

Minutes from Montroyal Elementary MPAC Meeting Thursday October 16th, 2014

Meeting started at 7:01pm in the library.

1. Jana started the meeting by declaring quorum.
2. Jana mentioned there was a mistake in the agenda. We would be voting to approve the Feb. 20th MPAC meeting minutes, not the May AGM minutes (they will be voted on at the next AGM). Jana asked parent community if there were any other suggested additions. A member of the playground committee asked to speak about the playgrounds.
3. Motion to approve the October 16th, 2014 agenda as amended: Carol Sartor, 2nd by Lorna Moffat. All in favour.
4. Motion to approve February 20th, 2014 minutes by Rebecca Rutter, 2nd by Jen Roberts. All in favour. Resolved to accept meeting minutes as presented.
5. Jana introduced our new Principal Tracey Todd and Vice Principal Cindy Hudson.
6. **Principal and Vice Principal Reports:**

Mrs. Todd mentioned how glad she is to be at Montroyal and noted the great involvement from the parent community. School staff is glad to be back and working and everyone has started the year off with an intense focus on learning.

- a. **Curriculum Night:** Mrs. Todd said October 1st Curriculum Night went well.
- b. **Terry Fox Run:** This October 3rd event was successful in raising approximately \$760.
- c. **Harvest Lunch:** October 10th.
- d. **Peer Leader Training:** Has started and sixteen grade 6 students are participating. They will work one or two shifts a week at the lower playground where they will interact and play games with the primary students.
- e. **Outdoor School:** Planning for this event has begun, with the grade six students leaving for outdoor school Halloween week.
- f. **Field trips:** There have already been three field trips, with the Grade 3's visiting the Planetarium this week.

Miss Cindy Hudson welcomed the parent community back to the brand new library. She noted the new circulation desk and bench. Thanks were given to the parent helpers. She expressed her excitement about the renovation completion and mentioned we would be invoiced for the work soon.

- g. **Cross Country:** Due to the late start to the school year, this had to be cancelled, but looking forward to track and field in the spring.
- h. **Basketball:** Thanks to the help of some keen teachers, the grade 6 and 7's have started playing intramural basketball.
- i. **Student Council:** Members meeting every other week. Will be doing fundraising for Child in Africa.

7. **Executive:**

a. **MPAC 2014-2015 Year at a Glance - Chair Jana Madill:**

- i. Jana started out by saying PAC meetings should be more of a forum for discussion, maybe bring in some guest speakers. Hoping to hold PAC meetings on the 3rd Thursday of every month (with some exceptions) and to please check the calendar on the MPAC website for updates.

- ii. **Financials:** Closing last year's financials and approving the new budget will give everyone a nice perspective on what PAC does. PAC is here to support parents, teachers and students.
- iii. **Thank You & Welcome:** Jana expressed her appreciation to Janet Carswell for making the transition to her new role easy. She then welcomed all of the new executive members with special mention of Michelle Allison who has joined the executive to fill Ilona Kuligowska's co-communications position. Regrettably, Ilona had to step down due to a personal commitment.
- iv. **DPAC:** Position is still vacant and has been open since May.
- v. **School Planning Council:** First official call-out. Looking for 2 to 3 parents to work with Mrs. Todd.
- vi. **Giving Tree Coordinator:** If interested in this or any other volunteer position, please submit your name.
- vii. **Powerpoint presentation** showing the "lay of the land" for the 2014-2015 school year. This presentation will be posted on the MPAC website and on the PAC board in the foyer.
 - Jana explained that School Programs and Events cost the PAC between **\$30000 and \$40000** to put on each year. Some the programs include: Gymsense, Kelly Dance, Saleema Noon, Jessie Miller, Performing Groups, new library books, new musical instruments, athletic enhancement, first aid & leadership training for grade 6's, enhanced guided reading programs, classroom enhancement, technology support, teaching support tools for advanced use of technology in classroom, learning & motivation – Environmental Club.
 - **\$5000 to \$10000** is spent supporting parents, students and staff. This Includes: MPAC website, family directory, Parent Library, Sports Day Snack, Staff Appreciation Lunch, Emergency preparedness and safety patrol, traffic safety/iWalk/WOW, G7 Tea, Holiday Giving Tree Program.
 - **Where does the money come from? What about future needs?** The majority of funds come from Hot Lunch and school supplies with some also coming from gaming grants , DPAC grants, Marketplace & Community partners.
 - **Community:** Jana mentioned how happy she was to see so many faces from the parent community. Everything we do is about community, some examples are the Welcome Back Coffee, Welcome Back BBQ/Bingo, Christmas Market and Family Dance.
 - **Extra curricular** pay per use activities organized by the PAC include: Art Mania (Tues/Thurs lunch), After School Club (Mon-Thurs 3:00-5:30), Chess Club (Wed lunch – coming soon), Vive Voce (we hope in the Spring).
 - **MPAC relies on additional support from our parent community** – roughly 25% or \$6000-\$9000 per year to provide for future enhancements. In the last five years, have purchased smartboards in every classroom, primary set of iPads, renovated library space.

