



David Livingstone PAC

April 2024 Meeting Minutes

Topic: David Livingstone PAC Meeting
Date/Time: Wednesday April 17, 2024
7:00 p.m. in the library and online via Zoom

Zoom: <https://us02web.zoom.us/j/86881300430...>
Meeting ID: 868 8130 0430
Passcode: 283387

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.

Summary for busy parents/caregivers!

- [Principal's note](#): Check out Sharon's updates on upcoming events, sports events, body science classes and more!
- Check out the [Treasurer's Update](#) for all things money!
- Your PAC needs your support!
 - There are 4 positions available next year! Plus **so many different ways to get involved** - even for those people without a lot of spare time (cause let's be honest - do any of us have spare time?)
 - What does being a PAC Executive member mean? [Click here for insights into the Chair/Co-Chair, Comms and Secretary positions.](#)
 - We're proposing setting up smaller sub-committees to lighten the load and help more people get involved. So many options: Gardening, diversity, school dances, fun lunch committees and more! [Check out the different suggested committees here!](#)
 - More info here in the [Co-Chair Report](#)
- Improvements are planned for [Prince Edward Park](#) to make it more inclusive and accessible!
- The Walking School Bus is open for registrations! [Click here for info on registration and the route!](#) Simply put - a walking school bus is just like a regular bus. Kids can get dropped off and picked up at a stop along the route by a responsible adult who will support them to get to school (or back to the stop at the end of the day!)

1.0 Approval of the agenda

Moved that the agenda for the meeting on April 17, 2024 be approved.

Moved by: Callie Service

Seconded by: Sheila Louis

Discussion:

- Request to add an Livingstone Park update by Callie Service.
- Request to move the Treasurer's Report to after the Principal's report.
- Adjust the amount of time for the Chair/Co-Chair's report.
- Note: The next PAC meeting, on May 15, 2024, will be focussed on voting in new members and passing next year's budget.

Call for the vote: Motion carried.

2.0 Approval of the Meeting February PAC Minutes: [Feb Meeting Minutes](#)

Moved that the draft meeting minutes from February be approved

Moved by: Leslie Stokes

Seconded by: Callie Service

Discussion: No changes.

Call for the vote: Motion carried.

3.0 Principal's Report (Sharon Vieira)

- For the first time in three years we had a whole school panorama photo taken!
- We will host our **Welcome to Kindergarten** event on Wednesday May 29th.
- Grade 7s are excited and preparing for **Camp Jubilee** on May 27-29.
- **Sports Updates:**
 - **Tennis:** Just wrapped up with an excellent instructor! Next year we hope to have tennis again, maybe pickleball as well.
 - **Badminton:** Games started up last week for Grades 6 and 7 with support from Ms Korchinski.
 - **Track and field:** Mr. Young will be leading our Grades 4 to 7 students in track and field this year. Keep a look out for permission forms coming home soon.
 - Q: Why not include the grade 3 students?
 - A: This comes down to our coaches capacity and the number of students they can support. At this stage, Grade 4-7 students are all that can be supported.
 - **Volleyball:** Thank you to Callie and the other volunteers who are supporting our Senior Girls to participate in volleyball again this year.

- We have been lucky to receive support from **Scientists in Schools** this year - we're receiving 8 free workshops!
- **Salima Noon – classes for body science:** We will have Body Science classes again this year with Saleema Noon. Sharon has asked for access to the online information so that our teachers can access the information at their own pace. She has also requested access to the online parent section so parents can see the information and language being used at the same time.
- **Read-a-thon:** A parent had asked if there would be a read-a-thon this year. Unfortunately, our librarian is only at Livingstone 3 days a week and she is currently at capacity. However, if the PAC or a parent committee would like to run the event, Sharon is happy to present it to the staff.
- **New Carts for Fun Lunch Distribution:** Sharon requested support from the PAC to purchase new carts for the Fun Lunch Program, as the current carts are not in good condition. PAC supported this idea.
- Q: Will there be a **Sports Day** this year?
 - A: **Yes, Friday June 7th.** Plans have not been formalized yet, but we will do stations in the morning and the afternoon will be grade specific activities. Grade 7s may either participate or lead the event.

