

NORMA ROSE POINT PAC AGM MEETING MINUTES

Date: October 19, 2021

Location: Zoom Meeting

PAC Executive in Attendance: Sun Kim (Chair), Michelle Cheong (Secretary), Jeanine Rhemtulla (outgoing Treasurer), Yuki Namekawa (Fundraising Coordinator), Daniel Capeloza (Events Coordinator), Donna Zhou (Volunteer Coordinator), Taniya Amiraj (Treasurer), Julie Wei (DPAC), Atul Gadhia (MAL), Fei Liu (MAL)

Parents in Attendance: Lyndsay Campbell, Keith, Maria Tokuyama, Paul Cyr, Stephanie Chung, Sylvia, Wendy Lei, Xue Zhiqiang, Amy Becir, Bo Sun, Carmen Chavarri, Christin/Jessica, Dilorom Paradaeva, Dr. Raed Al-Zaben, Grace, Heather Trajano, Ivy, Julie Wang, Karina Antonenko

School Administration & Staff in Attendance: Henry Peters (Principal), Shannon Burke (Vice Principal)

1. CALL TO ORDER

The meeting was called to order at 6:32pm.

2. GREETING

Please join us in acknowledging that we live on the unceded traditional lands of the xwmə θ kwə yə m (Musqueam) People's.

3. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION: To approve the September 21, 2021 PAC Meeting Minutes

Moved: Jeanine R., **Seconded:** Michelle C., All in favour, Carried.

4. NRP STAFF REPORT – HENRY PETERS

- Thank you to the PAC and thank you to the parents at NRP for your support and for taking risks, like the hot lunch program.

- This week there was an emergency involving a child. Thank you to all the parents and students who helped and pulled together as a community. In the end it was a happy story, thank you NRP families.

- There is a Food Bank at Acadia Park and NRP has been contacted by Jennifer Katz. This continues to be a challenging time for many families. Perhaps the PAC can reach out to the Acadia Park Food Bank to find ways to support families in the community. Support can also be provided at the school or student level.

- "Know what your children are watching and participating in online". At times there are instances of online challenges or content that come into the school community, such as TikTok challenges. As parents, you are encouraged to do research and ask your children about this content. Participate and know what your children are doing. NRP talks to age appropriate children about substance abuse and sexual behaviour related to online content. These are topics that are discussed throughout the course of the school year. NRP informs families before engaging in any of these conversations at school. All of these topics are done from a perspective of preparing children, addressing safety, and answering questions in a safe

environment. Thank you for supporting NRP and if you have any questions about what they are learning, please reach out to your child's teachers to discuss.

- Thank you to Sofia Chow who is leaving the NRP office to go to Roberts Annex. Sofia picked up a large work load in May and June and did the work of multiple people. NRP wishes her all the best.

- Health and Safety: on rainy days, please carpool or be really aware of the parking challenges on Ortona Street. There is a high-level of concern about students who commute to school via bicycle, skateboard, scooter, walking. If you are driving, please be aware.

- Direct Appeal will be sent out in the beginning of November. This supports programs, helps with supplies. Thank you very much.

- Question: How is NRP using the iPads that the PAC purchased last year? They are in use all the time and shared by the different communities. 10 iPads are used being used by the resource teachers. They group 5-6 iPads together and use them for the students. The other 10 iPads are in the library. The tech lab is being used much more this year than last year.

- This Friday (October 22) is a non-instructional day.

- Students have been training for the Safety Patrol (street crossing) and the program will be up and running on Monday, October 25.

- Parent/Teacher Conferences will be on November 2 and 3. These days are early dismissal days at 2:00pm. There will be an online booking system. This is an opportunity to have an in-depth conversation with your child's teachers. These will be conducted virtually as there is a strict limit on space. Parents are encouraged to do virtual appointment with a hybrid model as necessary.

5. ELECTION

- PAC Executive Team Member introductions: Daniel Capeloza (Events), Atul Gadhia (MAL), Sun Kim (Chair), Michelle Cheong (Secretary), Taniya Amiraj (Co-Treasurer), Donna Zhou (Volunteer), Yuki Namekawa (Fundraising), Julie Wei (DPAC), Fei Liu (MAL).

- New PAC Nominee introductions: Johnson, Wendy Lei.

MOTION: To elect the attached list of 2021/2022 NRP PAC Executives.

