



LORD NELSON ELEMENTARY PARENT ADVISORY COUNCIL
LORDNELSONPAC.CA

Parents' Meeting Minutes

September 12, 2016

5:45 pm Snacks and Greetings

6:00 pm – 7:30 pm

Lord Nelson Elementary School – Library

PAC Executive

Kate Newstead (KN), *Co-Chair*; Cynthia Farnsworth (CF), *Co-Chair*; Kelly Carter (KC), *Vice-Chair*; Holly Low (HL), Laura McGowan (LM), *Treasurer*; Ken Eliuk (KE), Theresa Gibbons (TG), *Fundraising*; Jane Tilley (JT), *Secretary*

Representatives

Daniel Knibbs (DK), *Principal*, Rosemary Thomas (RT), *Vice Principal*

Members at Large: Helen, Megan, Aaron, Ayaka, Caitlin, Courtney, Bonnie, Smiley, Tanya, Jennifer, Sandy, Stacie, Claudette, Tony, Sonja, Michael, Angela, Kristin

1. Welcome and Introductions (KN)
2. Approval of Agenda and Minutes: (CF approved; KC second for both)
3. Financial Report (HL): Reports just received. Approximately \$42,000 in the fund for the new school; \$4,000 contingency fund. Last year PAC made around \$17,600 from events, of which around \$8,800 has already been added to the new school/seismic fund. Next meeting should have more defined figures.
4. Seismic (DK): We had expected fences to be in place at the start of the school year: there are some ongoing issues and tie-ups with permits with the city, which have caused the delay. Should be underway soon. New build is on the gravel field. Existing school will remain open during the construction. It was decided that this was less disruptive than moving everyone off site for 2 years. Part of the courtyard will be fenced – access to school for receiving. 2 of the portables are to be used as site offices. Autism program will continue in the other 2. North side of the school is still for our use. Hoping to move the soccer posts from gravel to grass field. Garbage cans to be relocated. Have to consider how and where the kids can play in a much reduced play area. 16 companies are bidding on the project. Steve Snyder, the VSB rep., is expected to attend the next PAC meeting on October 3rd. We are hoping for

an updated timeline. This is a 20-month project from start to finish. Hope to finish around April 2018 and move into the new building Fall 2018. Renderings are currently available for view in Mr. Knibbs' office and will be on show at the Meet the Teacher Night, September 29th.

CF provided background to fundraising for seismic: a new fund was set up around 7 years ago, with portions of fundraising added every year. The last 2 years have seen a concerted effort to increase monies for new school. VSB will provide the building. PAC is responsible for providing items such as: Furniture for common areas (21st century learning environment consisting of pods, rather than corridors with classrooms off on each side); Undercover area and bike storage; Sand tray; Kindergarten Playground equipment; outdoor benches and picnic furniture etc. Projected budget for these items is \$200,000. Will have to finance in stages according to priorities (indoor furniture first).

5. 2015/2016 Volunteering (KC): We receive some money from BC Gaming, but much is through fundraising. We have the Purdey's and poinsettia sale before the winter holiday, movie nights (by donation, plus a concession); the summer carnival has been huge. PAC expenses include a stipend to teachers for supplies; we provide refreshments for the Meet the Teacher night, as well as coffee on the first day of school; babysitting and snacks for PAC meetings; a \$500 bursary to a Templeton student. Other PAC events include The Monster Mash which last year was a great success: Shauna leading the kids in choreographed dances proved more fun and less crazy than a "free dance" at Halloween. Hoping to repeat this year with the school's approval. PAC also runs Parent Information Nights (Sandra Heusel) as well as some Education workshops for kids. Involved in the Welcome to Kindergarten; Pancake breakfast with the Knights of Columbus; provide sports day snacks; the Grade 7 Grad; Staff appreciation – a sit-down lunch hosted and served by PAC; parents also help at the Bookfair and in the library. There are many committees – it would be good to have a concession committee. This year we have an aggressive fundraising target so we need lots of help - anything anyone can do is appreciated and helpful! Donations are also very much appreciated! Volunteering is fulfilling – get to know the kids, become part of the school environment. Kids also like to help. Priorities at the moment include the website – we need someone with the skills to take it on and keep it up to date, maximize its potential. Also need someone to coordinate movie night with Brad Mitchell. We also would like to add a winter event – craft fair, a dance, an art sale (see Events plan below).