4.0 **Treasurer's Report: Jitender and Gwen:** [April 2024 Treasurer Report](#)

Moved that the April Treasurer's Report be approved

Moved by: Sheila Louis

Seconded by: Leslie Stokes

Discussion:

- Jitender and Gwen have had a busy month with fun lunch deposits and withdrawals, teacher reimbursements, and field trip expenses. Note that the deposits for fun lunch were a bit low because of the missed Fun Lunch days due to March Break.
- The donation account is holding funds from our Fall Fundraiser minus the iPad. There are some funds leftover at this stage.
- Q: What withdrawals for the teachers were made?
 - A: There are two types of withdrawals: One type is for division funds that provide funds for supplies in the classrooms, the other type is for literacy activities and supplies (i.e., new books for home reading), as well field trips.

Call for the vote: Motion carried.

5.0 Co-Chair Report: (Lindsay Clayton)

- Lindsay provided an overview of positions available for next year's PAC and ideas for committees that could be formed to share the workload! Sharon noted her support for the committees and has offered to support each committee. (Thank you Sharon!)
- Our PAC bylaws state that an individual can only hold the same PAC Executive committee position for two years consecutively. However, individuals can change to another position within the committee.
- We must have an PAC executive committee in place to be able to apply for the gaming grants (very critical to the school - as one of the grants is \$9k!)
- **This means that there are 4 available positions next year: Chair, Co-Chair, Communications and Secretary. Tonight's meeting is to provide an overview of the positions and the May AGM is where we will vote on new members.**
- **Lindsay provided an overview of the positions available:**
- Summary of the positions: [PAC position descriptions](#)

Chairs and Co-Chairs (currently Nav Nathoo & Lindsay Clayton):

- Role: These roles involve hosting meetings and coordinating events. The time required to support events could be lessened with the support of committees ([more information below](#)). These roles also involve listening to parents, bringing forward ideas/feedback to the PAC and the school.
- Time commitment varies by month: Note there are no meetings in December or March due to typical vacation periods. Months where meetings occur it is about 5-10 hours of work. If running the fundraisers/events without a committee, expect to spend 15- 20 hours per event.
- Benefits include: meeting new parents, getting connected, getting to influence what is happening at the school. Lindsay and Nav are here and happy to help the next committee chairs – their kids are still in the lower grades.

Comms position (Currently Namita Kearns):

- Role: This role isn't as much work as the Chair/Co-Chair role, but it's an "always on" type role with activities such as sending newsletters and updating the PAC website. This role also develops a Class Rep roster for each division and shares information with reps each month.
- Time commitment: 2-4 hours per month, but this could be shared with another person, or could be supported with a person as a backup.
- Benefits include: getting to know the teachers, staying connected to the community and getting to influence what is happening at the school.

Secretary (currently vacant, but reach out to Julia Balsillie or Sheila Louis for questions):

- This role involves taking notes at PAC meetings (either online or on Zoom). Can be as detailed or as light touch (don't take these minutes as an example - it was an unusually long and detailed meeting!!) Then sharing the minutes with the PAC Comms person for circulation.

