

LORD ROBERTS ANNEX PARENT ADVISORY COUNCIL (PAC)



MEETING MINUTES

Wednesday, September 21, 2022 at 6:30 p.m.

Location: Lord Roberts Annex School Library and Online ([Zoom](#))

Meeting Facilitator: Mike Ventresca

Attendees: Mike Ventresca, Michael Shui, Enwei Chu, Cathy Fan, Doug Park, Cathy Thomas, Brenda Boylan, Madisen Steinwand, Elena Taran, Daiva Ross, Martin Hudecek, Trey T, Anwesh Gurram, Ivan Tejada, Mona, Vicki Thomson, Laurie Sutton, Lindsay Sutton, Kate Spangler, Pam Little, Jeff Little, Bojana Stankovic, Joe Proznik, Oksana Zamesova, Amanda Rozak, Stephanie Kromschroder, Marnie Cochrane, Debbie Bradford, Irina Dordic, Jody Benson, Sara Jones, O'Neil Warner, Alyssa Gibbs, Marta Szpala

1. Call to Order, Welcome, and Land Acknowledgment
 - a. 6:34pm
 - b. For benefit of new families, Mike gave an overview of the PAC, its primary purpose, its functions and activities, and the need for parent volunteer and financial support. Each executive member introduced themselves.
2. Approval of Agenda
 - a. M/S/C
3. Approval of Minutes from Last Meeting
 - a. M/S/C (minutes circulated in advance of meeting; not reviewed live, with consent)
4. Business Arising from Last Meeting:
 - a. Open Executive Positions after AGM – Mike Ventresca
 - i. Vice Chair, Secretary, DPAC Rep, Social Coordinator; all positions can be shared; reach out to PAC
 - ii. Last year of Mike being Chair; for transition purposes will be stepping aside; will be involved next year as Past Chair to help out
 - b. Coal Harbour School Update and Transition Plan – Mike Ventresca
 - i. Have been having regular discussions with school about transition; have someone from VSB come in and speak about new school; former Vice Principal Elyssa Derban mentioned Michael Rossi (from VSB) would be able to come to school to give presentation in October.
 - ii. Doug will coordinate someone from VSB to come to PAC meeting or a special meeting for new school so VSB can present and families can ask questions.
 - iii. If you have questions about new school, let PAC know and will compile a list of questions to give to VSB/Doug
 - iv. PAC may set up working group of families to consider transition issues; reach out to PAC to let us know if you are interested in joining this working group and we will put together a group
5. Reports:
 - a. Principal – Cathy Thomas (Roberts Annex and Main School)

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Information Board: Located at the main entrance to the school

