

# L'ECOLE BILINGUE PAC MEETING MINUTES

November 26, 2018

7:00-9:00

Multipurpose Room

1166 W. 14th Ave.

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1. Call to order 7:01 -
2. Approve minutes from September 2018 - motion brought forward by Kelly Grossert and seconded by Jasmine Thorburn.
3. **Review of PAC exec roles** - there will be three vacancies next year -
  - a. Past Chair Gwen - support current PAC exec; provide context and continuity; manage direct donation; this role finishes in January 2018
  - b. Chair - Scott - volunteer coordinator; train vice chair; liaise with administration;
  - c. Vice Chair - Bryan - coordinate committees, prepare meeting agendas, book PAC presentations, arrange guest speakers,
  - d. Treasurer - Heather - manage in and outflow of PAC funds - write cheques, liaise with QE treasurer, reconcile bank statements, work with other leads; prep budget or June AGM, monitor budget throughout the year; apply for gaming grant; respond to fiscal and funding questions; Heather will be stepping down after this school year and this key position is open for next year - Suggest that the replacement shadow Heather for the coming year.
  - e. Secretary - Wendy - compose and publish minutes - this easy executive position will also be available next year
4. **Treasurer report** - Heather Wessenberg
  - a. Direct donation drive is just starting. We have budgeted \$19,000. We will provide an update of contributed funds at our next meeting. Thank you to all who have donated so far
  - b. Halloween Haunt - made \$3,262 and expensed approx. \$1,500
  - c. Opened a bank account for long term projects - \$50,000 in the account. This money is surplus operating expenses that we kept moving forward.

Now designated for long term multi-year projects (e.g. Earth Bites, playground, technology)

- d. PAC also has the following accounts
    - i. General operating account
    - ii. Gaming Account - for deposit of grant, and then moved
    - iii. Legacy Account - for Quebec Exchange contingency - \$30,000
    - iv. Long term projects - as mentioned above \$50,000
  - e. Friendly reminder - if you need reimbursement for any expense, there are forms in the PAC Treasurer box. I usually write cheques every two weeks. If it is QE related then the QE Treasurer should be copied or notified of the expense.
5. **Past Chair report** - Gwen - direct donations - VSB has new online system for receiving funds... new procedure for collecting donations, a result of CRA review; some confusion re the procedure for making a donation - a new email was sent out that outlines the steps; tax receipt is generated immediately;
- Discussion - can we still donate by cheque? YES but we cannot provide a tax receipt.
6. **Chair report** - Scott Graham
- a. Constitutions and Bylaws - there is an error in the version of the constitution and bylaws that we approved in June AGM... we will amend at the June 2019 AGM. This error does not affect the intent of the document nor the operations of the PAC.
  - b. Iguay and Igirl by Saleema Noon - will be offered during May proD - addresses self esteem, body image, gender-based societal biases; for Gr's 4-7
  - c. Cecil Rhodes mosaic - June vote was to remove and/or amend it; still pending
7. **Vice chair report** - Bryan Dar Santos
- a. **Committee reports**
    - i. **Halloween Haunt** - Peter Grier - Thank you to all parents and students; everything went smoothly; received 120 cakes; thank to all the parent leads especially Kathy Kara for her fundraising efforts which saved us a significant chunk of money;
    - ii. **After school programs** - Jen Uegama - all winter term programs are confirmed and will start at the end of January; They all have

their own website for their own registration except Mad Science; haven't heard anything from STEM to space;

