



David Livingstone PAC

Meeting Minutes

Wednesday, Sept 18, 2024

6:30 p.m. in the Library and on Zoom

Acknowledgement:

We would like to begin by acknowledging that the land in which we gather is the traditional, ancestral, and unceded territory of the Coast Salish peoples, including the territories of the Musqueam, Squamish and Tsleil Waututh First Nations.

1.0 Approval of the agenda

Moved that the draft agenda for the meeting on September 18, 2024 be approved.

Moved by: Callie Service

Seconded by: Amanda Olson

Discussion: Any items to add?

1. Maria Soto asked for an update on the walking bus because there were no updates in the Whatsapp group. Jules was not in attendance at the PAC meeting. Maria Marozic, who is a volunteer for the walking bus group, said that an update is TBA. The Walking Bus Committee is meeting on Thursday, September 19 to discuss and will provide an update very soon.
2. Lesley Stokes asked to discuss whether there are future plans for the ramp from the street to the undercover area. This will be discussed in the Principal's Report (4.0).

Call for the vote (motion carried/not carried): Motion carried.

2.0 Approval of the Draft Meeting Minutes (May 2024): [May Meeting Minutes](#)

Moved that the draft meeting minutes from May be approved

Moved by: Callie Service

Seconded by: Amanda

Discussion: Any items require amendment? No amendments.

Call for the vote (motion carried/not carried): Motion carried.

3.0 Chair Report (Caroline)

25 minutes

- 2024-25 PAC Executive Introduction
 - Everyone (parents, relatives, caregivers) who has a student at Livingstone is welcomed to attend all PAC meetings.
- Role of the PAC, committees and opportunities.
 - How you (yes, you!) can get involved! [Volunteer sign-up sheet](#)
 - Attendees asked to post the link to the volunteer sign-up sheet to the Facebook page and to the Community website.
 - Please see the "All opportunities" tab at spreadsheet to see all the different ways to get involved! Opportunities include: fun lunch distribution, dance planning, meet the teacher night, division parent representatives, sports or after school activity support, Grade 7 field trip rep and more!
 - Callie mentioned that she will sign up for all opportunities that she is available for to ensure that there is always coverage and for attendees to feel free to sign-up for any opportunities that work for them.

- **We need your help! We're looking for volunteers to join our activities and sub-committees.**
- **There are roles that suit all kinds of availability – whether you have a little time or more to give, your help is truly appreciated.**
- **Sign up for the tasks/groups that fit your schedule – we'd love to have you involved! Some as little as 20 minutes!**
- Priorities for 2024-25 community and fundraising: many exciting initiatives in the pipeline. Our first fundraisers will be an Okanagan apples offer, and the fall fund drive—details on both coming soon!
- Fun lunch update: now launched! Order by midnight tonight to make the cutoff for next Monday's lunch, order all at once or throughout the season, and if you can, please donate \$2 optional to help ensure all kids have access to fun lunch, regardless of their economic status
- Meet the Teachers night will also have food available from the vendors; we'd love some volunteers for distribution. Order link coming soon.
 - Join us on Wednesday, September 25 at 5:00 - 5:30 pm
 - Food delivery is scheduled for 4:30 pm. Call out for volunteers to distribute food!
 - Caroline clarified that the order link is through Fun Lunch.
 - Caroline shared that the school is ordering food from various vendors that gives “us” an opportunity to try out these vendors, hear feedback from attendees and see what works for us!
 - A bin will be put out at Meet the Teachers night for donations to Pack the Pantry.
- Pack the pantry — please bring nut-free pantry donations for us to stock the pantry, should our students forget snacks or lunches. We'll have a box set up at the school gym on Meet the Teachers night.
 - Applesauce pouches are a favourite amongst students.
- Pass the mic to Sharon!

4.0 Principal's Report (Sharon Vieira)

15 minutes

- Sharon to share the principal's report.
Questions are invited.
- Busy start up to the new school year!
- 7th Graders are doing daily announcements.
- Terry Fox Run is on Thursday, September 19, 11:00 am - 11:45 am.
 - Start up plan in place.
 - We have volunteers and staff joining the students.
 - Coins for Cancer Research
- There is a Pro D day on Friday, September 20th.
 - This Pro D day will focus on Indigenous learning.
 - Staff are going to Stanley Park Ecology Society for a workshop for Teachers. We'll go into the Flora & Fauna of Stanley Park and look at Indigenous artwork.
 - Staff will talk about Truth & Reconciliation to their students (appropriate to the grade level).
 - Orange Shirt Day for the school is on Friday, September 27th.
 - Truth & Reconciliation Day is on Monday, September 30th.
 - *“I accept you. I am with you. I love you for who you are. Namwayut, We Are All One.”*
- Community Garden
 - There is a team at VSB to weed whack, however, the team didn't service the community garden in August.

