

Upper Lynn PAC PAC AGM Meeting

June 20, 2022 | 7:00 – 9:00 pm

MINUTES

ULE PAC Executive Members in attendance: Sandee Sangha, Jaco Wessels, Emma Milley and Susanna Smith, Natallia Dzmitriyeva.

ULE PAC General Members in attendance: Allie Rzen, Louis Rzen, Megan Renzitti, Heather Beil, Jacquie Kydd, Yasi Manki, Christie Owen, Carmen Zimmer, Rita Vilensky, Ludmila Cliett, Kaitlin Lilley, Ashley Yeung, Michel Watson, Limea Harris, Bernice Jay, Victoria Kelly, Natasha Klein, Liz Cooney, Candace Dalton, Warren Beil, Sara Stafford, Erin Johnston, Denise Bradley, Jess Sprowson, Christy Baker, Ingrid Gossler, Kara Mulligan, Vicki Goodman, Tanja Haller, Christine McLaren, Prabh Sanghera, Christina Ferino, Elaine Sun, Susan Farrell, Liz Cooney, Lucy Wells, Katie Prout, Jen Bani-Sadr, Michelle Prewitt, Warren Ferino, Jen Bani-Sadr, Michelle Buxton, Taj Singh, Kirsty Stormer and Rosemary Ball.

School Administration in attendance: Randy Holman and Lise Grendel, Amanda Turcato, Kelly Blaker and Laura Couling.

The meeting was called to order at 7:00pm.

1. Review and Adopt Agenda

Sandee Sangha

Jaco Wessels approved the agenda.

2. Review and Approval for April 4 PAC Meeting minutes

Sandee Sangha

Sandee Sangha approved the minutes and asked for any additions or corrections. No comments were put forward.

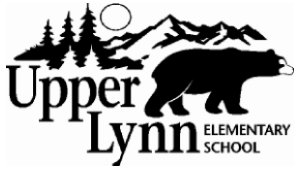
3. Message from School Administration

Randy Holman

- i. Randy thanked Sandee Sangha and the PAC for their support over the school year and acknowledged the hard work of the school staffing administration including support for sports events this year.
- ii. Arleene Ewing is retiring from ULE after 9 years at the school. ULE wishes her all the best with her retirement. Other staffing updates have yet to be finalized.
- iii. Staff Appreciation Lunch was well received. Thank you to the PAC.
- iv. Fun Day: Thank you to the PAC for supporting with Max Fruit treats and for volunteering. The students also joined one of two magician shows.
- v. Ride / Walk / Roll to school week was also a success. There are a lot of stories from the week and the spot prizing. The week was supported by RCMP and School Board Chair Kulvir Mann, as well as members of the District of North Vancouver.
- vi. National Indigenous People's Day is June 21. Sydney Doucet will lead staff in a smudging ceremony at 8am before school. Parents are welcome. The school will be singing the Coast Salish Anthem to begin the day. The school has also launched a new indiginized logo and has asked for PAC assistance to paint a mural of the new logo in the gym.
- vii. Grade 7 graduation events are currently taking place.

4. Bike to School Week

Sandee Sangha on behalf of Veronica Bartlett



Upper Lynn PAC PAC AGM Meeting

June 20, 2022 | 7:00 – 9:00 pm

MINUTES

ULE had 73% participation this year which is similar to last year. Volunteers tracked pogo sticks, stilts, hover boards, skateboards, bikes and more and spot prizes were given out. Congratulations to Division 18 who won the prize for overall participation. The PAC will look into storing bikes in the gym next year based on parent feedback.

5. Hot Lunch Update

Rita Vilensky

Thank you to parent volunteers. The last hot lunch is this Friday, June 24, 2022. Heather Beil will be leading Hot Lunch next year.

6. Accessible Playground Update

Rita Vilensky

The PO has been issued for the accessible playground. The plan is for Habitat Playgrounds to install before September if the equipment arrives this summer.

7. Staff Appreciation Lunch

Sandee Sangha

Staff Appreciation lunch was a huge success. Thank you to all parents who supported.

8. Black History Month Update

Emma Milley

Thank you to Kelly Blaker, Amanda Turcato, Laura Couling, Ana Villarreal, Lise Grendel and Kristine Chambers for their support for Black History Month. The PAC is hoping to make t-shirts available for purchase.

9. Hip Hop Update

Emma Milley

Nii's Hip Hop lessons with all divisions was very well received. Thank you to the PAC for funding.

10. Silent Auction

Jaco Wessels

This year was the second year for the silent auction. 180 items were donated which is a similar amount to last year and the event raised \$17,751. Feedback has been overwhelmingly positive, including the online format.