Moved: Jeanine R., Seconded: Heather T., All in favour, Carried. (30 meeting participants)

NORMA ROSE POINT PAC Nominees – 2021/2022

POSITION	NOMINEE
Chair	Sun Kim
Past Chair	N/A
Secretary	Michelle Cheong
Treasurer	Taniya Amiraj
Treasurer Co-Chair	N/A
Lunch Coordinator	Taniya Amiraj (Acting), Yuki Namekawa (Acting)
Volunteer Coordinator	Donna Zhou

Event Coordinator	Daniel Capeloza
Fundraising Coordinator	Yuki Namekawa
Communications Coordinator	Cindy Lee
Parent Education Coordinator	Johnson Xue
VSB DPAC Representative	Julie Wei
Member at Large	Atul Gadhia
Member at Large	Fei Liu
Member at Large	Wendy Lei

6. CHANGE SIGNERS FOR VANCITY BANK ACCOUNT

MOTION: To remove Jeanine Rhemtulla as Vancity signers, and add Yuki Namekawa as a Vancity signer.

Moved: Taniya A., **Seconded:** Sun K., **All in favour, Carried.**

7. FINANCIAL REPORT – JEANINE RHEMTULLA

- The PAC is a wonderful way that parents can get involved with the community. Thank you for everyone who took the time to come out. Please continue to come to the meetings and be informed.

NRP PAC Final Budget Report – Fiscal Year 2020 – 2021:

Main Account:

- The Fiscal year runs from October – September. PAC started last year with \$30,000. There wasn't a lunch program last year because of COVID. In the years before COVID, the PAC used to make \$20,000 in fundraising from the lunch program. Without the lunch program, the PAC made a goal of raising \$10,000 and ended up raising \$7,000 (through a combination of chocolate sales, Save On Foods card fundraiser and a community grant).
- Expenses: Basic administrative expenses. There were a few events and committee activities such as Multicultural Day which was balanced out by community grant. Three staff appreciation lunches where food was ordered in due to COVID. Supportive Activities are resources that are provided directly to the school. The big-ticket items were 20 iPads, computer upgrades, Helping Hand (resources provided to families that need additional support), and Learning Communities which provided each teacher with \$250 to buy resources that were not included in the school supply fee so that they could do additional activities.
- Spent \$27,116; spent down largely in support of the school. End the year with \$10,376.

Gaming Gant Account:

- These are funds that are applied for from the BC government that comes from lottery funds. It is calculated at \$20/student. These funds have strict rules on what they can be spent on and need to benefit students in an extracurricular capacity. They are not allowed to be spent on resources that should come from the school's budget.
- Started last year with \$17,292 and received \$15,460 from the Gaming Grant. Gaming Grant funds are allowed to be carried over for 3 years. A small portion of the Gaming Grant was spent on the Grade 7 Graduation ceremony, a little bit was spent on Clubs and Competitions such as the Bike to School Event and Multicultural Day. In past years there has been more spending in this category but there wasn't much this year due to COVID. The Yearbook Committee bought cameras so that students could take pictures and contribute to the yearbook. Fine Art supplies were purchased. The Classroom Experience Fund which was new last year, provided teachers

with the opportunity to apply for funding for an additional event for their class such as dance, indigenous story teller, hip hop that was connected to the water cycle. This was done to enhance the student experience as fieldtrips were limited due to COVID.

- Ended the year with a balance of \$19,817 to spend for the upcoming fiscal year.

NRP PAC Proposed Budget – Fiscal Year 2021 – 2022:

Main Account:

- Start the year with \$11,000.
- Projecting \$10,000 in revenue from the lunch program. With new vendors and a new system, it is unknown exactly how much revenue will be made.
- Other fundraiser are projected at \$1,000. If the lunch program runs into any problems, the PAC will be able to increase these efforts to fundraise more money.
- Expenses: Standard administrative expenses. There will be a few school events and PAC activities budgeted at \$1,000. \$1,500 has been budgeted for staff appreciation lunches and gifts. \$250 towards Parent Education, PAC is currently in conversation with the Musqueam Band for an event and there is an honorarium for that. \$500 for Helping Hands. \$100/teacher for the NRP Learning Communities for supplies that are not otherwise covered by the school supplies fund that they get.
- If this year goes according to budget, the PAC will be left with a balance of \$2,210.
- The amount for the Learning Communities is lowered from last year's \$250/teacher. Due to the lower initial funds to start the year out this is a more conservative budget. Once money starts to come in from the lunch program, the PAC can revisit the budget in January to see if there can be more financial support for the teachers.

