



Date: Wednesday, September 25, 2024 at 6:30 p.m.

Location: Lord Roberts Annex and Virtual ([Zoom](#))

Meeting Facilitator: Stephanie Kromschroder

Attendees: Egbert Reichel, Valeriya Kirchonova, Pam Sherwood, Jenna O'Neill, Jeff Litke, Sarah Dunbar, Kate Busby, Marnie Cochrane, Alyssa Gibbs, Duyen Diep, Maham Khalid

1. Call to Order, Welcome, and Land Acknowledgment at 6:30 pm
2. Approval of Agenda - M/S/C
3. Approval of Minutes from Last Meeting - M/S/C
4. Business Arising from Last Meeting:
 - a. Welcome back to school.
 - b. If anyone is interested in volunteering with the PAC in an executive role or as a casual volunteer (i.e. assisting with school events, like the Terry Fox Run and sports days), please let us know.
5. Reports:
 - a. Vice Principal – Amber Logie
 - Thank you to the staff and parents for a successful start to the school year.
 - Updates on September activities, including:
 - Orange Shirt Day (Friday, September 27).
 - Terry Fox Run completed successfully despite the rain.
 - No Frills donated snack packs for students at the end of the Terry Fox Run.
 - Re: classroom setup and split classes:
 - Amber provided an overview of split classes, explaining the benefits of multi-age groupings for student self-regulation and independence. She addressed concerns about how split classes are managed and how curriculum is adjusted for different grade levels.

Connect with the Lord Roberts Annex PAC

Email: lordrobertsannexpac@gmail.com

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

Information Board: Located at the main entrance to the school



b. Teacher – Brenda Boylan

- The wishlist items for this year include a variety of tools, resources, and programs that will directly benefit students in their classrooms and during school events.
 - Key wishlist Items include:
 - Boardmaker License: A critical tool used by Special Education Assistants (SEAs) and classroom teachers. The Boardmaker software creates visual schedules and Picture Exchange Communication Systems (PECS) to support students with communication needs. These visual aids help reduce anxiety in students, especially those with learning challenges, by offering a consistent structure for understanding daily routines and step-by-step instructions. PAC has supported this license for several years, and it remains a vital resource across classrooms.
 - Butterfly Kits
 - Craft Supplies: The school requires additional craft materials for a variety of classroom projects, including things like googly eyes, pom-poms, pipe cleaners, and seasonal items. The PAC-approved budget will cover these extra supplies, which are stored centrally and distributed to classrooms as needed throughout the year;
 - Field Trip Fund
 - Garden Supplies: The school's gardens, including a sensory garden and a pollinator garden, play a role in hands-on environmental education.
 - Technology Fund: This year, the technology fund will be used to purchase small but essential items such as HDMI cables, charging stations, and adapters to ensure that teachers can use school tech like iPads and projectors effectively in their lessons. It will also cover necessary apps and software licenses for classroom activities that integrate technology.
 - Self-Regulation Tools: Teachers have requested additional self-regulation tools such as wiggle chairs, cube chairs, and weighted blankets to help students who have difficulty focusing or managing sensory input. These tools provide physical outlets for students to stay engaged in the learning environment.
 - Non-Fiction Books for the Library: A request for more non-fiction books to support research and literacy development, particularly in subjects like science, history, and nature. The school



librarian is working to update the library's collection, and the PAC is exploring alternative ways to source books, including donations from parents or partnerships with local bookstores.

- **Performance Fund:** This fund allows the school to bring performers and educational programs directly to the students. Last year, the school hosted a dance group and a storyteller, and teachers have expressed interest in similar cultural and educational performances for this year.
- **Hands-On Science Workshops:** The PAC has set aside funds to bring in hands-on science workshops for each classroom. Each class will have the opportunity to participate in a 1.5-hour session on a subject selected by the teacher.
- **Pumpkin Fund:** Every classroom will receive small pumpkins for students to use in science experiments, including measuring, weighing, and counting seeds, followed by carving activities. Larger pumpkins will also be provided for class demonstrations.
- **Science and Cooking Supplies:** Basic supplies such as vinegar, baking soda, and food coloring for science experiments, as well as ingredients for cooking activities related to classroom themes.
- **Visual Journals:** Every child in the school will receive a visual journal, which combines literacy and art projects. These journals are a long-standing tradition and help students express their creativity while developing writing skills.

c. Treasurer – Kelly Yuram Kim

- The budget is prepared based on last year's income statement and also with some assumptions. In the prior year, we budgeted a deficit of \$9,500, but in fact we had a profit of \$2,000 because we had some revenue that wasn't budgeted, like an unexpected grant from DPAC, and we doubled pizza days/month and the spring musical auction fund was omitted in the budget last year. On the expense side, some funds were not spent as expected or planned. Therefore, we had quite a bit of gap in between the budget and actual amounts.
- This year, we budgeted a deficit of \$3,500 which is similar to actuals from two years ago. For the revenue side, we assume that we will be granted a gaming fund again this year. There are variables like the number of movie nights and fund raising activities. The PAC will try to keep them at the same level as last year.



