



**Meeting Minutes  
November 26, 2018**

**Welcome and Acknowledgement**

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

**Intention**

Our PAC meeting is being held with respect, inclusiveness, and the understanding of others. We are gathered to create and share ideas that will enrich the education of our children through community-based learning.

**Division 1 and 2 Jasper Trip Presentation**

Ms. Cassie and Ms. Neilson spoke about the Div. 1 and 2 Jasper trip. For twenty-one years Ms. Cassie has been doing an out-of-school adventure trip, tied to a year-long study/curriculum. The destination is a culmination of the years' studies in science, social studies, art, literature, etc. When the grade 7 class has exactly 30 students, Ms. Cassie seeks federal funding and does an exchange trip with another school. Otherwise, the trip is tied to the curriculum. This year, both Division 1 and 2 will be doing many of the same curriculum topics tied to the Jasper destination.

Many parents have wondered if PAC can provide financial support for the trip, and if so, what does that look like? Ms. Cassie explained that she is not comfortable accepting PAC funds for two reasons: 1. It does not help school dynamics and her relations with the rest of staff. 2. She doesn't want strings attached on what they do and how they do it, or expectations for future years.

Parents have also asked when and if next year's group will be alerted. Ms. Cassie reported that this is really difficult; she and Ms. Neilson are completely engrossed in this year's project and don't know what they'll be doing next year. Typically Ms. Cassie spends the summertime planning the next trip. Personal circumstances of the teachers can change so it's risky to plan ahead; they don't want to disappoint families. They are typically confident in the fall of each year. The trip is staff dependant and is not a school trip.

Ms. Cassie reported that funding is a bigger issue this year because of the loss of \$15,000 to \$20,000 in grant money and a large reduction in sponsorships from Main Street businesses. The Division 1 and 2 parent body has said they want to make it work. They are doing an amazing amount of work and have lots of ideas to make up the grant shortfall.

A parent asked about families who face financial hardship. Their expenses will be paid by group fundraising. The total cost of the trip is \$1,350 to \$1,400 per child, and each family has been asked to pay \$700. Thus the families are raising the remaining \$680 for 53 kids, plus the amount needed to cover families with financial hardship.

A parent asked if PAC could help fund the families that are facing hardship. Ms. Cassie and Ms. Neilson will think on it and get back to us. There used to be a VSB fund for that but not anymore.

Parents discussed giving an allotted "trip" or "field trip" amount to all teachers, which Ms. Cassie and Ms. Neilson could use toward the trip. Mr. Peeters and Jo Anne reported that the idea of a trip fund has been proposed to the teachers in the past, but staff was not interested.

Ms. Cassie pointed out that not all great ideas go on forever. She and Ms. Neilson can't promise anything for next year, let alone future years.

A parent wondered if the Car Free Day event could be used as a trip fundraiser. Jo Anne reported Car Free is more about a presence in the community; when fundraising has been done at the event, it has been minor. Car Free Day is not until June and therefore wouldn't work for this year's trip. PAC funding is easier when we look far out for budgeting and planning.

A parent asked what other schools do to fund trips. At the high school level, parents just write a cheque, and Christmas tree lots are used to subsidize the rest. Tree lots are not sustainable for elementary schools because there is no security. French Immersion schools often take Quebec trips; these schools avoid accepting PAC funding because then it becomes a "legacy" idea and the teachers don't want those expectations. This policy is also recommended by the VSB and the Teacher's Association.

## **October 2018 Meeting Minutes**

*Motion to approve October 2018 minutes: Rebecca. Seconded: Julia. Motion carried.*

### **Soiree - Julia**

Julia and her sister (a Brock parent) are chairing the soiree committee again this year. Tickets go on sale this Thursday November 29<sup>th</sup>. Similar to last year, the committee requests the ability to incur expenses (purchase prizes, etc.) before ticket revenue and sponsorship funding becomes available. All expenses will be detailed with receipts.