Gaming Grant - \$20/student:

- Start the year with \$19,817.
- The latest installment of the Gaming Grant was just received at \$14,860. It is calculated based off of \$20/student with the enrolled numbers at the end of September
- Proposing to spend the Gaming Grant on: Administration Fees; Grade 7 Graduation Ceremony at \$1,500; Classroom Experiences Fund at \$14,860 (\$20/student); Indigenous Garden/Playground at \$10,000 – earmarking funds for this initiative to help get it started, more fundraising will be needed. Before the committee commits to anything for the playground, plans will be discussed with the PAC.
- Balance of \$8,222 to end the year.

Lunch Program Refunds:

- The PAC is holding a large amount of money (~\$7,000) from the previous lunch program that was shut down due to COVID.
- A significant effort has been made to reach out to all parents who have credits. Some parents have still not answered their emails on how they would like their credits to be handled.
- If a parent has not received their money, and they would like it back, please send the PAC an email.

MOTION: To adopt the proposed budget for the 2021/2022 school year.

Moved: Jeanine R., Seconded: Yuki N., All in favour, Carried.

MOTION: To give the PAC Executives the authority to approve those unanticipated requests for funds, of up to \$250 per request, at a cap of \$2,500 for the 2021/2022 school year.

Moved: Taniya A., Seconded: Julie W., All in favour, Carried.

MOTION: to pass the budget on proposed Gaming Grant for the 2021/2022 school year.

Moved: Jeanine R., Seconded: Julie W., All in favour, Carried.

8. EXECUTIVE COMMITTEE REPORT

FUNDRAISING – YUKI NAMEKAWA

- New Fundraiser: Fresh to You Fundraiser. This idea came from NRP's Food class teacher, Chef Smith. This fundraiser from the BC Agriculture in the Classroom Foundation which is a non-profit organization with BC Ministry of Health, Ministry of Education and Ministry of Agriculture. There are two bundles at \$20 and \$25. Minimum order is 40 bundles. 40% of sales is donated back to the PAC. Goal is to raise \$1,000 (have to sell 100 bundles). Ordering information is on nrppac.ca. Recruiting volunteers to help unload the truck and help distribute.

- On September 29 the PAC hosted a Staff Appreciation Lunch. Sushi was purchased for 70 staff members, custodians, supervision aids. It was a success. The feedback was that teacher would like more vegetable option or options that did not include seaweed. A new vendor will be used for future appreciation lunch events. Hopefully as the year progresses the PAC will be able to return to a potluck style lunch.

LUNCH PROGRAM COMMITTEE – SUN KIM

- Started on October 18, 2021. Today was the second day of the program.

- Two suppliers: BitterSweet Kitchen supplies food on Monday/Wednesday/Thursday. Pizza Pizza supplies food on Friday.

- There are 2-3 main menu items per day.

- Student volunteers are recruited to deliver the meal boxes to each division and collect boxes back from division to drop-off point.

- 2-3 parents are needed onsite for troubleshooting from 11:30am – 12:20pm. Please email the PAC to find the volunteer schedule. For those that volunteered via the Hot Lunch Program website, please wait to receive an email confirmation from the PAC before arriving at school.

- For parents who want their credits back from the last hot lunch program in the form of credits for this year's program, it will be uploaded in the next month. If you haven't made a choice on how you would like your credit returned please do so as soon as possible.

PLAYGROUND COMMITTEE – MICHELLE CHEONG

- At the last PAC Executive Meeting guest speaker Jen McCutcheon presented on her experience as Head of the Playground Committee and Past Co-Chair of UHill Elementary during their playground build out. She provided value resources and places to start.

- Playground Committee will be connecting with Mr. Peters about what they would like to see in the Indigenous Garden and Outdoor learning space so that this build out will be efficient, practical and used.

- Open invitation to any parents and students who would like to join the committee or have any ideas on what they would like to see in their playground.

- The committee will run for a few years to help build out the playground in different phases targeting the different age groups at NRP to make functional play spaces for the whole community.

TRAFFIC SAFETY COMMITTEE

- No update.

- Parents would like to hear from the Traffic Safety Committee in future meetings as there is an immediate need to discuss road and commuter safety in and around NRP.

9. Q & A

- Split recess time are still in practice this year which has been carried over from last year's COVID protocol. Older children have access to the playground space during the first half of lunch recess while smaller children get priority over the playground during the second half of recess.

- There is DPAC training for new PAC members and new school parents. The registration link will be posted to the PAC website.

- Yearbook Committee Update: Early Bird sale will start soon. Please watch for posts. Prices will rise in January. If you are planning on purchasing, please do so early. Last year's yearbook was sold out.

10. TERMINATION AND NEXT MEETING

There being no further business, the meeting was adjourned at 7:50pm. The next PAC Meeting is scheduled for Tuesday, November 16, 2021 at 6:30pm.