

# Lord Roberts Annex School Parent Advisory Council Meeting Notes – Wednesday, January 19, 2022 at 6:30 p.m.

Meeting Facilitator: Mike Ventresca

---

## Attendees:

Mike Ventresca (Chair)	Joshua Bae (Teacher)
Michael Shui (DPAC, Hot Lunch)	Briana Rayner
Ray Wang (Treasurer)	Vicki Thomson
Enwei Chu (Communications)	Sara Jones
Cathy Fan (Fundraising)	Alice
Elyssa Derban (Vice Principal)	

1. Call to Order, Welcome, and Land Acknowledgement  
6:32 p.m.
2. Additions and Approval of Agenda  
M/S/C
3. Approval of Minutes from December 15, 2021 meeting  
M/S/C
4. Business Arising from Last Meeting
  - a. Vacant Board Position: Co-Treasurer – Mike
    - We are urgently looking for a Co-Treasurer as soon as possible; Ray will help with training and transition. Please reach out to the PAC if you are interested in this role.
5. Reports:
  - a. Vice Principal – Elyssa
    - First Week Back From Winter Break
      - First week had about 10-12 students who attended
      - Everyone was back on the 10<sup>th</sup>; everyone is happy and glad to be back!
    - CSL Reports
      - Mid-year written reports will be sent out on January 27
    - Code of Conduct and Circle of Courage
      - February focus is on Belonging; will be developing activities around this theme
    - Library Book Bags
      - Shelagh has sourced a bigger book bag with a shoulder strap; cost is \$9/each; the new bag will be for new kindergartners next year; old book bags will continue to be used by existing students
      - MOTION: Increase budget for book bags to \$450 for incoming kindergarten students in the next school year
  - M/S/C
  - Performances:
    - Jodi Evans is in contact with High Tech Science; program involves a visiting teacher who co-teaches and brings in materials for science projects; \$235/class; can book later in the year (May/June)

- Young Actors is scheduled to come in April
- Briana: Does the Gaming Grant cover classroom tools (fidget tools, etc)?
- Ray: Will need to confirm with Gaming Grant guidelines
- Elyssa: Previous Gaming Grant was used for school field trips (e.g., VSO performances)

b. Teacher – Joshua Bae (Grade 2/3)

- Outdoor Learning/Field Trips
  - Walking Field Trips: Wanted to know how comfortable families are with walking field trips around the neighbourhood; since we are downtown, there are many different outdoor learning opportunities (walking field trips to the beach, skating rink, etc)
    - i. Elyssa will confirm if parent participation is allowed at field trips; students will be able to opt out of field trips and stay at school to do another activity
    - ii. Some concern about ratio of kids : adults to ensure safety downtown; Elyssa would accompany classes on the first few field trips
- Soap Stone Art Project
  - Has different sets for K-3; will put together a brief summary of costs so we can discuss at next meeting
  - PAC will look at Gaming Grant guidelines to see if can use grant funds or if we need to use other funding

c. Fundraising – Cathy

- Purdys Spring Chocolates will start in March for delivery in April
- Purdys Winter Chocolate profit cheque has been deposited (\$467.25)

d. Budget – Ray

- Purdys Winter Chocolate money has been received
- Hot Lunch money for October/November has been received
- Direct Appeal: October amount has been received; Sofia still needs the November report before receiving remaining funds
- Admin iPad budget was previously approved for \$600; actual cost was \$660.58
- MOTION: Increase Admin iPad budget to \$660.58  
M/S/C
- Gaming Grant: Will send out Gaming Grant guidelines to PAC to get ideas on what we can use it for

e. Hot Lunch Program – Michael

- Added second hot lunch day; hot lunch is now Wednesday and Thursday
- Menu expanded to 6-8 items
- Parent volunteers are not allowed in the school
- A big shout out to Sofia and Elyssa in helping out with the program. Without their assistance, there would be no Hot Lunch Program.
- Pizza Day is on hold because of COVID restrictions; unsure of when it can start
- Spare lunches are available for students who have dropped lunches, etc.