- i. Impressed with fundraising – thank you to families for the time you give to the school
 - ii. Based in main school, but always available to speak and answer questions
 - iii. Q: Will Cathy be principal of Coal Harbour school? A: Not sure yet.
- b. Vice Principal – Doug Park
- i. Thank you to Cathy for coming to the meeting; thank you to teachers and families for coming out
 - ii. Start of school: Went very well; almost at full capacity; gradual entry program went well
 - iii. Staff hires: Hired Shweta as new SSA, Ann as new supervision aide; new SSA coming in October; new building engineer starting Monday
 - iv. First In-person Assembly in the Gym: Goals – understanding Grade 2/3 roles in the school; being role models/leaders at the school; challenging kids to demonstrate being role models/leaders
 - v. Open House (school was open to families for the first time after 2+ years): Thank you to PAC for supporting the open house; thanks to staff for opening up their doors and meeting families
 - vi. Terry Fox Run: Did a walkthrough of the route; was able to get 10 volunteers (PAC providing juice boxes)
 - vii. Firefighter Donation: Donated many snacks for students who need food during the day
 - viii. Breakfast Club: Thinking of starting up a before-school breakfast club in the gymnasium; requires grants; will be asking PAC for support
 - ix. Division 3 Artwork: Mixed media artwork for visual journals (which were supplied by PAC)
 - x. Friendship Bench: Bench is for kids who feel lonely - they can sit at bench and other friends can come and play; it has been primed (currently white); Benjamin Moore has donated paints in different colours
 - xi. Zero Heroes: Recycling program presentation in October 20th
 - xii. Q: PAC at big school says that there is a staff member who provides Indigenous Resources. Is there one for Roberts Annex? A: Indigenous Education Worker, Chad Carpenter, is at the big school 2x/week; allocation depends on number of Indigenous students in school; will try to share resources and organize events together; Cathy will talk to him to see if he has availability
- c. Teacher – Brenda Boylan/Madisen Steinwand
- i. Thank you to PAC for funding initiatives (visual journals, art supplies, new library book bags)
 - ii. Teacher Wish List: Visual Journals - \$1300 + extra, Butterfly Kits/Sensory Garden/Pollinator Garden - \$250, Craft fund - \$350, Book bags - \$500, Activity fund for in-class experiences (drumming, etc) - \$4000; teachers are looking into what is available, Teacher discretionary fund - \$500/classroom and resources rooms (7 divisions + 3 resource rooms = \$5000); Boardmaker license \$300
 - iii. More options for in-person activities right now; teachers are autonomous in field trips (they can choose what they want to do); looked into VSO – not a good year for it based on their programming
- d. Treasurer – Dorothy Yoon / Michael Shui
- i. Budget: Have downsized C'est Mon Café fundraising amounts since supplier has raised price of meals; vendor costs have increased by \$1 but PAC will only pass on half of cost increase to families. Total cost to families will be \$7 per meal which includes \$0.50 for PAC fundraising (last year, total cost to families was \$6.50 per meal which included \$1 for PAC fundraising).
 - ii. Q: Has Hot Lunch been mainly a service or fundraiser? A: It has been both; we won't fully pass down the \$1 price increase; will only collect \$0.50 instead
 - iii. Expenditures: Proposed budget; will adjust based on Teacher Wish List presented – will consolidate and bring for October meeting

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- iv. Q: Should we increase amounts because of inflation? A: Yes, we have increased amounts, but will adjust as necessary.
 - v. Field Trips: Based on last year's costs for skating; will be adjusted based on this year's prices
 - vi. When things are identified, will approve at PAC meeting
 - vii. Will zero out Friendship Bench, since Benjamin Moore donated paints
 - viii. General costs: Include childminding and PAC general spending (e.g., coffee, snacks)
 - ix. Parent Education: Saleema Noon sexual health workshop for kids and families
Brenda: Done every other year; very appropriate for age groups: K/1s together, 2/3s together, includes workshop for parents; everything is presented in a very respectful way with appropriate language
 - x. Pumpkins for teachers: This is a fluctuating expense (sometimes we get donations, sometimes not)
 - xi. Sports Day supplies: Freezies for students
 - xii. Bank charges: E-transfers
 - xiii. Revenue is below what we plan to spend – will be drawing down from healthy bank balance (it's been hard to spend money over the past two years due to restrictions and PAC does not need to keep such a high cash balance in its bank account)
 - xiv. We are budgeting that the school has life expectancy of 2 years; If new school is delayed, will discuss it later
 - xv. Q: Why is bank charging for transactions for school account with such a high balance? A: Bank is VanCity; Michael and Dorothy will look into it
 - xvi. Q: Will there be an opportunity to roll in money from this PAC to new school PAC? A: When this school is gone, this PAC has to close. Money has to be used up or transfer to another PAC. A new PAC must be created for the new school, but it does not exist until the school starts. There may be a gap between when this PAC ends and the new PAC begins. We have to disperse funds or transfer to an existing PAC. But expectation is we can work with VSB, Ministry to ensure a seamless transition.
 - xvii. Q: Could you put money into a trust for a few months? A: Michael will ask DPAC and VSB to see what can be done.
 - xviii. Q: Can new PAC start before the new school opens one year earlier so that there is some fundraising? A: Will need to talk to Ministry of Ed, VSB, DPAC to see if this is possible; to form a new PAC, your child has to be registered at an existing school – problem is the school does not exist yet.
 - xix. Q: Can we have a liaison with Crosstown Elementary to see what they did with their PAC transfer? A: We can look into talking with them.
 - xx. Q: In the previous meeting, it was mentioned that parents could choose if they could go to the big school or Coal Harbour. A: Doug – we will need someone to answer this question
 - xxi. MOTION: Approve proposed budget: M/S/C
- e. Fundraising – Cathy Fan
- i. Direct appeal: main fundraising last few years; will run again at beginning of year
 - ii. Other fundraising we normally do: Purdy's chocolates in the winter and spring; Plant fundraiser: ran in past, not last year due to lack of time – we may start again if we can get enough volunteers
 - iii. If you are interested in helping with fundraising or have ideas for fundraising, please let Cathy or PAC know
 - iv. Social coordinator role: discussion of social vs fundraising; Elena discussed being involved in social events; Q: Is there a budget? Is soliciting necessary? What are expectations? A: No, soliciting not

