

**Lord Roberts Annex School Parent Advisory Council**  
**Meeting Notes – Wednesday, September 15, 2021 at 18:30**  
Meeting Facilitator: David Macdonald

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Attendees:

David Macdonald (Chair)

Sara Jones

Nur Wilson (Treasurer)

Ms. Mills (Teacher)

Elyssa Derban (Vice Principal)

Cathy and Mike Ventresca

Enwei Chu (Comm. Coordinator)

(Fundraising Coordinators)

Briana Rayner

Michael Shui (DPAC Rep)

Daniela Martins

1. Call to Order, Welcome, and Acknowledgment of Territory  
6:30 p.m.
2. Additions and Approval of Agenda  
M/S/C
3. Approval of Minutes from June 16, 2021 meeting  
M/S/C
4. Business Arising from Last Meeting
  - none
5. Start of School Update- Elyssa Derban
  - a. Staff Anti Racism Training Day held on Sept 5
    - i. Valuable content looking at language and assumptions to be covered with students in the future
  - b. High volume of student changes at start of year that have resulted in changes to classrooms
  - c. Ms. Mills successfully assisted with Kindergarten gradual entry (Sept 15-16) transition
  - d. Terry Fox Run- Elyssa to send further information on upcoming fundraising
    - i. September 23rd is the target date for event
  - e. School tours with parents may be scheduled in the upcoming weeks
    - i. Will aim to schedule smaller groups and may take some time
  - f. Staffing- New teachers
    - i. Nicole Williams Gr.1/2 class
    - ii. Rhonda Martin (Job sharing in Division 1)
    - iii. New Temporary Support Staff (Marc Rito, Shawna Oser)
  - g. Staff Change: Div. 4 (Ms. Rossignol)- She has accepted position at another school site.

- Replacement for Ms. Rossignol (Joshua Bay) has started transition
  - a. Absences of Annex staff in last school year have not gone unnoticed by administration, and all measures are being taken to ensure the continued delivery of educational program by qualified educators.
- 6. Fundraiser reports- Mike and Cathy Ventresca
  - a. Raised over 12k last year- new Ipads, projector, technology fund, student support
  - b. Looking at updated priority list on what the PAC would like to support. We are working with the teachers on the updated wishlist for this year, and expect that for the next meeting
    - i. Technology fund
    - ii. Cooking
    - iii. Direct appeal
      - Looking to start in October this year.
      - Silent auction was successful last year, may want to consider effort involved
      - Indoor spaces (we are at 50% of that for the gym- recommendation is to start slowly first)
  - c. Update from Nur: \$661 from last year's fundraising is left in school account. We'll take last year's numbers and start from there.

d.

| Roberts Annex PAC                      |                                     |             |             |            |
|--|-------------------------------------|-------------|-------------|------------|
| Treasurer's Report as of:              |                                     |             |             |            |
| September 1, 2021                      |                                     |             |             |            |
|  |                                     | Gaming      | General     | JumpStart  |
| SUMMARY                                | Start of year balance (Sep 1, 2021) | \$1,923.06  | \$25,161.08 | \$0.00     |
|  | Contributions                       | \$0.00      | \$0.00      | \$0.00     |
|  | Expenses                            | \$0.00      | \$0.00      | \$0.00     |
|  | Current Balances (total)            | \$1,923.06  | \$26,522.90 | \$0.16     |
|  | - Held in PAC accounts              | \$1,923.06  | \$25,161.08 | \$0.16     |
|  | - Held in School accounts           | \$0.00      | \$661.82    | \$0.00     |
| Total Raised in 2020-2021 School Year: |                                     | \$0.00      | \$0.00      |            |
| Fundraising Goal:                      |                                     | \$25,000.00 |             |            |
| FUNDRY                                 |                                     | Gaming      | General     | Playground |
|  | <b>Totals:</b>                      | \$0.00      | \$0.00      | \$0.00     |
|  | Grants                              | \$0.00      | \$0.00      | \$0.00     |
|  | Interest                            | \$0.00      | \$0.00      | \$0.00     |
|  | Pointsettia Sale                    | \$0.00      | \$0.00      | \$0.00     |
|  | Holiday Chocolates                  | \$0.00      | \$0.00      | \$0.00     |

- e. Discussion on additional funding for Teacher's Discretionary Fund
- f. Pumpkins
  - i. Better to get them week or so prior to Halloween will allow for kids to experiment with them
- g. Field trips may be started (undecided as yet), and may be augmented as needed