- For expenses, The teachers' wish list contains \$24,000 of expenses for the year, but the PAC budgeted \$17,000. Based on prior years, approximately \$15,000 is spent throughout the year.
- A new item for the year is the fruits and veggie program. Doug previously informed us that the school applied for the grant, but he was unsure if the school would be qualified or not, and Amber confirmed that no grant was received so we have budgeted \$1,500 to cover the program as requested.
- Items with uncertainties, no amounts have been budgeted, but we can further discuss and have a motion if needed. One item to inform the school and teachers is that we have combined some funds into one. For example, field trips, workshops, and programs are now into one fund so teachers have more flexibility to choose activities for their students.
- We understand that sometimes younger kids have a hard time if they go on a field trip as it's out of their routine, so in this case, a teacher can spend the fund for in-house programs and workshops or on-site field trips. This fund is \$45 per student and it cannot be transferred to other students/divisions.
- In summary, \$18,000 of revenue and \$22,000 of expenses are budgeted, resulting in \$4,000 of a deficit budgeted for the year.
- I will monitor the variance in between the budget and actuals throughout the year and will further discuss at the PAC meetings if needed.
- Motion to approve the 2024/25 budget - M/S/C

d. Fundraising – Tessa Diaczun/Sarah Dunbar

- Direct Appeal Campaign: Will run in October, with a fundraising goal of \$7,000.
- Movie Night: Scheduled for mid-October, with limited tickets available on a first-come, first-served basis.
- Pizza Days: Planned to start in October, with two pizza days per month (excluding March).

e. Hot Lunch Program – Maham Khalid

- The Hot Lunch Program will run on Wednesdays and Thursdays.
- More parent volunteers are needed to assist with the program.

f. Breakfast Club - Alyssa Gibbs

- Alyssa shared her commitment to running the Breakfast Club for the coming year, emphasizing community building.
- Parents are encouraged to attend and volunteer if possible.



g. Vancouver District Parent Advisory Council (DPAC)

- Motion to confirm Pam Sherwood as DPAC Member - M/S/C

h. New Coal Harbour School - Kate Busby

- New School Timeline:
 - The opening date for the new Coal Harbor school has been delayed, with the completion date now projected for summer 2025. The original plan to move the entire student body to the new school in the spring of 2025 has been revised. The school is now expected to open in fall 2025, though the exact start date remains uncertain. There is a possibility that the school year may begin in the current location and transition to Cole Harbor later in the fall.
- The PAC is actively seeking further clarification from the VSB (Vancouver School Board) on exact timelines and enrollment processes for families in the catchment area.
- Playground and Facilities:
 - Concerns were raised about the current state of play areas at the new school, particularly the fact that the existing playground is designed for preschool-aged children and is not suitable for grades K-7.
 - Additional concerns focused on the safety and design of the play areas, given that the playground is located on the rooftop of a community center, which is unusual and requires special engineering and safety considerations.
- Funding for Playground Upgrades:
 - In spring 2024, the park board committed to providing funding for playground improvements.
 - The Vancouver School Board has now also committed \$195,000 toward these improvements, which is a promising start, though it was noted that this may only cover consultant fees, given the complexity of the project.
- The PAC is closely monitoring these developments and has requested more detailed plans and timelines from the VSB and the park board.
- The PAC is prepared to engage the school community to help support fundraising efforts, etc.
- PAC Involvement and next steps:
 - The PAC has formed a subcommittee to focus on issues related to the new school transition. This includes ongoing communication with the VSB, BC Hydro, and the Park Board.



- Parents who are interested in joining the subcommittee or contributing ideas are encouraged to reach out to the PAC.

6. New Business

- a. Set a meeting with the VSB.

7. Reminders / Upcoming Events:

- a. Next PAC meeting - Thursday, October 17th.

8. Adjourn at 7:55 pm.