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necessary; will add line item about budget to social events for next meeting and can discuss expectations.

v. Irina also mentioned that she would be interested in helping with socials

f. Hot Lunch Program – Michael Shui

- i. Would like to start last week of September; Doug: Have talked to teachers and they are ready to go; make sure lunches arrive early (11:40 am delivery); Michael: Deliver will arrive between 11:30-11:40
- ii. C'est Mon Café is the vendor; they have their own online ordering system; will send out email to families with order information
- iii. Last year per meal cost to families was \$6.50; new price is \$7.00; vendor increased its cost by \$1; PAC lowering fundraising component to \$0.50 so as to only pass on half of vendor's cost increase to families.
- iv. Hot Lunch days are Wednesdays and Thursdays
- v. Families will need to pack utensils for kids (PAC has purchased spare utensils, but they are limited)
- vi. There are spare lunches on hand if kids get the wrong lunch, drop their lunch, etc.
- vii. If families need financial support, contact Doug for discount ordering codes
- viii. Volunteers for Hot Lunch: Contact PAC and Michael will walk you through it
- ix. Q: Do you need volunteers on site on Wednesday and Thursday? A: Yes, volunteers need meet the vendor and distribute to each divisions; then, they need to make sure insulated bags come back so that vendor can pick them up
- x. Q: Do you need Foodsafe certification to volunteer? A: No, since you are not handling food. All of the lunches are individually packaged with name/division/grade.

g. Vancouver District Parent Advisory Council (DPAC) – N/A

- i. No report.
- ii. Stephanie has volunteered to be DPAC rep. She will email the PAC for more information.

6. New Business:

a. Correction to Minutes from May 18, 2022 Meeting – Mike Ventresca

- i. Housekeeping corrections to prior approved minutes (name of Communications Coordinator and adding Playground Coordinator position). M/S/C

b. Fall Welcome Back Event – Mike Ventresca

- i. Had coffee/treats in playground with Open House
- ii. Thank you to PAC team and volunteers – Dorothy, Cathy, Michael, Hector, Ana, Nick, Nathalie

c. After School Safety – Michael Shui

- i. Doug sent email reminding that school is not supervised after hours
- ii. Contact authorities if you see anything suspicious
- iii. There was an individual on the playground who was videotaping the playground; team of parents made sure individual left the grounds, contacted police
- iv. A group of parents worked together to deescalate the situation by monitoring and ensuring this individual left the school grounds without causing undue attention to the many children playing nearby
- v. Police did an investigation; individual was not doing anything nefarious and it was an innocent misunderstanding. Police file no. 22-141485. Attending officers: sarah.popil@vpd.ca and pamela.karellas@vpd.ca.

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- vi. After-school care teachers are only looking after a select group of kids – other kids in playground are parents' responsibility; teachers are on not on duty after school
- vii. Q: Why did kindergarten get out at 2:58pm today? Class has substitute teacher. Doug: Will have a conversation with parent offline about this. Sometimes teacher will be out with kids and backpacks, but they should be supervising.

