

LORD ROBERTS ANNEX PARENT ADVISORY COUNCIL (PAC)



MEETING MINUTES

Wednesday, October 19, 2022 at 6:30 p.m.

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

Meeting Facilitator: Mike Ventresca

Mike Ventresca, Michael Shui, Cathy Fan, Enwei Chu, Doug Park, Hannah Wharton, Bojana, Martin Hudecek, Mina, Ruth, Irina Dordic, Lindsay Sutton, Laurie Sutton, Pam Sherwood, Marnie Cochrane, Alyssa Gibbs, Belinda Bulatao, Kate Woznow, Debbie Bradford, Amanda Rozak, Sara Jones, Joe Proznick, O'Neil Warner, Stephanie Kromschröder

1. Call to Order, Welcome, and Land Acknowledgment
 - a. 6:36 p.m.
2. Approval of Agenda
 - a. Add Nelson Park (Kate) and Swap Meet (Alyssa) to New Business
 - b. M/S/C
3. Approval of Minutes from Last Meeting
 - a. Minutes circulated in advance of meeting; not reviewed live, with consent. M/S/C
4. Business Arising from Last Meeting:
 - a. Open Executive Positions after AGM – Mike Ventresca
 - i. District Parent Advisory Council (DPAC) Representative: Stephanie Kromschröder
 - ii. Member-At-Large - Co-Social Coordinators: Elena Taran and Irina Djordjic
 - iii. Member-At-Large - Co-Fundraising Coordinator: O'Neil Warner
 - iv. Bylaws allow PAC executive to appoint officers in the event of a vacancy. For prudence, we wish to confirm their appointment to the executive by vote.
 - v. MOTION: Confirm that these individuals are appointed to these position - M/S/C
 - vi. There are still open positions – Vice Chair, Secretary; please contact PAC if interested
 - b. Coal Harbour School Update and Transition Plan – Mike Ventresca / Doug Park
 - i. Mike: We would like to have periodic info sessions with VSB contact to have ongoing dialogue as we approach new school opening to ensure seamless transition for school and PAC; as a PAC, we can solicit questions and send them to Doug and VSB rep in advance of meetings

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- ii. Doug: There is a new district administrator; waiting for their project manager to return before they can discuss when they can meet
 - iii. PAC will set up a working group to help manage transition. Some parents expressed interest in being part of the Coal Harbour school working group; parents noted that it is important to have some guiding principles and people who are committed for continuity purposes; O'Neil suggested setting up a forum (e.g., Google Groups); if anyone is interested in being part of working group, email PAC
- c. Bank Charges for E-Transfers – Michael Shui / Dorothy Yoon
- i. We compared options at other banks and current banking plan we have (Community Service Package) is competitive and considered among best, low-cost option for small, not-for-profit organizations; to minimize charges, we will use cheques instead of e-transfer; since PAC is winding down, not worth it to transfer to another bank

5. Reports:

- a. Principal – Cathy Thomas
- i. N/A
- b. Vice Principal – Doug Park
- i. VPD Presentation on Traffic Safety: Kids really enjoyed it (one for Ks, one for other grades)
 - ii. Zero Heroes: Presentation about recycling and energy consumption
 - iii. Drills: Fire Drill, Lockdown (hold and secure) drills
 - iv. BC Shakeout: Teachers asked volunteers from each division to practice reunification; will be sending out info to families about reunification; will do a school-wide reunification in the Spring
 - v. VCH Kindergarten dental screening: Lots of kids were sick so have to rebook; only 50% of kids got screened
 - vi. Halloween: Halloween parade outside; need parent volunteers to put up decorations – email Doug if you can volunteer; need pumpkin donations – 1 medium pumpkin, 5 small pumpkins per division – one week before Halloween so classes can study and do activities; parents will have to stay outside the fence to view outdoor parade
 - vii. Book Fair: Nov 1-4 (includes virtual option)
 - viii. CSL Conference (Parent Teacher): Nov 2-3
 - ix. Q from Mike: Are school doors and playground gates locked during the day? Doug: All doors and gates are locked, except for front door (where someone is always around)
 - x. Q from Mike: Any updates on the \$60M in provincial funding for schools? Doug: No updates; district is conducting a plan to distribute; Mike: Is money going to school or PAC? Doug: DPAC is involved and was presented; Lindsay: Is the new or old school board involved? Doug: Unsure
 - xi. Q from Mike: Can the new provincial funding be used for meal programs? Doug: VSB already has an account with Breakfast Club of Canada; we have to wait to details; Doug working with VSB on that; Mike: PAC would be supportive and can help
- c. Teacher – Hannah Wharton
- i. Follow up on wishlist items with Brenda: Confirmed details with Dorothy

