

PAC Welcome Back Meeting Agenda and Notes

Date & Time: Tuesday September 17, 2024 @ 7pm

Location & Attendance: Hybrid – in person at Carnarvon Library (n=16) and on Zoom (~n=15)

PAC Chair: Nina

1. Opening

- a) Welcome & land acknowledgement
- b) Approve AGM minutes from June meeting Finalize agenda
- c) Additions - None

2. Principal's Report (Mr. Murphy)

- a) Update on the school
 - Mr. Murphy thanks parents and staff for patience with the later classroom assignments this year. There were many factors at play that explain the delays this year. In brief:
 - Carnarvon learned about a larger than anticipated number of new student enrolments in the catchment during the last week of August. Once those numbers come in, Vancouver School Board (VSB) looks at capacity at Carnarvon and surrounding neighborhood schools.
 - Carnarvon was given an extra division by VSB and it is difficult to be proactive given the late notice of the new division.
 - During first week staff are taking extra care in decision making on classroom assignment, striving for good learning environment. Decision making based on class size, split class, international students and English language learners, and number of student designations.
 - Foundation Skills Assessments will begin on October 1 for grades 4 & 7 students. Stay tuned for updates from classroom teachers.
 - Cross country starts week of September 23. Notices to be sent home soon. Volunteers needed
 - Pro D on Friday Sept 20. Staff will focus on writing and literacy and strategies to improve students' skills.
 - Orange shirt day on September 27. Grade 3 & 7 classes will lead the assembly. Parents are welcome to join.
 - New Device policy. Mostly relevant to intermediate parents. Students that bring devices (required: phones & tablets; smartwatches are at teacher discretion) must hand them to teacher at beginning of the day to be locked up until end of day. A few logistics still being worked out with grade 7 class.
 - Meet the teacher on Thursday – all classrooms open from 4-5pm.

b) Chance for parents to ask questions:

- Q: How many more divisions can we accommodate?
A: Room for one more division, could go up to two if they moved the gifted program from the

Chairs Report

a) Voting on Outstanding Positions for the PAC Executive Board

- No objections to the following new representatives. Thank you for volunteering.
 - Treasurer – Kristin Baur
 - Fundraising – Merin
 - Hot lunch coordinator – Jen

b) Open positions (not mandatory to be filled)

- Vice Chair
- District Parent Advisory Committee (DPAC) Rep
- Spirit Wear
- Chinese translator – thank you to Iris Kwan for volunteering
- Sooner filled the better – core executive team has been filled.

*Action: Please connect with Nina (Chair) if you are interested in more information or volunteering for one of these positions.

c) Welcome Back BBQ (Thursday Sept 19, 2024)

- PAC will host the BBQ this year with the support of parent volunteers.

d) Discussion about Fundraising plans for the upcoming year

- PAC plans to give greater attention to a direct drive in 2024/25 for fundraising.
 - Families can make direct donations to the PAC fund starting at the beginning of the school year through school cash online.
 - PAC is working with Mr. Murphy to gather the school list of items needed (e.g., Raz kids, classroom supplies, extra curriculars)
 - Families who donate through the direct drive will receive a tax receipt for any donations >\$20 and can select which specific fund their donation goes to (e.g., badminton, classroom supplies, tech, general, etc).
- Past fundraisers are resource intensive (e.g., volunteer time) and some haven't been as successful in recent years.
- Fundraisers that have had high turn out and have been successful will continue (e.g., monster mash, bingo, purdy's, flowers).
 - Dates for these events will be set ASAP so that volunteers can be identified early and logistics planned (e.g., gym space)
- There are other grants the PAC applies to (e.g., Gaming Grants), which have specific rules about what the funds can be used for.
- Questions & Answers:

- Q: Can PAC fundraise for turf to be installed in the gravel field?
 - A: this may be complicated – VSB owns the property and improvement of that kind has to go through VSB. PAC is also required to fundraise for items that benefit the entire school community and this may not qualify.
- Q: How much do we need to raise as soon as possible?
 - A: Minimum of \$9,000 is needed for classroom supplies ASAP, this wouldn't cover any other extra curriculars (e.g., pickle ball, badminton, special speakers, field trips, etc).
- Q: Are direct drives ever as direct as to giving families the amount that should be donated to fund all the items that are needed for the school year?
 - A: Other schools do this (e.g., request \$100 per child); last year Carnarvon asked for \$25 per child, which was on the low end. Challenge is to balance a donation amount that is equitable and fills the needs of the school.

e) Discussion about Event Planning – Led by Erin

- A few students have expressed interest in being more involved in event planning.
 - Proposal to involve a student rep on the PAC. In general, this received support, but there are some logistics that would need to be worked out with the school staff who oversee the student council.
- Examples of new event ideas:
 - Halloween costume sale/exchange
 - Book drive (save books from the Christmas market)
 - Movie nights at the school gym
 - February events - Frosty festival, crazy hair day, neon party, 80s party,
 - Cabin party
 - Craft markets to support students' entrepreneurial skills
 - Events that require PAC funding require discussion and approval by PAC.
- Other ideas for fundraising events:
 - Bottle drives
 - Stongs and other neighborhood partners do a percent of sale as donation to the PAC
 - Connect with PAC if you have ideas!
- Special guests/talks:
 - Non-sanctioned events when Mr. Murphy can't be there, then there's a cost to rent a gym
 - Could team up with other schools to host for events Mr. Murphy cannot be there.
 - Parents and teachers may like to also team up for certain speakers

- Event Communications
 - PAC is creating an Instagram page to advertise information about events
 - PAC will put out date for all events in advance

* Action: Provide staff with updates on events as early as possible so teachers can plan accordingly.

f) Treasurer Report – Led by Kristin

- 2024/25 budget to be set still.
- There was a discussion about the different events, what was beneficial, what was too costly. This is informing ideas for fundraising (e.g., direct drive) and changes to events.
- Working with Mr. Murphy on list of items that are needed for the school, which is generally generated by the teachers.

g) Muncha lunch Update:

- Please make sure student is matched to correct teacher and division.
- Bittersweet Kitchen will provide hot lunches on Friday, beginning Oct 4. Orders to be placed 9 days in advance.
- Pizza will be on Wednesdays to break up lunch prep for the week! May start as early as Wednesday Sept 25. Stay tuned!

Other Business?

- Future monthly PAC meetings will rotate between Monday's and Tuesday's
- No meeting in December

Adjournment!

Meeting adjourned ~8:20pm