- Principal has a plan to inquire with [spec](#) (Society Promoting Environmental Conservation) to help us with landscaping, starting with removing (rye) grass and rotting wood.
- Visualizing a Cedar + Metal theme.
- Tupper has a shop that we can potentially use for metal work.
- Tupper students use the Community Garden for their Life Skills class so we will reach out because it would be great for both schools to work together to rebuild the garden.
- School to find in-kind donations from improvement stores like Home Depot.
- Welcome families to reach out and find volunteers to help the school rebuild the community garden as we see the garden as an learning opportunity for the student curriculum.
- PAC will send a form to go home to get volunteers to help.
- PAC to set up organizational/discussion meetings for the garden.
- Volunteer hours for the garden will be outside of school hours.
- If you are a professional who can lend your expertise to help rebuild this garden, please contact **PAC, Caroline or Sheila.**
- Accessibility from ramp or gravel field to undercover area
 - Principal inquired. Because the proposed project involves city permits and a geological assessment, it's estimated to cost \$200K+ to change either the ramp from the street or the stairs from the gravel field to be accessible to the undercover area.
 - Principal will share VSB contact for the Livingstone community to continue to voice their opinion on school building accessibility and there is also a Livingstone parent who is a City Planner that will reach out to Sharon to help gain insight on whether this is a future prospective project. Currently, there is no plan in place for the Accessibility upgrade from ramp or gravel field to undercover area.
 - School renovation for seismic upgrades included additions to the building to turn Livingstone into an accessible school and with our passion for learner diversity and student inclusion, changes were made to school line ups and classrooms exiting the school.
- Cross Country (Grades 3-7)
 - Forms go home on Thursday, September 19th.
 - Looking for volunteers!
- Communication between School and Home
 - Principal encourages Home to communicate with School starting with the student's classroom teacher.
 - We encourage parents and caregivers to feel that they are in a safe space to advocate for their child and we hope this will help parents and caregivers feel confident that the classroom teacher can help problem solve with the student.
 - Parents and caregivers, please feel free to reach out by email to the classroom teacher and the Principal is available to support!

5.0 Treasurer Report: (Jitender)

10 minutes

Moved that the September treasurer's report be approved

Moved by: Lesley Stokes

Seconded by: Teagan

Discussion: Any items require amendment? No amendments.

Call for the vote (motion carried/not carried): Motion carried

Please review documents **in advance** of the meeting as we do not have time to present this in detail: [Sept Treasurer Report](#)

- Busy end to the 2023-24 school year!
- Maria Soto asked how funds raised by the school are used.
- Principal showed where to find the Treasurer Report online.
- Jitender presented the Sept Treasurer Report by providing a summary of each category:
 - PAC General Account
 - Gaming Account
 - PAC Donation Account

PAC General Account

- Jitender shared that the majority of deposits go into the PAC General Account and when anyone looks at the treasurer report, there is a breakdown of what the withdrawals were for.

Gaming Account

- Jitender shared that the funds from the Gaming Account are received as a grant from the government.
 - The Treasurer applies for the grant at the end of August before the start of the new school year.
 - Before the government approves and disburses grant money in mid-October, the government will ask the school for the number of students for the new school year, mid-September.
 - The 2024-25 school year brought in 286 students as of September 18, 2024!
 - Jitender suggested that at the end of the school year, in May or June, there should be a top up of funds in the PAC Donation Account.
- Jitender shared that when the funds are received, the government has specific guidelines on how the school uses the funds.
 - Livingstone uses the funds from the Gaming Account toward Community Engagement like expenses for the Annual Year End Family BBQ.

PAC Donation Account

- Principal shared the following:
 - PAC Donation Account is targeted funds.
 - The following funds are deposited into the PAC Donation Account and generate a tax receipt.
 - Events held by PAC like the upcoming Fall Fund Drive of Apples
 - \$2 Donations made through Munch-a-Lunch
 - All donations from Walkathon
 - Money received through School Cash Online
 - Cheques received
- Principal gave an example of how the funds were used last school year to upgrade iPads and gave feedback on how beneficial and amazing this investment was for the learning path/Daily Five for Primary students: Spelling, letter pattern, phonics.
- Some money is carried over to the next school year or adjusted to show actuals.
- \$500 per classroom for literacy, \$500 per classroom for special learning like Sciences, \$500 per classroom for field trips.

6.0 Vote for new Treasurer and co-signer

5-10 minutes

- Maria Soto has volunteered to be our new PAC Treasurer! We need to vote her in!

- We are on the hunt for a new co-treasurer to join the exec team as soon as possible! The role of the co-treasurer/signer is pretty simple: provide back up to the Treasurer. This involves co-signing payments, reviewing payments to ensure everything is correct. The time commitment in a month is about 2 hours.
- If you are interested, please email livingstonepac@gmail.com right away so we can vote you in at our meeting! Or come to the meeting!

Moved that the new treasurer be: Maria Soto

Moved by: Lesley Stokes

Seconded by: Tanya St. John

Discussion: Jitender is available to support the new treasurer with any questions they may have.

Principal echoed the offer with reassurance that Sharon and Susan are available to support.

Call for the vote (motion carried/not carried): Motion carried

Moved that the second signer be: Sam Newman-Bremang

Moved by: Lesley Stokes

Seconded by: Tanya St. John

Discussion: No further discussion

Call for the vote (motion carried/not carried): Motion carried

6.0 Upcoming Meetings

Next Meeting: October Meeting takes place in the library and via Zoom on Oct.16, 2024 6.30pm

The scheduled meetings for the 2024-25 school year are at 6:30pm on the following dates:

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|------------------------|---|
| • Sept 18, 2024 | • March: no meeting |
| • Oct 16, 2024 | • Apr 16, 2025 |
| • Nov 20, 2024 | • May 21, 2025 |
| • December: no meeting | • June: no meeting |
| • Jan 22, 2025* | * Jan 15 is a Pro-D Day so meeting one week later |
| • Feb 19, 2025 | |

- Caroline shared that the meeting start time was previously 7:00 pm and asked attendees if a 6:30 pm start time would be appropriate.
- Attendees agreed to a new start time.

Meeting adjourned 7:50 pm on September 18, 2024