell out!
 - iv. Families have the option of ordering pizza through Munchalunch
 - v. Raffle tickets can also be purchased through Munchalunch.
 - vi. Cash only for onsite purchases: candy, water, ... (PAC to look into Square)
 - vii. Tickets will be on sale 10 am October 3rd.
 - viii. Notices will go out in planners, please follow Facebook page, Mrs. Close sends out weekly emails, bi-monthly PAC newsletters.
 - ix. **ACTION:** Volunteers needed for movie night. Sign up sheets will be available.
 - Family Dance – Planned by Melissa and Lani
 - i. Save the date: November 18, 6:30 – 8:30
 - ii. Crafts, concession, activities
 - iii. Theme: Wish upon a star
 - iv. **ACTION:** Volunteers needed
7. PAC Executive Teams Communications
- Bi-monthly newsletter
 - Emails from Mrs. Close
 - Aspenwood Website: meeting dates and minutes will be posted
 - Facebook page: suggestion to create event pages for PAC events on Facebook.
8. Treasurer’s Report
- The PAC is applying for the gaming grant. Restrictions on how these funds are spend.
 - Written treasurer report will be available every three months.
 - Budget overview:
 - i. Gaming - \$8,929.37

- ii. Operating - \$29,821.85
- iii. Total - \$38,951.59
- We are still waiting for our Gaming Grant for this year, as soon as the application is approved. We should receive \$8,920.00 (\$20/student, we have 446 students). When this comes in, our total budget will be \$47,871.59.
- Survey for fund allocation will be send to parents, including an option to suggest school fieldtrip ideas
- If you wish to see a Treasurer report, please email the PAC.

9. DPAC Report

- District PAC meets once a month and presents information on resources for children.
- The District PAC has not met yet, ore details to follow next month.

10. Admin Report – Mrs. Close

- HVAC system has been upgraded (fans, heating, cooling system). The change rooms are outstanding but will be completed shortly.
- The indoor and outdoor lights are being upgraded – duration: month. Supplies will be stored by the flagpole.
- School is at max capacity.
- Current School Theme: All in the same boat – please visit the lobby at the Meet the Teacher night. Ask your children about their images in the hallway.
- Sprinkler day was a huge success
- The practice assembly was a success – Terry Fox Assembly coming up.
- Terry Fox run is coming up on September 28th. For every \$4000 raised Mrs. Close will draw a dare.
- The week of September 26 - 29 will be focused on Orange Shirt Day and Truth and Reconciliation Day.
- September 29th is picture day. October 19th is re-take day.
- October 21st is a pro-d day.
- A STEAM (Science, Technology, Engineering, Arts and Mathematics) room is being created.
- Monday September 19th – School is not in session
- Calendar on the [Aspenwood website](#) can be linked to your agenda. All these dates will be listed.
- New School Goal: Indigenous, Academic and Social Emotional learning, Numeracy goal
 - i. Covid had an impact on the children’s writing. Literacy is becoming a primary goal. Numeracy will remain important. Strong Indigenous component, focus on storytelling.
- Vandalism incidents at the end of the summer
 - i. Tree was chopped down
 - ii. Graffiti on the building
 - iii. Law enforcement has been notified and are following up.
 - iv. The building has been upgraded to prevent some of the issues.

- v. **ACTION:** If you see any suspicious activities, please report! Call 911 or non-emergency line.
- vi. Security runs have been increased.

11. New Business

- Parent Education Coordination: Families of BC require this position.
 - i. Multiple courses are offered throughout the year.
 - ii. Information will be available on the Aspenwood website.
 - iii. OT, PT, SOP health workers panel from BC Children's Foundation will provide some additional support to the school.
 - iv. A survey will be sent out the parents to assess the needs.
 - v. Neurodiverse programming through Hollyburn Website is available for sign up until September 30th. This will be included in Mrs. Close email.

12. Adjournment

- Next meeting is October 19th in the Library.
- Adjourned at 8:16 pm