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- ii. Some things have been booked: Drumming workshop Nov 18th (each division will receive 40 min of drumming – \$892.50); Hands On Science has been booked for Jan 18-20 (every division will get a 75-minute session chosen by teacher - \$1645);
 - iii. Q from Hannah: Some classes (Div 1, 4) are looking at skating in December or taking kids to a play downtown (Div 6, 7); other divisions have field trips in works. Where would funds come from? Mike: Ice skating has been approved (\$1200, which covers whole school going once); there is other money for field trips (\$1000); if not enough money, contact PAC
 - iv. Q from Hannah: If some classes don't want to go ice skating, can that money be used for other field trips? For field trips, each teacher picks what they want to do; Mike: Yes, PAC can re-allocate ice skating funding for general field trips so each division can select their own activity. We will revisit budget ahead of next meeting to allow for that.
 - v. Q from Mike: NASA's Jet Propulsion Laboratory has a Solar System Ambassadors program. Public engagement by volunteers to communicate the science around NASA's space exploration missions and discoveries with communities. Free. I have a contact there. She is based in Vancouver and has experience doing presentations and activities for children. Is this something the teachers and students would be interested in? Hannah: Yes, if there's something geared towards younger kids and that it isn't too long; needs to be appropriate to age level; Mike: Will put Doug in contact with her to see if it's a fit.
- d. Treasurer – Michael Shui / Dorothy Yoon
- i. Some changes to the budget based on feedback from teachers
 - ii. We received a little less on gaming grant, since it's based on the previous year's enrollment
 - iii. Performance/Workshops: \$4000; Field Trips: Will have a bucket that can increase depending on what is requested and how much we fundraise
 - iv. PAC General costs: Added extra \$500; we went over for childminding last month, so we added extra money in case
 - v. Socials: \$1000
 - vi. MOTION: Changes to budget - M/S/C
 - vii. This will be Dorothy's and Michael's last year as Treasurers so we will be seeking volunteers; both will be available to help with transition; if interested, email PAC
- e. Fundraising – Cathy Fan / O'Neil Warner
- i. Direct Appeal – Campaign started Tuesday October 18th with email; O'Neil has created posters/flyers that are with printers; this is our biggest fundraiser of the year – previous years have had donations ranging from \$10 to \$1000; there is no obligation to donate; all donations receive a tax receipt
 - ii. Merch – O'Neil received information from Holly and Lord Roberts PAC (main school) about merch and printing; will look into options to see what families are interested in
 - iii. Chocolates – Purdys holiday chocolate fundraiser will begin after the Direct Appeal
 - iv. Affiliate Links – Have signed up with FlipGive and Mabel's Labels; purchases through the affiliate links give a percentage of sales back to the PAC; will send out an email with info
- f. Hot Lunch Program – Michael Shui
- i. We need volunteers for Hot Lunch: 45 min/1 day week (can sign up on ad hoc basis); please send email to PAC if interested; thank you to Sara for helping out with hot lunch!

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- ii. This will be Michael's last year running the Hot Lunch Program; PAC is seeking a volunteer to continue this program for the 2023-2024 school year and beyond; please email the PAC if you are interested
- iii. Feedback on Hot Lunch from staff: Doug: Kids enjoy their meals; special codes are available for those who require financial assistance; Hannah: Running very smoothly; kids enjoying lunches; like that it's individually packed; low maintenance (kids get lunch in classroom, then carry it to the gym)
- iv. Reminders: If child is absent, food can be donated or claimed; please send proper utensils that matches meals (PAC has spare utensils in kitchen)
- v. Some parents did not get Hot Lunch email; will send link to Doug to add to newsletter
- g. Vancouver District Parent Advisory Council (DPAC) – Stephanie Kromschöder
 - i. First DPAC meeting: New leadership in DPAC; discussed teacher allocations, PAC transitions to an existing school, municipal elections
 - ii. Letter from DPAC was sent wondering about 12 million to VSB and when it would be allocated (for air quality in schools – all schools were supposed to get HEPA filters, but some schools have not been getting them)
 - iii. PAC 101 meeting: Moved to Oct 20; helps understand how PACs work and best practices
 - iv. Update to Music Working Group program – pushing for more music programs (Choral program); this was an opt-in program; Elyssa explored last year but there were space issues; there is also a cost per child for each session