- **Thinking Ahead:** If approved, new computer lab – implementation before the 2015-2016 school year. Hope to present details at the November PAC meeting. Playground Equipment update – saving money towards this.
- Jana hopes that her presentation gave the parent community an idea of what the PAC has planned and hopes they get involved.

b. MPAC Financials – Treasurers, Shannon Harris & Scott Taylor:

- i. **Please refer to “Budget Update 2013/2014” posted under YTD Financials for this meeting date.** Shannon highlighted last year’s budget – made about \$14,000 over projected. Weren’t able to implement some of the programs because of job action. In the end, ended up with a healthy surplus - \$22,703. Have put aside \$5000 for various expenses, so have about \$17703 to allocate.
- ii. **Please refer to “Statement of Reserves & Surplus 2013/14” also posted under YTD Financials for this meeting date.** Scott stated that he thought it would be a prudent time to tell the parent community where money is going to be spent, what it is earmarked for. Scott explained the 4 reserves: operating reserve is money to be put aside for purposes of the coming year, library reserve has essentially now been spent, technology reserve started at 20,000 – current contributions \$2500 – propose the transfer of \$17703 into technology reserve, current contributions to playground reserve \$2000. Have around \$11,000 of prior year’s unallocated surpluses.
- iii. **Parent Question:** Can you give us an idea of where technology fund is going to go? Laptops? **Answer (Jana):** No, not laptops. Priority has been requested to go back into computer lab. Total overhaul of the lab. Not sure yet if all desktops or desktops + laptops. Currently have some additional needs as some laptops and projectors are dying.
- iv. **Parent Question:** With regard to the wooden structure, how safe is it currently? **Answer (Mrs. Todd):** What is there is safe at this point. If anything breaks, will just remove it. Right now, still functioning. **Jana –** About 18 months ago, thought wooden structure coming down. What we learned in working with district (thank you to Mrs. Harrop) is that this structure coming down is not imminent. Let’s keep putting money aside for it, but as of now, more concerning issue is technology. **Scott –** This year’s budget sets aside \$2500 for playground reserve. **Carol –** My understanding is that the District will take care of cleaning the wooden structure. **Mrs. Todd –** Will make sure they clean it.
- v. **Parent Question:** My son has got his leg caught in the ramp that moves on the wooden structure. Can we remove it? **Answer (Mrs. Todd):** A rule of one child at a time would help.
- vi. **Parent Comment:** Some pieces are gone from the uppers playground and some are bent. **Answer (Mrs. Todd):** We’ll find out what the plan is.
- vii. **Parent Question:** Is there a way for us to know the lifespan of a structure, so we can plan? **Answer (Mrs. Todd):** For other structures it has a lot to do with whether or not the manufacturer is still in business, so replacement parts can be purchased.
- viii. **Parent Question:** Who is heading up the technology committee? **Answer:** Miss Hudson, Helen Casey, Jen Hanson. **Parent Question:** I