- Sick Days: Lunch will be stored in the freezer for one week; when student is back at school, they can pick up the lunch; if lunch is unclaimed, it will be composted
- Reminders to Families:
  - Please remember to include the current Division Number in the Order Form
  - Questions about ordering and payment can be directed to C'est Mon Café first (<http://www.cestmoncafe.com>); if the issue is not resolved, please contact us (Roberts Annex PAC) and we can try to assist
  - If families would like to participate in the Hot Lunch program, but require financial assistance, please contact Elyssa ([ederban@vsb.bc.ca](mailto:ederban@vsb.bc.ca))

f. Vancouver District Parent Advisory Council (DPAC) Update - Michael

- Vancouver DPAC held a virtual COVID Q&A for parents in January; will have ongoing Monday 7pm virtual sessions for families to attend

6. New Business

a. School Community Engagement Activity

- Elyssa: Suggested having a scavenger hunt around the neighbourhood for families to participate in; families could fill out a scavenger hunt form and have names added to a draw to win a prize
- Sara: Son's hockey team previously did a successful scavenger hunt over Spring Break in the community; used businesses and restaurants that were sponsors
- Vicki: Suggested pairing up families in the same division into teams to get to know other families
- Ray: Confirmed that no gaming license is required for prize draw since no money involved in participating
- Sara, Elyssa, and Mike will set up a meeting to work on the details of the scavenger hunt
- Elyssa will be sending out a survey about connectedness in the community

7. Upcoming Meetings

- February 16, 2022 at 6:30 p.m.
- March 9, 2022 at 6:30 p.m.
- April 20, 2022 at 6:30 p.m.

8. Adjourn

7:54 p.m.

---

**Connect with the Lord Roberts Annex PAC:**

Email: [lordrobertsannexpac@gmail.com](mailto:lordrobertsannexpac@gmail.com)

Website: <https://www.vsb.bc.ca/schools/roberts-annex/Families/Parent-Advisory-Council>

Facebook: <https://www.facebook.com/LordrobertsannexPAC>

Information Boards: Located at main entrance to school (outside) and by the entrance to the gym (inside)

Extract from ***Community Gaming Grants: Program Guidelines***

Section 4.1 - Use of Funds for Parent Advisory Councils (PACs)

## 4. *Use of Funds*

---

### 4.1 *Use of Funds for Parent Advisory Councils (PACs)*

#### *Eligible Uses*

PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who attend the school(s) represented by the PAC. PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines. Eligible uses of grant funds may include the following:

- ◆ Field trips within B.C.
- ◆ Presentations or performances (e.g. music, theatre, science, etc.).
- ◆ PAC school spirit and family engagement events (e.g. school carnivals, movie nights, school dances, other social activities).
  - ◆ Please note: Grant funds may not be used for any fundraising activities at PAC events (see prohibited uses below).
- ◆ Entertainment or leisure activities for non-instructional times (e.g. graphic novels/comics, magazines, popular fiction, self-help books, board games, colouring books, etc.).
- ◆ Beautification for common spaces, such as hallways, library, multi-purpose room, etc. (e.g. art, posters, “sensory paths,” holiday decorations, etc.).
- ◆ Student publications (e.g. newsletters, yearbooks, etc.).
- ◆ Student competitions (e.g. writing, debating, chess, music, etc.).
- ◆ Student computers for extracurricular activities/clubs (e.g. software, hardware, accessories for photography club, robotics club, yearbook club, etc.).
- ◆ Student clubs or societies (e.g. drama club, chess club, etc.).
- ◆ Student ceremonies (e.g. graduation, dry grad, etc.).
- ◆ Team or club uniforms (e.g. jerseys, t-shirts, etc.) and/or equipment for extracurricular activities.
- ◆ Equipment for extracurricular sports.
- ◆ Items that directly benefit students (e.g. playground equipment or enhancements, projector for PAC events, etc.).
- ◆ Student recognition (e.g. certificates, trophies, ribbons, graduation memorabilia, etc.).
- ◆ Student conferences within B.C.
- ◆ British Columbia Confederation of Parent Advisory Councils (BCCPAC) membership fees
- ◆ Emergency, safety or earthquake related supplies or equipment that is not ordinarily the responsibility of the school/school district.