6. New Business:

- a. Halloween Pumpkins for Classrooms – Mike Ventresca
 - i. Will go to pumpkin patch and deliver pumpkins to school a week before Halloween
- b. Nelson Park – Kate
 - i. Have talked to other families and have noticed more drug use in the park, people experiencing homelessness, nearby Dr Peter Centre is distributing methadone and other substances to community members; we know it is a downtown school and a shared community, but is there a way we can have more presence so that people know that kids/school are also here? Some ideas and questions: More artwork up on the back fence to emphasize shared space? Can PAC have more communication with the Dr Peter Centre to ensure what they are doing does not overlap with school activities (focusing on shared space and working together)? Can we talk to Strathcona and Crosstown PACs to see what they have done? Maybe have a walking program to help families go through the park. Can there be signs that this is a school and children are playing?
 - ii. Mike: Great idea about artwork and emphasizing that kids are here and beautifies school. PAC can support that working together with school. This is something we should be able to action immediately.
 - iii. Doug: School has talked with Parks Board bylaw officers; tents have to be taken down by 8 a.m.; must be 25 feet from the fence at school, but there have been times when they've been within that (right up at the fence); school calls bylaw officers and they deal with it; tents and people experiencing homelessness sometimes found on school grounds during the weekend – have tried to be respectful and ask them to leave politely and work with them
 - iv. Kate will send email with ideas to PAC (e.g., artwork on fence)

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c. School Swap – Alyssa

- i. Swap to sell used items; would occur around Spring cleaning time; could just be school community or bigger community
- ii. Venue could be the gym (maybe collaborate with big school?) or outside in playground; could have fundraising component (e.g., \$10 to have a table)
- iii. Mike: PAC can support if there is interest. Will need someone to take lead to work on logistics, such as permits from City and VSB, hiring security, obtaining insurance, etc.
- iv. Alyssa can volunteer to take this on.
- v. Some parents mentioned applying for neighbourhood small grants to hold a swap; Gordon Neighbourhood House may be able to rent out space

7. Upcoming Events:

- a. PAC Meeting – Wednesday, November 16, 2022 at 6:30 p.m.
- b. PAC Meeting – Wednesday, December 14, 2022 at 6:30 p.m.
- c. PAC Meeting – Wednesday, January 18, 2023 at 6:30 p.m.

8. Adjourn

- a. 7:49pm

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LORD ROBERTS ANNEX S.C.C. PARENTS ADVISORY COMMITTEE
ANNUAL BUDGET
September 1, 2022 - August 31, 2023

	Approved on Sep 21'22 2022 - 2023 Budget	Revised on Oct 15'22 2022 - 2023 Proposed Budget	Variance
Revenue:			
C'est Mon Café	1,500.00	1,500.00	0.00
Community Gaming Grants	2,760.00	2,560.00	-200.00
Direct Appeal Campaign	5,000.00	5,000.00	0.00
Purdy's Chocolates	700.00	700.00	0.00
Mabel's Labels	-	56.52	56.52
TOTAL REVENUE	\$ 9,960.00	\$ 9,816.52	-143.48
Expenditures:			
Boardmaker - license	-	300.00	300.00
Butterfly Kits	200.00	250.00	50.00
Craft Supplies	400.00	350.00	-50.00
Garden Supplies	400.00	200.00	-200.00
Library Book Bags	450.00	500.00	50.00
Performances/Workshops	-	4,000.00	4,000.00
Science/Cooking Supplies	200.00	200.00	0.00
Teachers' Discretionary Fund	5,000.00	5,000.00	0.00
Technology Fund	500.00	500.00	0.00
Visual Journals/Sketchbooks	1,700.00	1,300.00	-400.00
Teachers' Wishlist	8,850.00	12,600.00	3,750.00
Ice Skating	1,200.00	1,200.00	0.00
Other	2,280.00	1,000.00	-1,280.00
Field Trips	3,480.00	2,200.00	-1,280.00
Childcare	1,000.00	1,500.00	500.00
Social Events	-	1,000.00	1,000.00
Other	500.00	500.00	0.00
PAC General Costs	1,500.00	3,000.00	1,500.00
Parent Education	-	-	0.00
Pumpkins	300.00	300.00	0.00
Saleema Noon Workshops	500.00	500.00	0.00
Soap Stone Activity	-	-	0.00
Sports Day Supplies	175.00	175.00	0.00
Young Actors Drama	-	-	0.00
Bank Charges	18.00	18.00	0.00
TOTAL EXPENDITURES	\$ 14,823.00	\$ 18,793.00	3,970.00