1. This volunteer position will be open after this school year. Please connect if you are interested in this easy committee lead.
  2. Question about strings program - we were not able to find a provider; there is a petition on change.org asking VSB to bring back strings programs. Concerned parents should sign it.
- iii. **Emergency Preparedness Program** - Dawn Ursuliak - we consulted with Collette O'Reilly (VSB Manager Health, Safety and Emergency Management) last June and end of Sept. Collette O'Reilly provided parent talk about VSB reunification and emergency plans; we sent out a letter 2 weeks ago via Fri bulletin re comfort kits no longer needed from parents as redundant and also problematic to manage
- iv. **Pizza** - Nancy Cameron - "Deidre Jeffrey and Enoch Lam, both grade 4 parents, have taken over the onsite pizza coordinator duties each week. Fiona Lo and Sue Loh will continue to provide support. Recruiting pizza servers continues to be a struggle and many weeks we are short of servers. Serving pizza only takes about 15 minutes of your time at Thursday lunch. If you want to volunteer, please go to: [www.signup.com/go/NRGLFht](http://www.signup.com/go/NRGLFht) and select the weeks and divisions that you work best for you. Please contact Nancy Cameron at pizzacoordinator@gmail.com if you: 1) would be willing to be put on a list as a potential server for when we really need folks, 2) are willing to become a pizza coordinator in the future, and/or 3) just have questions. "
- v. **Yearbook** - Denise Cousineau - since we are now with Mountain West for photos, we also have a new yearbook partner; yearbook samples were provided; hoping for more pictures ; you can upload pics from your phone or computer; please be judicious with the pictures that you send; if you prefer that your child not to be included in the yearbook please inform us;
1. Natalie inquired about satisfaction with Mountain West and parents provided positive feedback.
- vi. **FANTASTIC** - Bryan Dar Santos - decided to change our name to "the Fantastic Food Committee"; terms of the committee have been established = to review existing PAC lunch programs and make

recommendations that promote nutrition and healthy relationship with food;

1. we have identified areas of deficiency and/or areas of improvement with respect to the BC Food Guidelines;
  2. we are looking at vetting new suppliers (criteria - nutrition, foodsafe, wastage of packaging, food wastage, cost / tasty / fundraising); if you have any suggestions re suppliers, let us know;
  3. discussion re current areas of deficiency: pizza and subway is likely just missing the whole grain requirement, if so, would be classified as sell sometimes. Sushi is missing whole grain as well as other nutritional requirements; food wastage for sushi program - action - parents to survey your kids re whether they like the current foods and if they finish what they have been ordered;
- vii. **Diversity** - Celena Bendorff - terms of reference are established - to facilitate awareness and empathy around a broad range of diversity topics; “evolution rather than revolution”; Natalie recommends to coordinate implementation with administration
- viii. **Choir** - Scott - there is a new choir director and kids are enjoying it; winter recital Dec 13 at 7pm;
- b. **Volunteer Committee** - Renee LeNobel - a few parents identified a need for more organization and communication around volunteer positions within the PAC. She and the people on this ad hoc committee will work towards identifying and compiling a list of volunteer positions, as well posting job duties so parents can better plan their volunteer commitments over the years. See appendix
- i. Discussion - Include extended family members (e.g. grandparents)
  - ii. Discussion - review sign-up methods
  - iii. Discussion - getting more people to come to PAC meetings; eg. scheduling on different nights or different times of day.

8. **Vice Principal’s report** - Valerie Carriere

- a. Quebec - everything is on track - parent volunteers are well organized; teacher chaperones will be Abeerhu, Louise, Valerie, Oly, Max, and one more;
- b. FSA - booklets of results will be disseminated

9. **Principal’s report** - Natalie Morissette

- a. CSL: MID-Year Written Progress Report will go home between Mid-December and Friday February 1 2019
- b. Earth Bite program update:
  - i. 8 divisions participating this year
  - ii. Garden growing well
  - iii. Maxine teaches in French her cost is covered by the school.
  - iv. Pablo works with students in the garden beds outside the library
  - v. All classes twice: Moved beds, prep beds for winter, planted, creating habitat, optimize soil and space, greenhouse effect including an understanding of energy transfer. Lettuce, spinach, Brussels, garlic, broccoli... micro greens and other mixes.
  - vi. Max did kales chips, rose hips (harvest from another school), ginger and lemon tea
  - vii. Next is gardening planning such as growing seedlings in door...
  - viii. Next year: 6 x 3' by 8' self-watering beds at 750\$/each we also get 4x 4' by 4' at 575\$ those beds are used by the North Shore
- c. Graines de Chefs (Sonia) - this is a program run by nutritionist; cooking courses incorporating science and cooking; addressing food literacy; taught in french;
- d. Hampers this year:
  - i. As mention in the E-Bulletin, the grades are combining items towards gifts this year. We will be donating to Downtown Eastside adults. We will not be doing Grandview hampers this year. Thank you to all for your donations. Wrapped gifts delivered in Mid-December. Two staff members of the Downtown Health Center will come and talk to our older students about homelessness
- e. Rainy Days:
  - i. We rotate outdoor times for intermediate students. Primary have a choice to play inside the multipurpose room or outside.
- f. Boogaloo Dance program January 14 to 18.
  - i. Performance for parents and families on the Friday January 18
  - ii. Creating our Lip dub will follow
  - iii. Jared and Anita (from Boogaloo) will choreograph the lip dub
  - iv. Abheeru and Natalie will mix the music
  - v. It will be possible for parents to join in the last image
  - vi. A specific media release permission form will go home for this project
  - vii. "Unique comme toi" is the slogan