- Time commitment: 2-3 hours each meeting (minimum 5 meetings per school year). This position could be easily shared between 2 people.
 - Benefits include: getting to know the teachers, staying connected to the community and getting to influence what is happening at the school.
- Q: Where do we find the bylaws?
 - A: The relevant bylaws on the [District PAC website](#) and on our [PAC website](#).
- Q: Do we have a rep on the DPAC?
 - A: No we don't have one, but we should! This could be a shared position.
- Q: Livingstone PAC link from the school website isn't working?
 - A: Thank you. We will update!
- Q: Who votes?
 - A: Whoever turns up for the meeting on May 15!
- Q: How many people need to attend/vote?
 - A: 7 people in addition to the existing executive.
- **Lindsay provided an overview of the past events and some suggested committees that could be formed to support the school and school events:**
 - Overview of recommended committees: [Recommended Committees for 2024-25](#)

Diversity Committee:

- [Added after the meeting]. This committee would be to celebrate the diversity of students and families in our community.
- Time required and activities will depend on the activities selected - anything from a take home item to a full day of activities. In 2023, we celebrated Diwali and Black History month through the support of this committee.

Fun lunch:

- Caroline is awesome at managing our program! THANK YOU Caroline!
- This would work well with a committee of 4-6 people with an overall coordinator. Each person could manage a vendor (setting price, meals, managing the relationship). This could be supported by 10-20 volunteers to deliver the food to the classrooms once it arrives at the school.
- Time required: 2-4 hours per vendor, lunch time distribution is 20 minutes.
- This is a big return for us - each of the three terms we make about \$7000!
- Q: Can we add more days?
 - A: No, unfortunately we can't add more days. It's hard on volunteers and it's disruptive to teachers.

Gardening:

- This committee is already underway! If you're interested in helping please complete this survey: [Livingstone Garden Club & Committee](#)
- The committee is hoping to offer after school, recess and lunchtime learning activities for our students and to bring our garden back into a tidier existence!

Fundraising event – direct drive:

- This is a simple one - a request for financial donations to the school to support events and teachers (supplies, literacy, technology, field trips, events, etc.).
- We raised over \$17k this year (was \$9k last year, a prior year was over \$20k).
- Key activities: set a goal, print colour flyers, and send them home with students as well as sending out reminders and developing promotional ideas like the thermometers to track progress.
- Time required: A small committee could be established of 2-3 people for 2-3 hours total in September or October.

Meet the teachers event:

- Activities required: Pick a date, send out communications, set up fun lunch requests in the system, coordinate with vendor(s) and set up on the day.
- A small committee could be established of 2-3 people. 10-15 hours of planning, a few hours of clean up.

School dance:

- This one was a fun event that was targeted at being an affordable community event, not a fundraiser for the school.
- Activities include: Pick a date, confirm a venue, sell tickets, arrange for food, order decorations, book entertainment and coordinate volunteers.
- Time required: 10-15 hours of planning, 5-6 hours for set up and clean up.
- This event sold out (as we were limited by space). Could consider splitting the event by age, or a venue change. If renting, you need to charge more to cover costs. Consider Halloween at Tupper, but might have to pay for cleaning.

Parents Night Out:

- February usually at Heritage Hall
- Activities required: Sell tickets for entry (start in December for a February event) and tickets for items, apply for a liquor licence; find SmartServe volunteers, book entertainment (DJ), decor; coordinate volunteers, buy or order food for late night, etc.
- This requires a committee! Best with 5-6 people.
- Time required: 10-15 hours during event planning per person (need 5-6 organizers), 6-8 hours on event day, 2-4 hours post event (clean up; auction distribution, etc.)
- This year we made over \$9k!

Teacher Appreciation:

- This is simply organizing two lunches and noting any dietary requirements. Usually, December and June. Plus sending thank yous on Teacher Appreciation Day (gift cards to say thanks!)
- 2-3 hours planning, 2-3 people.

Walkathon:

- This is a fundraiser that will be organized by Tania Barry this year.
- It will be hosted on Friday May 10th, Friday for 1 hour after lunch.
- Activities required: Marking cards, counting the money, t-shirt sizing, etc. The week after is the most amount of work.
- Could use 12 volunteers on the day and someone to support Tania (sign up forms will be sent home next week and info will be on Facebook soon!)
- This year, the funds that are raised by the Grade 7s will go towards the leaving ceremony activities. Funds raised by Grade 6s to their Grade 7 camp.