- heard they are going full or partially Mac based? **Answer (Jana):** Yes. We have to fit within District parameters.
- ix. **Parent Question:** These computers have about a five-year lifespan. Will we need to spend another \$40000 in 5 years? **Answer (Mrs. Todd):** That is why we went with Mac - the lifespan is longer.
 - x. **Parent Question:** Do you know NVSD's vision when it comes to technology? WVSD has a lot of their students bringing in their own devices. **Answer (Mrs. Todd):** North Vancouver has not come out with that, but they are trying to improve connectivity so it is easier to use those devices. Carol – Connectivity wise, we are good at Montroyal.
 - xi. Motion to approve transfer of surplus into tech fund: Cath Blythe, 2nd by Ilona Kuligowska. All in favour.
 - xii. **Please refer to “Approved Budget 2014-2015” posted under YTD Financials for this meeting date.** Shannon went over this year's budget. Projecting to bring in \$36,000 – ambitious but doable. We are projecting more from hot lunch and cheque drive, other line items approximately the same. Small increase in classroom enhancement. One line item added this year is Guided Learning. Tracey Todd had asked for up to \$5000 for this and we were able to meet that. Tech Support – Leaps and Bounds for intermediates. Asking for a slightly increased budget for school expenses. Increasing allocation for reserve for playground.
 - xiii. **Mrs. Todd:** Children now have a more limited vocabulary than we did as children. Want to bring in a more focused approach to reading. Guided Reading books come in groups of 6. Need a lot because there are so few words on each page. Have spent about \$1100 on Scholastic. Strong Readers are designed by former teacher and have a First Nations slant. There is also Pearson Sail Series. Would purchase more Strong Readers.
 - xiv. **Parent Question:** When you say Guided Reading Program, is it the books or is there a program? **Answer (Mrs. Todd):** Yes there is a program.
 - xv. **Parent Question:** Is your goal to get all of the primary classes involved? **Answer (Mrs. Todd):** Yes. This would be the ideal once we have enough materials to share around.
 - xvi. Shannon – Mrs. Todd has pointed out, it is a partnership between school and PAC contributing funds.
 - xvii. Motion to approve this year's budget: Carol Sartor, 2nd by Alish O'Keeffe. All in favour.
- c. **MPAC Website Launch/Demonstration - Communications Janette Ferber:**
 - i. Jana talked about how the team looked to improve communication. Get parents to come to the MPAC site, coupled with the Sunday night e-mail and then layer in something from class rep. Our current website is not that old, but the new one is much easier to manage from the back end and makes our volunteer hours more efficient. All the same information on the new site. Janette and Michelle have spent a lot of time updating.
 - ii. **Parent Question:** What about Montroyal on Facebook? **Answer (Jana):** Great suggestion. Can look into it.
 - iii. Unfortunately, technology issues prevented Janette from doing a quick demo of the site. Janette mentioned that she hoped to launch the new site this Sunday and would love to hear any feedback. Can e-mail info@montroyalpac.com
 - d. **MPAC Fundraising and Community Events- Rebecca Rutter & Lorna Moffat:**

- i. **Fundraising:** will be quiet this year. A cheque drive will be launched in early November, Vessey's bulbs in the spring and possibly Kibooco which will be offered online.
- ii. **Community Events:** Welcome Back Bingo and Christmas Market.
- iii. Lorna mentioned that the fundraising Committee is keen to hear fundraising ideas from the parent community.
- iv. Jana mentioned that even though the PAC is not doing a lot of fundraising this year, parents will see opportunities to support the grade 7's. Money raised will go towards funding their graduation. Expected events are: Purdy's, Tree chipping, plus one more fundraiser in the spring. Cath Blythe and Mellissa Mollison are heading up the grade 7 fundraising team.
- v. Lorna – Thank you to Carrie Davies for donating the stove in our kitchen.