6. Committees and Events Plan:

We are looking to add a winter fundraiser, date dependent on the type of event. This would very much be shaped by whoever steps up to lead the event. Considering various possibilities such as an open mic or a beer tasting; the silent auction worked very well last time on short notice and made around \$8,000. A winter craft fair is possible, renting tables to participants - we could capitalize on food and perhaps a bar, and maybe even include a silent auction. A barn dance or square dance is also possible, money from ticket sales and concession. PAC attempted a wine and cheese a couple of years ago, but tickets did not sell (timing

was not good with the impending strike). There used to be a winter dance but it became too 'teenagery' so the idea was dropped. Members at large suggested a family dance; maybe dance lessons culminating in an event (along the lines of the pink dance); a sale of children's art to parents (one parent's experience was a silent auction of children's art - the school was strategic in having kids work together so parents bid against each other); A moms' or dads' night - encouraging community; engaging someone to lead a barn dance; KE offered to run a bar (it was noted that liquor permits for special events can take up to 2 months to process); Kristin suggested Lord Nelson greeting cards; DK has experience of this - the company will correlate and manage art and production etc.; Angela noted that timing is important, the Garibaldi cookbook sold well because it was available just before Christmas; another parent mentioned that if the event does not involve a sale (i.e. seasonal gifts) that we could extend our notion of winter into February.

7. Upcoming Dates:

Movie Nights: October 28 (Halloween Theme)
 December 2
 February 3
 April 21

Movie Committee lead needed. Need to determine movies in advance so we can advertise all at once.

Meet the Teacher Night, Thursday, September 29th 6-6.30 reception followed by 2 half hour meetings with teachers. Parent/Guardian only event. There is no child-minding that night.

Next PAC meeting: October 3rd.

MonsterMash: Planned for October 31st - it would be helpful to have a couple of extra parent volunteers (in costume). This started as a danceathon fundraiser, but has since become just a fun event.

The Walkathon is the school's only fundraiser and will be coming soon. PAC is not involved although often parents come and support the kids. School provides funds for drama equipment and funds for fieldtrips etc.

8. Admin Report DK/RT: School administration and progress. School website is an up to date source of information. Anna is amazing! We have lost three days a week of clerical support. Laurie will be coming back for the remaining two days a week, Thursday and Friday. One consequence is the loss of the safe arrival program, which sees the school calling home if a child is absent. Would Anna welcome someone - a parent - to take care of this? It would have to be consistent. There will be times when there is no adult in the office. DK and RT will attempt to cover. May train leadership students to be office monitors. Question regarding the automated safe arrival programs - looking into this, there is a fee associated.

Inter-school sports will be getting underway soon. We have a large cross-country team (Gr 2-7) led by Ms Mould: information will be sent out soon. Practices are after school; there are 3-4 mini-meets a year with a massive final event at Trout Lake. Inter-school sports usually includes Grades 6&7. Other sports are possible as long as there is a teacher to coordinate. Niz and Matsumi have offered to take on soccer coaching. No Inter-school sports for younger grades at this point. Ms Tanaka does a fun sun run and running club that includes some of the younger kids. There is also gym sense. Track and field is open to younger kids in the spring.

We have a new lunch Provider (Nova foods). Engaged by the VSB. We need at least 100 kids to maintain the program. Need to pay for the month in advance, \$4.95 a day. Hot meals, always with veggies or fruit.

We have 445 students - the new building is designed for 450, including the district autism program; 87 ELL; 34 special needs students. 50 staff members. New hires include Ms Thomas and Ms Jung, Ms Olivia Yeung (KG) and Ms Rosetti (11 and 8 and resource).

Please return school fees as soon as possible together with the other forms distributed at the beginning of the year. Please update the emergency contact form. Question; if school fees are not paid (on principle), who covers the shortfall? A: the school budget will cover it to avoid a child missing out. If many opt out of paying fees, school programming will suffer. Also sending home VSB acceptable use of technology form. Please discuss with children. This is a board-wide policy. Need to discuss a school policy. Social media education needed. School wifi has made it easier for kids to use devices at recess.

Terry fox run 23rd September please send "Toonies for Terry". Ms Della-Zanna coordinates. Primaries walk round gravel field, intermediates round whole school. There may be a request for parent help.

September 26-29 there will be a fire drill, the first of 6 for the year. It will be weather dependent. Earthquake drill will be at the beginning of October as part of the great BC Shakedown. Couple of code red drills coming. Kids know in advance. VPD sometimes do a walkthrough.

DK. Door always open for parent questions.

Meeting Adjourned

| Action Points and Priorities | Volunteer |
|---|-----------|
| Winter event coordinator | |
| PAC Website coordinator | |
| Concession committee | |
| Movie night coordinator (select movies, work with Brad) | |
| KE offered to help run a bar at the winter event. | KE |