7. Upcoming Events:

- a. Terry Fox Run: September 22, 2022
- b. PAC Meeting – Wednesday, October 19, 2022 at 6:30 p.m.
- c. PAC Meeting – Wednesday, November 16, 2022 at 6:30 p.m.
- d. PAC Meeting – Wednesday, December 14, 2022 at 6:30 p.m.

8. Adjourn

- a. 7:59pm

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LORD ROBERTS ANNEX S.C.C. PARENTS ADVISORY COMMITTEE
CASH BALANCES
September 1, 2021 to September 15, 2022

Excess (Deficiency) Revenue over Expenditures					-\$ 4,013.07
	Vancity Discretionary	BMO PAC Donations (held by VSB)	Vancity Gaming	Vancity Jumpstart / Playground	
LESS Outstanding Deposits:					
XXXX	NIL outstanding deposits				
XXXX	-	-	-	-	\$ -
ADD Outstanding Payables:					
XXXX	NIL outstanding payables				
XXXX	-	-	-	-	\$ -
TOTAL CASH IN BANK					
At beginning of period					\$ 27,746.34
At end of period					\$ 23,733.27

Cash In Bank (per Bank Statements):	Vancity Discretionary	BMO PAC Donations (held by VSB)	Vancity Gaming	Vancity Jumpstart / Playground	TOTALS
At beginning of period	\$ 25,161.08	\$ 661.82	\$ 1,923.06	\$ 0.38	\$ 27,746.34
At end of period	\$ 20,478.97	\$ 2,224.41	\$ 1,029.51	\$ 0.38	\$ 23,733.27
LESS Planned Expenditures (per Budget):					
Library Book Bags (carryfwd 21/22)	-\$ 266.01	\$ -	\$ -	\$ -	-\$ 266.01
Projected Cash Balance Available for Use:	\$ 20,212.96	\$ 2,224.41	\$ 1,029.51	\$ 0.38	\$ 23,467.26

Notes:

- Vancity Jumpstart / Playground funds are earmarked and not available for discretionary use except for said purposes.
- Cash balance of the BMO PAC Donations account held by VSB is as per a Sep 9'22 statement provided by VSB - we do not expect any changes from Sep 9'22 to the end of this reporting period as no further disbursements from the account have been approved by PAC and no deposits were expected between Sep 9'22 and the end of this reporting period.

