



# GordonElementary

## P.A.C. MINUTES 25 September 2017

### 1. Welcome from P.A.C. Co-Chairs (Julie and Suzan)

- The meeting started at 6:32 pm
- Julie welcomed everyone and everyone introduced themselves. Attendance: 25+ parents, Principal Hope Sterling, Vice Principal Sarah McAlister, 5 teachers (Ms. Sharpe, Ms. Stewart, Mr. Wan, Ms. Rassias, Ms. Cotton)
- The minutes from the June 19 meeting were adopted unanimously

### 2. P.A.C. Overview (Suzan)

- Suzan gave a summary of the PAC structure. All parents are members of PAC and are invited/encouraged to attend PAC meetings and get involved. The PAC also works to help staff when needed.
- Most important functions of the PAC are fundraising and contribution of funds for items and activities that enhance student's learning, organizing events and volunteers and sending information about school activities.
- Parents can expect to receive PAC updates likely with the Gordon Gazette sent by Heidi. The PAC co-chairs are also around before/after school and at PAC coffee mornings
- All parents are encouraged to get involved – see list of volunteer roles or suggest something you'd like to contribute.

### 3. School calendar (Julie)

*Updates from the first month at school*

- PAC volunteer forms have been collected and are being processed
  - Meet the Teachers evening was held September 18
  - Programs run or organized by school and VSB. Check with Heidi if you have not seen or did not receive information / sign-up forms.
    - School teams – x-country and running
    - After school programs run by the VSB.
  - The following programs run by P.A.C:
    - Hot Lunch – C'est Mon Café with parent volunteer support. Order directly from their website [www.cestmoncafe.com](http://www.cestmoncafe.com)
    - Popcorn Fridays – expected to start soon; volunteers would be appreciated
    - Coffee mornings – Will be kicking off in Oct
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- **Safe Arrival** – All children included in safe arrival; it is very important to call into the office if your child will be late or absent. **Please call 604.713.5403, NOW PRESS #1** – leave your child’s name, teacher, division, length of absence (if you know)
- Pizza – Expected to start October 4. We will not be doing pre-orders so plan to send your child with sufficient snacks in case we are sold out. \$3 for one slice and \$5 for two slices.
- **Terry Fox Run** - Thursday, September 28<sup>th</sup> 2-3p.m. Please see the sign-up sheet in the hall to volunteer. Parents who signed up on the volunteer form should have been notified – if you haven’t received a note, please check in with the office.
- **Direct Drive** – the Direct Drive (Oct 10<sup>th</sup> – Nov 7<sup>th</sup>) is our main fundraising opportunity of the year where we collect funds from parents in a lump sum as opposed to constant smaller fundraising activities. It helps the PAC support the staff with an confirmed amount of funds at the beginning of the year. Donations over \$20 are tax deductible. Previous years suggested donation amount of \$50-\$100 based on the teachers wish list.
  - The staff is very supportive of this year the direct drive focus being **Experiences** as it helps to them support the new curriculum.
- **Voted unanimously to confirm the Experiences theme for this year’s direct drive and agreed on the approach of reviewing and voting on a list of experience activities through the year.** Staff should focus on identifying 4-5 activities or items for the deadline as a starting point. Parent suggestions should be emailed to [gordonpac@ymail.com](mailto:gordonpac@ymail.com)

#### 4. Principal Update (Hope)

*Updates from the first month at school:*

- **School Organization** – 416 students, 25 ELL, 25 designated, 5 Aboriginal and 7 international students
- **Staffing** – We are still working on filling our last two teaching positions but are hopeful that they will be filled soon.
- **September 22 Pro D Day** – Aboriginal focus, staff participated in the *blanket activity* which involved understanding aboriginal experiences and cultural history. Some attended other workshops. Ms. Parr attended one that focused on the new curriculum around thinking and communicating personal experiences.
- **Agendas** – Please take a few moments to read through the first 8 pages of our policies and procedures pages with your children. K-parents received the same info in their welcome packages.
- **September School Forms Packages** – 90% have been returned! We will send out a second package to families who have not returned their forms.

- **Before and After School Supervision** –Staff members are on the playground for 20 minutes before and 20 minutes after school by walking around the perimeter of the school. If students are still not picked up at 3:20, they are sent to the office for pick up. Please remember, no wheels 20 minutes before and 20 minutes after school (strollers are ok!).
- **Terry Fox Run** – Thursday, September 28 from 2 to 3 PM. We'd love to see as many families as possible join us. See map on bulletin board just outside the office. Thank you to those who have donated to this worthy foundation and thank you to Ms. Rassias for organizing!
- **FSA and MDI** - We have two grade-wide assessments coming up.
  - First, The **Foundational Skills Assessment** (FSA) will be administered to Grade four's and sevens. The FSA assesses what students learned last year in reading, writing and mathematics. This year it will be administered much earlier – October/November and it has been updated to reflect the curriculum. This exam is a great tool for schools to see how their students are performing. It is not meant to rank BC schools and the government is working with the Fraser Institute to address this. Watch for a notice coming home soon.
  - Second, the **Middle Years** (MDI) will be administered to Grade 7 students this year. This short questionnaire helps us better understand our student's well-being, health and school success. Participation is voluntary and no names are attached. Watch for more information coming home soon.
  - You can opt out of the FSA and/or MDI if you choose
  - The FSA or MDI results are not stored in the child records. Parents will receive the FSA results. The MDI results are confidential, however, if a child communicates any concerning serious issues the Principal will be notified.
  - If parents have concerns around exam anxiety and your child, please approach staff to address.
- **Lunch Routines:**
  - We have a record number of students signed up for C'est Mon Café this year. This is a PAC fundraiser, so we appreciate your participation.
  - Please send your child's lunch with them in the morning each day. We understand that emergencies do happen and on occasion you may need to drop the lunch off later. Supervision Aides encourage our students to eat all of their lunches.
- **Discussion:** Teachers and Hope helped parents better understand reasoning behind lining up outside each morning. Meeting outside and walking in together helps keep things much more orderly in the halls and creates a collaborative start to the day. There is no supervision in the classrooms/pods before school start. On extreme weather days, Hope will look into alternatives.

