

Lord Roberts Annex School Parent Advisory Council Meeting Notes – Wednesday, December 15, 2021 at 6:30 p.m.

Meeting Facilitator: Mike Ventresca

Attendees:

Mike Ventresca (Chair)

Michael Shui (DPAC, Hot Lunch)

Ray Wang (Treasurer)

Enwei Chu (Communications)

Cathy Fan (Fundraising)

Elyssa Derban (Vice Principal)

Shelagh Maguire (Teacher)

Vicki Thomson

Amanda Rozak

Alice

1. Call to Order, Welcome, and Land Acknowledgement
6:35 p.m.
2. Additions and Approval of Agenda
 - a. Shelagh will be presenting a Teacher Report
M/S/C
3. Approval of Minutes from November 17, 2021 meeting
M/S/C
4. Business Arising from Last Meeting
 - a. Vacant Board Positions: Treasurer/Co-treasurer, Vice Chair, Secretary, Member at Large: Co-Fundraising Coordinator – Mike
 - We are urgently looking for a Co-treasurer – Ray will help with the transition. Please reach out to the PAC if you are interested in this role, or any of the other vacant board positions.
5. Reports:
 - a. Vice Principal – Elyssa
 - Indigenous Focus Day
 - Staff had an opportunity to hear local speakers from the Musqueam, Squamish and Tsleil-Waututh Nations.
 - School’s focus is on action/change at the school and making sure school is addressing calls to action.
 - Dreamriders
 - Students participated in a free virtual presentation called “Zero Heroes” (focus was on awareness of sustainability choices); kids really enjoyed it!
 - Spirit Days/Singalongs
 - Students have been participating in spirit days such as Pajama Day, Hair Day, and Ugly/Festive Sweater Day.
 - Singalongs have been occurring outside with music in the undercover area.
 - Thank You
 - Thank you to the PAC and LRA families for Direct Appeal fundraising. Staff have really appreciated the extra teacher discretionary funds, which have allowed them to purchase extra resources.
 - The Admin iPad was ordered and has arrived.

b. Teacher – Shelagh

- Shelagh is a resource/literacy instructor and librarian
- Library initiatives:
 - Expand Your Mind Challenge: Encourages students to take out different types of books. If a student takes out a book that isn't in the Top 10 most popular books, they would get a point in their passport. Once they fill up their passport, they can get a small prize. Students have enjoyed looking at other parts of the library and are taking out more non-fiction books.
 - Overdue Books: Please bring back books. Fees are not charged for overdue books, but would like them back so that we can keep track of them.
 - PAC Discretionary Funds: Funds have been used for the Reading Recovery program, which gives intensive extra support for Grade 1 (specific books are needed for this program).
 - KPMG Friends For Literacy: This is a program where KPMG would find volunteers who would read to the students (pre-COVID). They are now running the program with live video readings and have ordered copies of the books for every student (currently backlogged because of shipping delays).
 - Book Donations: Some families who have moved have donated books; would currently like to expand the non-fiction section.
- Gardening Program:
 - Angela (our Indigenous Enhancement worker) is working with students to plant garlic and clean up the garden.

c. Fundraising – Cathy

- Purdys Winter Chocolate Fundraiser: We sold \$1780, with a profit cheque of \$467.25. Thank you to volunteer parent Joven Narwal for helping with chocolate distribution!

d. Budget – Ray

- Direct Appeal Amounts: Sofia is waiting for a report so that the amounts get reflected in the PAC Donations report.
- Teachers Wish List: We can provide funds now so that school can start using them (funds include: craft supplies, gardening club, technology, science/cooking supplies); PAC will write cheques for the approved funds.
 - Elyssa: What will happen to unused funds at the end of the year? Should they return to PAC or stay with school?
 - Mike and Ray: Funds can stay with school; request that staff keep track of what the funds are being spent on.
 - Shelagh: Library bags are running low, and will need to order next year's bags in the spring
 - Ray: Library bag costs were approved in October. If more are needed, we can pass a motion later to increase the budget.
- BC Gaming Grant: We have two years to use these funds. We are required to use up the remaining \$2412.50 gaming grant. It's expected some of this will be spent on the online performances and Young Actors program (which should be starting in the spring).

e. Hot Lunch – Michael

- C'est Mon Café will be expanding the hot lunch selections from 6 to 8 from January.
- There is a request for gluten-free meals; C'est Mon Café has not responded, but will ask again.
- Feedback from teachers, families, and students has been positive.
- Sofia has been very helpful with distribution – thank you Sofia!
- Extra lunches will be placed in the freezer, and will be composted if not used.
- Spare lunches are available for students (one student dropped their lunch and a spare lunch was given to them).
- Michael will produce teacher reference sheets to let staff know what to expect on Hot Lunch Days.
- Feedback on expanding the program to 2 days/week: Elyssa spoke to staff, and they are ok with the expansion but had some questions about the timing of the lunches; will need to coordinate with teachers and confirm times.
- Question from Amanda: Daughter was absent on lunch day; what to do with the extra lunch that was delivered?
 - Michael: Lunch will be placed in the freezer, and will notify families that the lunch is available to take home within 1 week (an email to families about this will be sent to explain this procedure)
- MOTION: Commence expansion of hot lunch program to 2 days/week (Wednesday and Thursday) beginning in January
M/S/C
- Pizza Day: In the planning process for this; will present more at January PAC meeting
- Question from Ray: Placed an order, but didn't receive Money Request
 - Michael: Contact the vendor again. If they don't respond, let Michael know.

f. DPAC – Michael

- Update will be given at the January PAC meeting

6. New Business

- a. None

7. Informational Items

a. Communication to parents

- School website:
<https://www.vsb.bc.ca/schools/roberts-annex/Families/Parent-Advisory-Council/Pages/default.aspx>
- Facebook page: *Lord Roberts Annex Parent Advisory Council*
- Parent board: Located by the entrance to the gym
- Email address: lordrobertsannexpac@gmail.com

8. Next Meeting: Wednesday January 19, 2022 at 6:30 p.m.

9. Adjourn

7:32 p.m.