- ◆ With prior Branch approval, student transportation and travel outside B.C. (see Section 4.3).
- ◆ Scholarships and bursaries for post-secondary education (paid directly to students attending a school represented by the PAC – see Section 4.4).

Please note: Although the PAC must retain management and control of its grant funds, ownership of eligible assets purchased with PAC grant funds may be transferred to a school or school district if doing so is required for storage, maintenance, operation or liability insurance purposes.

## *Prohibited Uses*

Grant funds may **not** be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete British Columbia K-12 curriculum requirements. This includes materials that are not required for delivering or completing curriculum but that assist in doing so (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, etc.).

Ineligible uses of PAC grant funds include, but are not limited to:

- ◆ Curricular activities or purposes (e.g. instructional materials, textbooks, etc.).
- ◆ Items used primarily in the classroom to assist in the delivery or completion of curriculum (e.g. tablets, smart boards, etc.).
- ◆ Fundraising (e.g. activities such as concessions, the sale of goods or services with the intent to generate revenue, etc.).
- ◆ Out-of-province travel, unless approved in advance by the Branch (see Section 4.3).
- ◆ Out-of-province or out-of-country aid.
- ◆ Out-of-province field trips.
- ◆ Extra lighting, curtains, props, etc. for in-school theatre/drama classes.
- ◆ Replacing or repairing school facilities that are the responsibility of the school or school district (e.g. structural repairs, replacing the gymnasium floor, bathroom renovations, water refill stations, outdoor maintenance, landscaping, etc.).
- ◆ Purchasing items that are the responsibility of the school or school district (e.g. audio-visual equipment, digital news reader boards, library books, outdoor classrooms, personal protective equipment, etc.).
- ◆ Goods and services that benefit the parents (e.g. parent education, parent workshops, etc.).
- ◆ Administrative and/or operational costs incurred to support the PAC program (e.g. office supplies and equipment, accounting or insurance fees, etc.).
- ◆ Teachers/Educational Assistants on-call (e.g. to attend field trips, to assist with supervision, etc.).
- ◆ Staff luncheons.
- ◆ Professional development of paid staff.

- ◆ Monetary prizes or gift cards.
- ◆ Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- ◆ Sustaining or endowment funds.
- ◆ Mortgage payments.
- ◆ Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- ◆ Donations to other organizations or individuals.

## 4.2 *Use of Funds for District Parent Advisory Councils (DPACs)*

### *Eligible Uses*

DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community.

Eligible uses of DPAC grant funds may include:

- ◆ Informational and promotional materials for parents.
- ◆ Administrative costs (e.g. meeting room rental, printing costs, presenter/ guest speaker fees, etc.).
- ◆ British Columbia Confederation of Parent Advisory Councils (BCCPAC) membership fees for the DPAC only.
- ◆ Travel for regular DPAC meetings.

### *Prohibited Uses*

Ineligible uses of DPAC grant funds include, but are not limited to:

- ◆ Payment of membership fees (e.g. BCCPAC) for member PAC groups.
- ◆ Professional development of paid staff.
- ◆ Fundraising (e.g. activities such as concessions and sale of goods with the intent to generate revenue).
- ◆ Out-of-province travel or expenditures without prior approval (see Section 4.3).
- ◆ Out-of-province or out-of-country aid.
- ◆ Monetary prizes or gift cards.
- ◆ Past debt (i.e. expenses from a previous fiscal year), loan or interest payments.
- ◆ Mortgage payments.
- ◆ Balancing a non-gaming account that is in a deficit position or satisfying a cash flow issue.
- ◆ Sustaining or endowment funds.
- ◆ Donations to other organizations or individuals.