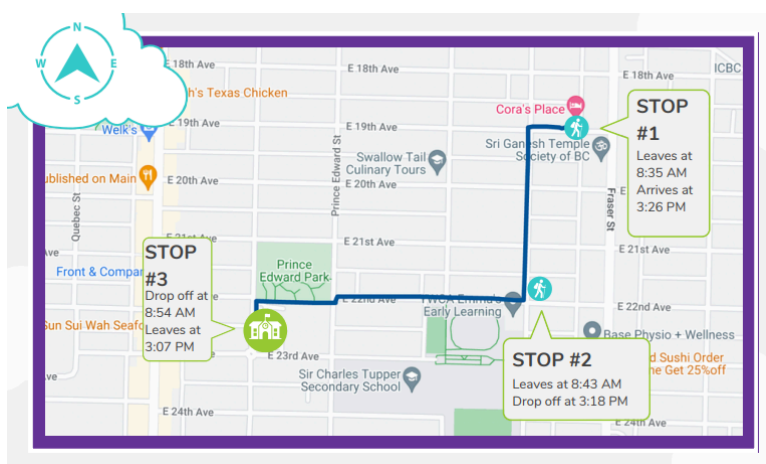
5.0 Other questions or discussion

Prince Edward Park Update:

- Background:
 - The pathway between Livingstone School and Prince Edward Park marks the boundary between the Vancouver School Board and the City of Vancouver Parks board property. This means that any improvements we want to make to the playground need to be done with the Parks Board and not the school.
 - As many of you will be aware, the playground and many parts of the park are not accessible to wheelchair users and their families.
 - A few parents have formed a separate committee to work on this project. It's a lot of work, but we have managed to convince the Park Board to do an upgrade to the Park.
 - We have received confirmation that they will start in June. We are still negotiating what they will deliver. So far we have confirmed that they will:
 - Rubberizing a portion of the wood chip area. This is not enough and we are pushing them to rubberize the entire surface.
 - Replacing the climbing net
 - Lowering the drum kit
 - Putting in a basket swing (replacing two regular swings).
 - Adding a playhouse that will support a wheelchair user to roll inside!
 - Making small improvements to the splash pad (drainage, fencing, replacing ladybug, fixing drop off area and putting in a new bar to protect the drop off, curved wall diverting water to drain in the right place)
 - Creating an accessible pathway between the park and the sand play area - where the stairs are now.
 - We've written back requesting more be done with the rubberized surface and are waiting to hear back by next week.

Walking School Bus:

- We are excited to announce that registration for the David Livingstone Walking School Bus is open! We are excited to trial the program at your school this Spring. Join the Walking School Bus to get your kid(s) active before school, choose a sustainable mode of transportation, and get to know your school community!
- Simply put - a walking school bus is just like a regular bus. Kids can get dropped off and picked up at a stop along the route by a responsible adult who will support them to get to school (or back to the stop at the end of the day!)
- Volunteers needed! If you, or another adult in your household, are available to volunteer as a Walk Leader, please add your name to the volunteer section of the registration form and we will reach out with more information.
- To register your kid(s), please fill out the following form: [Registration Form](#). The exact start date will be announced soon. To view the route map, click [here](#).



Questions:

- Q: Are we doing an end of year BBQ?
 - A: If the Lions club were to bring the BBQ and the volunteers we could do it. But we would need the lions and a committee to organize it.
- Q: Has there ever been a dad's group at Livingstone? At our prior school there was a group of dads who would help with things around the school like shoveling, tech support for events, etc.
 - A: No, but one could be set up. We could make it gender neutral and inclusive.
 - Suggestions for names included: Pit Crew

Next Meeting:

Annual General Meeting on May 15, 2024

- Vote in New Executive Positions
- Pass the 2024-2025 budget

Meeting Adjourned: 8.25pm