- h. Teacher Wishlist may be augmented as well
- i. Approved for the following spend below has been granted

| Confidential \ No Additional Protection |                                      | Public        |                    | Confidential  |            | High Risk Confidential |            | Personal Information |   |   |
|---|--------------------------------------|---------------|--------------------|---------------|------------|------------------------|------------|----------------------|---|---|
| A                                       | B                                    | C             | D                  | E             | F          | G                      | H          | I                    | J | K |
| I<br>N<br>G                             | C'est Mon Café                       | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Roasters Hot Sauce                   | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Silent Auction                       | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Direct Appeal Campaign               | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | <b>SPENT</b>                         | <b>\$0.00</b> | <b>\$0.00</b>      | <b>\$0.00</b> |            |                        |            |                      |   |   |
| S<br>P<br>E<br>N<br>T                   | Teacher Discretionary Fund           | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | General PAC Spending                 | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Parent education                     | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Visual Journals (future school year) | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Butterfly Kits                       | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Craft Supplies                       | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Gardening Club                       | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | After Sports Day                     | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Saleema Noon Sexual Health Workshop  | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
|   | Technology Fund                      | \$0.00        | \$0.00             | \$0.00        |            |                        |            |                      |   |   |
| PAC Wishlist                            | \$0.00                               | \$0.00        | \$0.00             |               |            |                        |            |                      |   |   |
|   | <b>IDEAS FOR PLANNED SPENDING</b>    | <b>\$0.00</b> | <b>\$13,455.00</b> | <b>\$0.00</b> |            |                        |            |                      |   |   |
| P<br>L<br>A<br>N<br>N<br>I<br>N<br>G    | Teacher Discretionary Fund           |               | \$2,500.00         |               | Remaining  | 2020-2021              |            |                      |   |   |
|   | General PAC Spending                 |               | \$500.00           |               | \$2,500.00 | \$2,500.00             |            |                      |   |   |
|   | Parent education                     |               | \$500.00           |               | \$500.00   | \$500.00               |            |                      |   |   |
|   | Visual Journals (future school year) |               | \$1,700.00         |               | \$500.00   | \$500.00               |            |                      |   |   |
|   | Butterfly Kits                       |               | \$200.00           |               | \$1,700.00 | \$1,700.00             |            |                      |   |   |
|   | Craft Supplies                       |               | \$400.00           |               | \$200.00   | \$200.00               |            |                      |   |   |
|   | Gardening Club                       |               | \$400.00           |               | \$400.00   | \$400.00               |            |                      |   |   |
|   | After Sports Day                     |               | \$175.00           |               | \$400.00   | \$400.00               |            |                      |   |   |
|   | Pumpkins                             |               | \$300.00           |               | \$175.00   | \$175.00               |            |                      |   |   |
|   | Field Trips                          |               | \$2,280.00         |               | \$300.00   | \$300.00               |            |                      |   |   |
|   | Saleema Noon Sexual Health Workshop  |               | \$0.00             |               | \$2,280.00 | \$2,280.00             |            |                      |   |   |
|   | Technology Fund                      |               | \$500.00           |               | \$0.00     | \$0.00                 | \$500.00   |                      |   |   |
|   | Teacher Wishlist                     |               | \$4,000.00         |               | \$500.00   | \$500.00               | \$4,000.00 |                      |   |   |

j.

- k. Nur: Gaming spend needs to be spent (ie. field trips)
  - i. We have two years to spend last year's gaming account funds
- 3. New Business

- a. Ms. Mills: Young Actors Program
  - i. Program (drama) called Young Actors (\$1890) targeted for Springtime- **Approved**.
    - . Each class would have 3x 90mins sessions on Improv, drama activities
- b. Daniela Martins
  - i. Pizza and Hot Lunch
    - 1. Normally we have Pizza Day on Fridays, and Thursday C'est Mon Cafe (Pasta/various foods)
      - a. Had 130 Pizza orders in the past
      - b. Option to have one slice of pizza, juice box, vegetable for \$5, can also possibly have 2 slices for \$8
        - . For Munch a lunch, may consider going to an easier system to manage the operation
    - 2. Now the hot lunch person will follow COVID protocols, separate and label every meal for each order, and will be separated in an insulated bag by Division.
      - a. Hot lunch is now a daily option

- b. Hot lunch will be donated if student is not able to afford it
      - c. \$6.50 per order in the past, now \$5.25 + GST and we will add on top
    - 3. Past issue: short time to distribute the lunch
      - a. Would parents be allowed to help out with hot lunch in order to help the teachers? One will be needed.
    - 4. Elyssa: Would like to explore definition of "boxed lunch", as Pizza person may have to review how they currently pack the pizzas to be protocol compliant
    - 5. Ms. Mills: Question on environmental impact of the boxed lunches
  - a. DPAC Update: Michael Shui
    - i. First DPAC on Sept 23 topic PAC 101
    - ii. Registration opens next week
    - iii. [https://static1.squarespace.com/static/56baeb4337013bc5ec5fd5d5/t/5f7f3ee784a1452de437a076/1602174697296/2020\\_2021+PAC+101.pdf](https://static1.squarespace.com/static/56baeb4337013bc5ec5fd5d5/t/5f7f3ee784a1452de437a076/1602174697296/2020_2021+PAC+101.pdf)
  - b. Mike Ventresca
    - i. Raised the need for a Social Coordinator position
      - 1. Purpose not just to raise funds, but to help plan social events as well this year
      - 2. Sara Jones has kindly volunteered to assist with planning
- 7. New Business
  - a. None
- 8. 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](mailto:lordrobertsannexpac@gmail.com)
- 9. Next Meeting is: October 20, 2021 at 6:30 p.m.
- 10. Adjourn 7:45 p.m.