**LORD ROBERTS ANNEX S.C.C. PARENTS ADVISORY COMMITTEE
ANNUAL BUDGET**

September 1, 2022 - August 31, 2023

	Actual Sep 2021 - Aug 2022	Approved Budget 2021 - 2022	Variance	Proposed Budget 2022 - 2023	Variance to Budget 2021-2022
Revenue:					
C'est Mon Café	\$ 2,265.00	Projected Revenues were not included in past Budgets.		1,500.00	
Community Gaming Grants	2,760.00		2,760.00		
Direct Appeal Campaign	5,465.00		5,000.00		
Purdy's Chocolates	699.83		700.00		
Mabel's Labels	50.49		-		
TOTAL REVENUE	\$ 11,240.32	\$ -		\$ 9,960.00	
Expenditures:					
Document Stand	\$ 412.66	500.00	-87.34	-	-500.00
Butterfly Kits	194.40	200.00	-5.60	200.00	0.00
Craft Supplies	400.00	400.00	0.00	400.00	0.00
Garden Supplies	400.00	400.00	0.00	400.00	0.00
iPAD for School Administrator	660.58	660.58	0.00	-	-660.58
Library Book Bags	-	450.00	-450.00	450.00	0.00
Performances	1,470.00	2,000.00	-530.00	-	-2,000.00
Science/Cooking Supplies	200.00	200.00	0.00	200.00	0.00
Technology Fund	500.00	500.00	0.00	500.00	0.00
Visual Journals/Sketchbooks	1,224.51	1,700.00	-475.49	1,700.00	0.00
Teachers' Wishlist	5,462.15	7,010.58	-1,548.43	3,850.00	-3,160.58
Teachers' Discretionary Fund	5,000.00	5,000.00	0.00	5,000.00	0.00
Ice Skating	203.21	1,200.00	-996.79	1,200.00	0.00
Other	-	2,280.00	-2,280.00	2,280.00	0.00
Field Trips	203.21	3,480.00	-3,276.79	3,480.00	0.00
Friendship Bench	-	200.00	-200.00	-	-200.00
Childcare	200.00	200.00	0.00	1,000.00	800.00
Other	307.12	500.00	-192.88	500.00	0.00
PAC General Costs	507.12	700.00	-192.88	1,500.00	800.00
Parent Education	-	500.00	-500.00	-	-500.00
Pumpkins	42.00	300.00	-258.00	300.00	0.00
Saleema Noon Workshops	-	-	0.00	500.00	500.00
Soap Stone Activity	2,026.34	2,900.00	-873.66	-	-2,900.00
Sports Day Supplies	24.13	175.00	-150.87	175.00	0.00
Young Actors Drama	1,890.00	1,890.00	0.00	-	-1,890.00
Bank Charges	98.44	-	98.44	18.00	18.00
TOTAL EXPENDITURES	\$ 15,253.39	\$ 22,155.58	-6,902.19	\$ 14,823.00	-7,332.58
Excess (Deficiency)					
Revenue over Expenditures	-\$ 4,013.07	-\$ 22,155.58		-\$ 4,863.00	

Notes:

- Total Revenue is \$1,322 greater than the Total Fundraising reported in the Treasurer's Report as of June 15, 2022 as since then, PAC received an etransfer of \$1,322 from C'est Mon Café for the March-June 2022 Hot Lunch Fundraising.
- Total Expenditures are \$5,288.17 greater than the Total Spent reported in the Treasurer's Report as of June 15, 2022 due to two factors: 1) A spreadsheet error in the June 15'22 report resulted in the following expenses not being captured in the Totals then: \$1,470 Science Performances, \$2,026.34 Soap Stone, \$203.21 Ice Skating, and \$100 Childcare for May'22 PAC Meeting; and 2) Since June 15'22, the following expenses have been incurred/accrued: \$100 Childcare for Jun'22 PAC Meeting, \$3.60 Bank Charges for etransfer debits, \$1,224.51 Visual Journals, \$24.13 Sports Day Supplies, \$50 VP Elyssa D. parting gift and \$86.38 Hot Lunch supplies.
- VSU to provide balances of funds remaining in the Teacher's Discretionary Fund (TDF) as well as the Craft/Garden/Tech/Science funds (CGTS) for which during 2021-2022, PAC funded \$5,000 to TDF and \$1,500 lumpsum to the CGTS which was to be used as per Approved Budget 2021-2022. For funding of the 2022-2023 Budget to VSU, we recommend considering the current balances in these funds and new funding to be determined appropriately (ie. if Craft Supplies wishlist request is \$400 for this year, then recommend funding \$400 less the remaining balance in the Craft Supplies fund that was carryforward from last year).
- Actual 2021-2022 "Other - PAC General Costs" includes \$112.62 Hot Lunch Supplies, \$44.50 Printing, \$100 Social Event Supplies, and \$50 Gift Card for VP Elyssa D. parting gift.
- Library Book Bags that were to be purchased in the 21/22 PAC fiscal year (per 21/22 budget) were invoiced only on Sep 13'22 for \$266.01. As we do not have a purchase order to support accrual of the expense to the 21/22 PAC fiscal year (hence \$0 actual expense shown for 21/22), we are proposing to expense this item in the 22/23 year as part of the proposed \$450 fiscal 22/23 budget (amount is based on the prior year's unspent budget). Note that the library book bags for the Sep 13'22 invoice were heavily discounted by 50% due to a supplier error.