*Motion to pre-approve \$5,000 for up-front expenses for the soiree: Julia. Seconded: Jillian. Motion carried.*

## **Chair Report - Judy**

Food Safe Certification. As tabled in our September meeting, we would like to bring forward a request for funds to pay for three grade 6, three grade 7 students, and one adult to be trained and certified in Food Safe.

A special training session has been scheduled for Dec. 1 and 8<sup>th</sup>. The instructor is from Tupper and is giving us a good deal; she is just charging for materials. Judy McLaren will be certified to run the monthly Fruit and Vegetable program and other ongoing food handling. Six students were given a PAC-funded space; they applied and were chosen by teachers and Mr. Peeters. Other students who were interested were offered to join if they paid the fee, although none have signed up.

*Motion to approve \$210 for 7 food safe certifications: Maggie. Seconded: Jo Anne. Motion carried.*

Division 1&2 Fundraisers: Division 1 and 2 families plan to host a holiday movie night here at Livingstone (date TBA). They will need a license to show a movie outside of the school day. Parents discussed whether to buy a license with PAC funding, and whether to approve the funds now or wait to reimburse the Div. 1 and 2 committee in the new year. Jo Anne reminded the committee of the process/form for requesting PAC funding. Maggie agreed to be responsible for the license. The license is for one calendar year, so Divisions 1 and 2 and/or PAC, can run movie nights for one year. Mr. Peeters advised that there are two licensing companies – the committee must ensure that the movie they want is available with the license they purchase.

*Motion to approve \$375 plus tax for a movie license for the school for fundraising purposes: Maggie. Seconded: Rebecca. One abstain (Jon). Motion carried.*

Division 1 and 2 also sold holiday plants. Donuts are next.

Pancake Breakfast. Will be Friday Dec. 21<sup>st</sup>. This event is always super fun. Andrew will be running the event but may want someone to shadow him.

Backpack Buddies. We are still in need of parent volunteers for the Backpack Buddies program for January onwards. Please contact Jo Anne or Vanessa, or sign up on the google document found on the PAC website and/or the community Facebook page.

Full Fund Drive. Envelopes went out to families.

Soiree. Save the date of Feb 1st for our annual East Van Soiree! Info is being delivered through PAC website and class reps.

PAC By-Laws. Our PAC bylaws (Rules and Regulations) are 18 years old and currently being revised to reflect a more up-to-date process that is in line with VSB and DPAC recommendations. Rebecca and Judy are working on this and hope to have it complete sometime in the new year. Thanks to Jon for asking questions about how money can be raised and spent.

### **Askable Adult – Jessica**

Jessica described the Askable Adult workshop, which is a practical, two-hour workshop for parents to help reduce their anxiety in talking about sexual health, and provides up to date tools and resources especially on new research and approaches. Both OPT (Options for Sexual Health) and Shift Education (a friend of Jessica's) offer this parent workshop. Jessica recommended we look into about translation services for a parent workshop.

Parents at Brock have expressed interest in doing a joint session with us. Julia will follow up.

Mr. Peeters confirmed that the teachers have agreed to bring in OPT for classroom sessions this year (except for grade 7s, who will work with Safe Teen). Parents agreed that for consistency's sake, a session with OPT would be preferred. Mr. Peeters will be booking OPT soon, and will include a parent session in the request. The cost will be higher this year as compared to last year; last year there was only enough funding for Kindergarten through grade 3 classes.

### **Treasurer's Report - Rebecca**

Rebecca reviewed the Treasurer's report dated November 2018 (correction: the version shown at the meeting is for November, not October as stated on the report). The balance in the general account was \$36,398.55.

There has been uptake from the teachers' literacy and discretionary funds. There were also many deposits and expenses related to fun lunches. Jo Anne confirmed that there is no hard deadline for teachers to spend their funds; she will follow up with them to let them know this, and advise how much they each have left. Teachers were also told to spend school funds first, prior to accessing PAC funds.