## 5. Teachers' representative update (Alison Sharpe)

- Ms. Sharpe provided a summary of the PAC items funded from last year (for example: iPads and art supplies – Ms. Rassias thanked the PAC for their contribution).
- Ms. Sharpe met with the PAC co-chairs to discuss this year's teachers' wish list
  - All staff have agreed they would like to shift how parents could contribute to classes besides funding/items. They would like to invite parent / experts to assist with **experiential expertise contributions** such as project chef/cooking classes, coding and online safety, sexual health, dance/yoga lessons, gardening activities, etc.
  - Parents and staff would need to actively collaborate on ideas and/or activities and ensure funding be divided equally between all classes (K-7). See the Direct Drive discussion above for more info.
- The staff also suggest the PAC sets aside a certain amount funds to cover activities / fees for kids that are unable to cover them. As opposed to being covered by the general school account. This could be potentially handled as a bursary managed by the Principal which would allow the money to be rolled over year-year without having to be spent. Comments: Is there a risk that the VSB would step in and expect PACs to cover all activities. VSB provides approximately \$72/student.
  - **Voted unanimously to investigate the possibility of establishing a bursary** to cover activities/fees for families having difficulties cover. Volunteer to get the info.

## 6. Other business

- **School uniforms** (Julie and Jessica) –Julie presented the suggested uniforms to the attendees. Our official colours are silver and black.
  - Process for purchase and management of the school shirts / team shirts is to be determined- how shirts will be assigned to students for a year, how they would be funded.
  - Parent suggestion that shirts could be purchased by families for each student. Hope suggested creating a **school shirt program** for all students. PAC will investigate options including pricing, etc. for discussion at next meeting.
- **Gordon Elementary** vs. General Gordon Elementary – move to simplified name
- **Sandwich boards** (Jessica) – investigating sandwich boards for improved communication. Approx. \$150 per board. **Voted unanimously for purchase of at least three boards up to \$500.**

## 7. Fundraising Update (Sheila)

- Sheila described how to raise funds for the school without extra cost for families (for example: COBBS Bread, cash cards, SPUD, etc.).

- *Gift card fundraising* – PAC buys gift cards at a discount from local retailers including Safeway and IGA, and sells them at their face value. The PAC raised \$1900 on \$15K of cards last year.
- We are trying a new fundraiser for Grouse Mtn this year for a 15% return to the school. Check out the upcoming school newsletter or the website for more info.
- Orders for gift cards are placed once per month. See the office for order forms.

#### 8. PIE Update (Erika and Denise)

- Erika introduced Partners for Inclusive Education (PIE), which meets regularly to talk about inclusive education. PIE is a group that offers an opportunity to share ideas, learn, grow, and show support for each person in our school community with open collaboration and communication on topics related to inclusive education. Participating, on a drop-in basis, are parents, teachers, support workers, staff, or any person interested in inclusion. Most are parents of students who are diverse learners (i.e Special needs of some nature), but all parents are welcome to join the meetings. The group is also open for parents, teachers, or staff from any school. If you know of someone who could benefit from attending, please share our information.
- We have two types of events. Evening meetings and morning share & support coffee. Next event is coffee morning on Oct 25th after drop-off at Be Fresh at Broadway and Bayswater.
- For more details and/or to sign-up for our newsletter, contact Erika Cedillo or Denise Edwards at [partnersforinclusiveeducation@gmail.com](mailto:partnersforinclusiveeducation@gmail.com)

#### 9. Financial Update (Kevin and Jill)

- Kevin provided an update from last year. Our finances are in good shape. We currently have \$60,000.00 in the operating account, some of which is committed to items voted on at last years PAC meetings. We are expecting approx. \$8,000 from the gaming account. We expect \$10-15,000.00 from the direct drive.

#### 10. DPAC Update (Erin)

- Erin gave an overview of the **District PAC (DPAC)**, which represents all district parents at VSB meetings (Erin is on the DPAC executive). Upcoming DPAC events:
  - PAC 101 is being hosted at the VSB this Thursday, September 28 at 7pm. Please connect with Erin if you would like more info.
  - Tuesday, Oct 3 at John Oliver, DPAC will be hosting an interactive session with the Trustee candidates.
  - Tuesday, Oct 10 from 11am-2pm at the Autism Centre in Richmond, the VSB is hosting a session for parents with autism.
- BCCPAC – discussion deferred to next PAC meeting

## 11. Motions and votes (Suzan and Julie - 5 mins)

*Note: Items under \$1000 can be voted on and carried during the current meeting. Items over \$1000 must be raised as a motion in one meeting and voted on at the following meeting.*

- **Vote on motion raised at June meeting:** to fund up to \$7000 for construction and related expenses of vegetable beds from the playground fund. **Motion carried unanimously.**
- **Voted unanimously for:** purchase of at least three boards up to \$500.

Reminder to check out our Facebook school page: Gordon School PAC

The meeting ended at 8:00pm

**Thanks to everyone for attending the P.A.C. meeting!**

**See you again at our next P.A.C. meeting October 30 at 6:30pm**