Excess (Deficiency)				
Revenue over Expenditures	-\$	4,863.00	-\$	8,976.48
				-\$ 4,113.48

LORD ROBERTS ANNEX S.C.C. PARENTS ADVISORY COMMITTEE
TREASURER'S REPORT
September 1, 2022 - August 31, 2023

	2022 Sep 1 - Oct 15	Year to Date Sep 1 - Oct 15	2022-2023 Budget	Variance
Revenue:				
C'est Mon Café		-	1,500.00	-1,500.00
Community Gaming Grants	2,560.00	2,560.00	2,760.00	-200.00
Direct Appeal Campaign		-	5,000.00	-5,000.00
Purdy's Chocolates		-	700.00	-700.00
Mabel's Labels	56.52	56.52	-	56.52
TOTAL REVENUE	\$ 2,616.52	\$ 2,616.52	\$ 9,960.00	-7,343.48
Expenditures:				
Butterfly Kits		-	200.00	-200.00
Craft Supplies		-	400.00	-400.00
Garden Supplies		-	400.00	-400.00
Library Book Bags	266.01	266.01	450.00	-183.99
Science/Cooking Supplies		-	200.00	-200.00
Technology Fund		-	500.00	-500.00
Teachers' Discretionary Fund	5,000.00	5,000.00	5,000.00	0.00
Visual Journals/Sketchbooks		-	1,700.00	-1,700.00
Teachers' Wishlist	5,266.01	5,266.01	8,850.00	-3,583.99
Ice Skating		-	1,200.00	-1,200.00
Other		-	2,280.00	-2,280.00
Field Trips	-	-	3,480.00	-3,480.00
Childcare	150.00	150.00	1,000.00	-850.00
Other	177.89	177.89	500.00	-322.11
PAC General Costs	327.89	327.89	1,500.00	-1,172.11
Pumpkins		-	300.00	-300.00
Saleema Noon Workshops		-	500.00	-500.00
Sports Day Supplies		-	175.00	-175.00
Bank Charges	3.60	3.60	18.00	-14.40
TOTAL EXPENDITURES	\$ 5,597.50	\$ 5,597.50	\$ 14,823.00	-9,225.50
Excess (Deficiency)				
Revenue over Expenditures	-\$ 2,980.98	-\$ 2,980.98	-\$ 4,863.00	

CASH IN BANK Period: Sep 1'22 to Oct 15'22	Vancity Discretionary	BMO PAC Donations (held by VSB)	Vancity Gaming	Vancity Jumpstart / Playground	TOTALS
At beginning of period	\$ 19,421.08	\$ 2,224.41	\$ 927.71	\$ 0.38	\$ 22,573.58
At end of period	\$ 20,147.48	\$ 1,958.40	\$ 3,589.51	\$ 0.38	\$ 25,695.77
Projected Cash available for use (includes cheques not cleared)	\$ 15,204.00	\$ 1,958.40	\$ 3,589.51	\$ 0.38	\$ 20,752.29

Notes:

- PAC General Costs: "Childcare" was paid to two childminders at the Sep 21'22 PAC Meeting for 1.5 hours charged at a rate of \$50/hr. "Other" were for juice boxes purchased for the Terry Fox Run, as well as snacks and coffee for the PAC after school "Meet & Greet" and PAC Meeting on Sep 21'22.
- Cash balances for BMO PAC Donations account is as per statement provided by VSB on Oct 13'22.