8. Committee Reports:

a. iWalk Week – Cath Blythe and Janet Carswell

- i. **Please refer to “iWalk Week Report” under minutes for this meeting date.** Cath mentioned what a huge community event this is for Montroyal and we are up to our 6th year of iWalk Week. The grade 7's are heavily involved in running this event, enhancing their leadership and organizational skills. Parent volunteers needed and welcome. Note: choir and strings still going ahead during iWalk.

b. WOW: - Yvonne Smith and Carol Sartor (This presentation by Carol)

- i. **Please refer to “SRA – WOW Report” under minutes for this meeting date.** Carol is a member of Safe Route Advocates – a group of community members and parents working on behalf of five schools – Canyon Heights, Montroyal, Cleveland, Highlands and Handsworth. They have presented traffic safety concerns to the district as a collaborative group.
- ii. For WOW, which starts the first Wednesday after iWalk, each child will receive a WOW card. This laminated card will have their first name, last initial and house team (the students will now be working together with their house team members instead of individually). With the introduction of this new card, parent volunteers will simply scan the QR code on the cards of students who walked to school. This will streamline the process. Montroyal is the first school, among the five listed above, to launch this program. Some may launch in January and others, next school year. For security reasons, will not be able to track where children are walking from. However, will be able present numbers on percentage of students walking. Having numbers of students walking to show the district should help make argument for certain traffic safety improvements stronger. Carol is also looking into getting funding from a variety of sources.
- iii. **Parent Question:** Has the District given you any idea as to when they're going to take action? **Answer:** Yes. (Carol detailed this in meeting. Please refer to SRA-WOW Report for full list of items the district has already taken action on.)
- iv. **Parent Question:** I am blown away by everything you have done! Is there an option to have a unique identifier instead of a name? **Answer:** I could do that. Carol explained that the name would be very small and was really there to help the teacher hand out. The parent seemed satisfied with Carol's response and mentioned how much she loved Carol's idea.

Jana – Thank you to Cath and Carol. Wednesday of iWalk will be House Team Day. Students will be encouraged to wear their house team shirts or colours. There is a sign in the gym where points are posted for house teams. It is the PAC's hope to help build sense of community through greater focus on house teams throughout the year.

Parent Question: About team groups, will there be an opportunity to buy team t-shirts? **Answer (Jana):** We have put in a request to order team t-shirts on Munch-a-lunch. Will have plenty of opportunities to purchase.

9. How You Can Get Involved – Communications, Michelle Allison

Looking to fill the following volunteer positions:

- a. DPAC Rep**
- b. School Planning Council** – looking for 2 parents (hopefully one from primary and one from intermediate) + 1 from the MPAC Executive. Mrs Todd – Will be looking at academic goals and social/emotional goals of students. Jana – Time commitment is 3 meeting approximately 1.5 hours in length, plus some home reading.
- c. Giving Tree** – not too much work, just figuring out who we want to give to.
- d. Christmas Market** – looking for additional volunteers.
- e. Hot Lunch** – looking for volunteers for Tuesdays and/or Thursdays, 10:30 a.m.-1:00 p.m.
- f. iWalk** – a few more volunteers for traffic safety

All volunteer opportunities are listed on the MPAC Website

Jana – Thank You. Great Evening!

Meeting adjourned at 8:43pm

In attendance:

Mrs. Todd, Miss Hudson, Catherina Cantas, Rebecca Rutter, Lorna Moffat, Sandy Malone, Judith Brain, Carrie Davies, Yvonne Smith, Carol Sartor, Ilona Kuligowski, Hema Patel, Warren Dombowsky, Scott Taylor, Kim Raham, Helen Casey, Cath Blythe, Grahnia McDonnell, Lin Xiang, Jennifer Hanna, Hardish Garson, Shaheen Rehmat, Melissa Mollison, Ailish O'Keeffe, Jana Madill, Janette Ferber, Michelle Allison, Shannon Harris, Jen Roberts, Cory Kinney