

Lord Roberts Annex School Parent Advisory Council

Meeting Notes – Wednesday, November 17, 2021 at 6:30 p.m.

Meeting Facilitator: Mike Ventresca

Attendees:

Mike Ventresca (Chair)	Elyssa Derban (Vice Principal)
Michael Shui (DPAC)	Ray Wang
Nur Wilson (Treasurer)	Robin
Enwei Chu (Communications)	Alice
Cathy Fan (Fundraising)	

1. Call to Order, Welcome, and Land Acknowledgement
6:35 p.m.
2. Additions and Approval of Agenda
M/S/C
3. Approval of Minutes from October 20, 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
 - If anyone is interested in the vacant board position, please reach out to the PAC.
 - b. Pumpkins – Mike/Nur
 - Pumpkins were purchased by Mike and Nur and delivered to the classrooms; all classes used them throughout the week in math and biology lessons
5. Reports:
 - a. Vice Principal – Elyssa
 - New Roberts Annex School
 - Had a visioning meeting with school district and architects for new Roberts Annex school
 - Discussed what parents, teachers, and community wanted to see at the new school
 - Preliminary sketches were presented; it is expected to be multi-level with a daycare on site
 - Remembrance Day Assembly
 - School had a virtual assembly where students sang songs and recited poems
 - CSL Meetings
 - Families had their CSL meetings with teachers (one of at least five points of contact for the school year)
 - Indigenous Focus Day

- Theme was future visioning; focus is on Truth and Reconciliation Commission’s calls to action
- Winter Break
 - Sent out a letter to families about out-of-country trips (children will need to stay home for 14 days after returning)
- Winter Fun Events
 - There will be singing outside, creating art, theme days
 - Many different ways to celebrate winter; feel free to share what you are doing in your home
- Tree that fell down
 - The tree that fell down in the playground area during the wind storm was unexpected
 - No staff or students were harmed
 - Staff did an amazing job making sure students went inside the school quickly
 - Groundspeople from the district were at the school within 20 minutes to assess the damage and playground; came back the next day to remove the tree; they gave the school a slice of the tree so that students can use it as a learning opportunity
 - All other trees at the school have been assessed
 - Carol spent time going to each class to talk about unexpected events, and to let the students share their thoughts
 - Some classes have started a weather unit where they learn about weather predictions and reporting
 - Questions from families:
 1. How often are trees assessed? Answer: They are regularly assessed. Each tree has a tag that indicates it has been assessed.
 2. What are the emergency procedures for the school? Answer: For extreme weather, there are school closure plans. Weather is site-specific due to regional differences – staff on site make decision around these events. The process for these events is to call a hold-and-secure (which is what occurred here).
 3. If any families have further questions, they can contact Elyssa
 - Question from Robin:
 1. If there is a weather warning, is there a threshold speed for winds that would deem them unsafe? Other things were flying around during the time the tree fell (branches, patio furniture). Answer: Weather events will be assessed on a case-by-case basis, since it is difficult to predict. As a community, we can remind families about weather, especially before walking to/from school.
- Code of Conduct
 - Staff have been working on a code of conduct based on the Circle of Courage (by Martin Brokenleg)
 - There are four points in the Circle of Courage: generosity, independence, belonging, and mastery

- Staff and students will be working together to put these four points into the student’s words and actions
 - Input from parents about these goals is welcome
- b. Teacher – Shelagh
 - Not on call; will defer to next meeting
- c. Fundraising – Cathy
 - Direct Appeal: Total number of donations was \$5365, which exceeded our goal of \$5000!
 - Winter Plant Sale: No plant sales this year, since we just finished Direct Appeal and will be starting Winter Chocolates soon
 - Winter Chocolate Fundraiser: Campaign will run from November 15th to November 24th
 - Suggestion by Nur to remind parents of ongoing fundraisers (Mabel’s Labels, COBS bread); can compile list and send an email
- d. Budget – Nur
 - Mabel’s Labels cheque was received and deposited
 - Pumpkin costs were reimbursed to Mike and Nur
 - Teachers received \$2500; other wish list items can be funded (including school iPad, which will be used to take school pictures)
 - Will need to get more information from teachers about the drama program (this will be funded by the gaming grant)
 - Gaming grant funds have been submitted for next year
- e. Hot Lunch – Michael
 - Phases
 - 1st Phase: Visioning and awareness of Hot Lunch Days
 - 2nd Phase: Hot Lunch Trial (one Hot Lunch Day)
 - 3rd Phase: Add Additional Hot Lunch Day
 - 4th Phase: Add Pizza Day
 - 5th Phase: New School Year Planning
 - Vendor: C’est Mon Café (<http://www.cestmoncafe.com>); full ordering details and FAQs are on their website
 - First day of trial: Thursday November 25th, remaining trial dates will be on Thursdays
 - Deadline for ordering: the day before the lunch day (families can order for the rest of the calendar year)
 - Cost per meal: \$6.50 (\$0.99 will go to the PAC for fundraising)
 - Families who want to participate and need financial help can contact Elyssa
 - No utensils will be provided, so students will need to bring their own; Michael has source compostable utensils (\$27.00) that will be kept at the school in case they are needed
 - Will work with Enwei to get the Hot Lunch information up on the website and send an email to families; will also post Hot Lunch posters at the school
 - Michael will be volunteering to facilitate deliveries
 - Elyssa and teachers are aware of the Phase 2 trial, and that it will increase as appropriate

- Would like PAC, parent, and teacher feedback on how the trial is going for the next PAC meeting
- Proceed to Phase 2 trial (1 meal a week, \$6.50/meal): M/S/C

6. New Business

a. Treasurer Position – Mike/Nur

- Nur is leaving – this is her last week as Treasurer
- Calls were made for nominations to fill the Treasurer position
- Only one candidate was presented (Ray Wang)
- Ray Wang is now the Treasurer by acclamation
- Looking for a Co-Treasurer since Ray will be leaving next year

b. In-Person Events - Mike

- VSB says events are possible, but there are restrictions; need to start small and develop confidence in the school community
- If anyone has ideas for events, please let us know

c. PAC Meeting Reminder

- Mike/Enwei will send out a PAC meeting email reminder the day of the meeting

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 December 15, 2021 at 6:30 p.m.

9. Adjourn

7:37 p.m.