- viii. Ask families to provide a t-shirt and we will have student write the slogan with special markers
- g. Morning Coffee Chats:
  - i. Past topics have been: Assessment and Curriculum, and Sleep hygiene and anxiety
  - ii. Next? waiting for ideas
  - iii. We can offer evening sessions late in the year if the PAC wants to help organize it.
- h. Update on the building: Tiles are being monitored by VSB employees bi-weekly

Motion to adjourn - by Scott seconded Peter

Meeting adjourned at 8:41

## Appendix:

# L'Ecole Bilingue Volunteer Resources

L'Ecole Bilingue has a strong parent community and we offer fantastic opportunities such as Camp Sasamat, Alice Lake, and Quebec Exchange. These opportunities and their fundraisers require a lot of parent volunteers.

We are struggling with recruiting enough volunteers to provide for all our programs and fundraisers. We have over 30 programs/fundraisers that require parent volunteers and that number does not include all the teacher requests for field trip chaperons and classroom help. We need over 20 parent volunteers every Thursday just to run pizza lunches. This is but one example of where we are struggling to fulfill all our obligations.

Our current struggles may be compounded in a couple years' time. In the 2017-2018 school year, L'Ecole Bilingue took in one less Kindergarten class. Within three years, those parents and the ones after will be expected to undertake the same number of volunteer commitments with one third fewer families to draw from. That year also accepted only younger siblings, so not only will we have one third fewer families to draw volunteers from, but many of those families will have to undertake multiple fundraising initiatives for their children at their different grade levels.

Some *theories* that may explain challenges recruiting volunteers:

- More parents work and are unavailable during school hours
- As our children age, parents choose to go back work and must reduce their volunteering—just when more volunteers are needed for grade 4 to 7 programs.
- There are too many requests for volunteers: from within our school and from the broader community, and we simply don't have enough people to accommodate all the requests.
- Parents with a grade 7 at the school may chose to focus their finite volunteer hours on Quebec Exchange fundraisers at the expense of other fundraisers that benefit their other children.
- New initiatives are started with little consideration about long term sustainability or how they may impact other programs: every time we introduce a new program it runs the risk of drawing volunteers away from an existing program.

- We are proposing the creation of a fundraising committee (the irony of suggesting another volunteer commitment is not lost on us). The committee would undertake a phased approach to help identify the strengths and challenges of our programs/fundraisers and make recommendations for resolving some of our issues for the long term. The result would be a strategic plan, of sorts, that will help guide us for when we may need to make changes to our programs and fundraisers.
- The phases include:
  1. **Discovery:** review all the programs/ fundraisers that require parent volunteers; the goal is to fully understand what our volunteer resource and fundraising needs are
  2. **Analysis & recommendations:** analyze and develop recommendations from the information collected in phase 1.
  3. **Implementation:** start implementing changes, if needed, to programs/ fundraisers.
  - 4.
- The committee also wants to ensure that our broad parent community has an opportunity to provide input and suggestions. A lot of great ideas may be proposed, but if we don't take the time to understand their impact, then we risk implementing ideas that aren't sustainable for the long term.
- The fundraising committee is open to suggestions and any interested parent is welcome to join. We are particularly interested in parents with experience in program development /evaluations, strategic planning, project planning, change management, community consultation, survey development, and/or research. If you have another skill that you believe would provide value to this undertaking, please offer your ideas.