Recycling funds are going toward the Division 1 and 2 trip. The treasurers will cut one cheque in the spring. Lennie will advise Ms. Cassie of the current recycling total.

The Gaming Grant balance was \$8,479.13. This fund will be used for Cir Kids, performances and other events in accordance with the rules. This fund can be carried over to future years.

Division 1 and 2 parents mentioned they are organizing a raffle. There was some concern about doing it during the winter concert in case it takes the focus off the music program.

*Motion to approve Treasurer's Report: Rebecca. Seconded: Jessica. Motion carried.*

### **Fundraising Committee – Jo Anne**

PAC previously allocated \$500 toward a major project by Ms Geri. Ms. Geri has now reached out to ask if she could use \$400 of that fund to having authors come in during Author Month, for presentations to the entire school. Parents agreed, and encouraged Ms. Geri to come back to PAC if she needs anything else.

## **Principal's Report – Mr. Peeters**

Drop Everything and Read in Your Pajamas Day. This was the first event facilitated by the student leadership team. They have one more event planned before winter break.

Seismic Upgrading. Mr. Peeters has received emails to advise that VSB is beginning the feasibility study process for Livingstone. Apparently in spring 2019, our project will be proposed to the Ministry of Education. VSB is starting to take samples of grounds and building; they want to do it in advance of Ministry approval so they don't have to rush if it's approved. However, this is not a guarantee at this point. The Ministry will decide if they are willing to pay for it.

Water Fountains. Mr. Peeters has followed up with VSB Operations regarding our water fountains. Health Canada is looking at reducing the maximum allowable level of lead from 10 down to 5 ppb (parts per billion). VSB is going ahead to pre-empt this change by shutting down fountains that measured between 5 and 10 ppb, including one fountain at Livingstone. The fountain will be shut down by the end of this month. By year-end, we should have a schedule as to when the fountain will be replaced by a bottle filling station. People are discouraged from drinking from taps in the school.

Sports. Volleyball season is nearly over. The junior girls are going onto the zone playoffs. Senior girls play Thursday and will go on if they can. Senior boys end on Wednesday; they didn't opt to join the tournament.

Basketball will start in January. We will need help for coaching from parents, which entails two to three days a week (2 practices plus one game per week).

Archiving. The school needs someone with archiving experience. While clearing out old storage area, Mr. Peeters and staff have found old photos, notes, meeting minutes and other materials. The VSB heritage division did not offer to help but encouraged us not to throw the materials away. Lennie will get a lead to Mr. Peeters regarding Masters students at UBC. Maggie's dad may also be able to help.

Lunches. In an attempt to get the gym back into use over the lunch hour (for sports, rainy days, other games, etc.), and to address the intense noise in the gym at lunch hour, staff will be doing a trial of a new lunch system in January. Students will eat in their classrooms, and grade 5 to 7 students will be lunch monitors. Students will spend 12:10 to 12:30 in the classrooms eating and then will go outside. There will be a minimum amount of time that students must stay inside to eat and help with clean up.

Teachers didn't want to have kids eat during instructional time; this would result in a loss of instructional time and would reduce the already limited resource time.

In addition to the 12 students on the leadership team, many more students would be interested and/or selected to help supervise. Parents may also come in to help supervise.

Parents raised concerns about behavioural issues and supervision. Some students need trained supervision; they may not respond to discipline from older students or untrained parents, and may be subject to judgements from people who do not understand their particular needs and

behaviours. Teachers will help establish ground rules by having students eat from 11:50 to 12:10 for the first two weeks. The system will be on a trial basis only in January.

**Raffle - Reena**

Reena advised that the Division 1 and 2 committee has secured a license for a raffle. In the interest of time, Judy asked Reena to bring details to the next meeting.

Meeting adjourned at 8:53 pm.