11. Carnival

Sandee Sangha

Thank you to everyone who came out and supported. We had twice as many people show up than expected. There were lots of learnings for next year and the PAC would be grateful for more support from parents.

12. Financial Update & Approval of Budget

Jaco Wessels

- i. Current Year Financials
 - Fiscal Year ends 31 August 2022
 - Income tracking **ahead** of budget. Main differences:
 - Donations: \$1,000 (Lions)
 - Carnival: \$4,000 (\$0 budget)
 - Silent Auction: \$17,000 (\$10,000 budget)
 - Hot Lunch: \$16,000 (\$12,000 budget)
 - After School: \$96 (\$2,000 budget) [BELOW]
 - PST Refund: \$2,800 (\$300 budget)
 - Expenses tracking **below** budget. Main differences:



Upper Lynn PAC PAC AGM Meeting

June 20, 2022 | 7:00 – 9:00 pm

MINUTES

- Field Trips: \$1,600 (\$5,000 budget)
- Speakers: \$2,400 (\$6,000 budget)
- Anticipating a Budget Surplus of \$8k vs budgeted deficit of \$13k
- Additional: Playground Equipment spend \$9,600 (not included above)

ii) Current Year: Unbudgeted expense to be approved

Jaco Wessels put forward a motion to spend \$1000 for a mural in the gym of the new school logo and this was seconded by Natallia Dzmitriyieva. An online Zoom poll was taken. 93% members present on the call voted with 100% agreement. There were no votes against.

iii) 2022/2023 Budget

A detailed Budget was published ahead of the AGM for review. (See Appendix 1)

- Expenses = \$66,730 (vs \$59,970 current year budget)
 - Divisional Expenses: increased from \$300 to \$500 per division. To be used at discretion of each classroom teacher.
 - Field Trip Transportation: increased from \$300 to \$400 per division
 - New budget line for Online Learning: \$3,600
 - Income = \$62,900 (vs \$46,550 current year; \$62,200 in 2019)
 - This year's budgeted income was conservative due to unknowns
 - Next year's income more in line with historical numbers
 - Fundraisers amount has been raised to \$9,000 to fund additional spending
 - Achievable.....but we will need volunteers for Fundraising Committee
 - Budget shortfall \$3,830 - funded from accumulated funds

It was suggested that the school run After School programs not as a fundraiser and instead make them as accessible as possible for all parents.

Jaco Wessels put forward a motion for the 2022/2023 budget and this was seconded by Warren Beil. The PAC Members voted by Zoom poll. Participation was 86% with 100% of those who voted in favour of the 2022 / 2023 budget.

13. Parent Survey Discussion

Jaco Wessels / Victoria Kelly

A survey was conducted during the Spring to canvas parents on how PAC funds should be spent. PAC Members were asked to rank four spend categories as outlined below and 121 responses were received:

- Technology - eg laptops, iPads, 3D printers, robotics, Coding
- Fundamental Movement, Play and Activity for Life - eg Playground, sports equipment
- Enrichment Programs - eg. Library, Music, Sensory Room, Speakers
- Outdoor Gathering and Learning Infrastructure - eg benches, garden boxes, accessible tables

Additional feedback was also provided by some parents. Some of these suggestions have been added to the 2022/2023 budget approved earlier in the AGM call. This includes the increase in divisional expenses and increasing in field trip transportation budget and online



Upper Lynn PAC PAC AGM Meeting

June 20, 2022 | 7:00 – 9:00 pm

MINUTES

learning. Other suggestions will require volunteers to investigate feasibility and help put together proposal and project plan. This includes swings in back, bike racks, fixing ramp on the East side of the building, accessible tables and more social events. Further suggestions are welcomed. It was also clarified that parents do not need to build the business case for proposals when putting forward suggestions.

14. Funding Proposal – Technology

Jaco Wessels

- Parents and the School have been asking for some time that PAC invest in additional tech devices for the school
- PAC/School Admin has waited for the outcome of a School District renewal program, which started a number of years back. The SD44 (Infrastructure, Communications and Technology (ICT) Department has now completed an audit of all devices across schools in SD44 (May '22) and determined that the current priority for the SD ICT Dept is projectors for each classroom and the need to address infrastructure e.g. wireless access point, before focusing on schools with the least amount of tech devices.
- If ULE wishes to acquire additional devices in the near future, it will have to come from parents which SD ICT supports ULEPAC purchase of devices – provided it is procured through them.
- ULE current laptop inventory was reviewed. (See Appendix 2).
- Jaco Wessels put forward a motion to spend \$28,000 of PAC Funds to purchase laptop computers and this was seconded by Warren Beil. A poll was taken using Zoom Polls. The poll received 83% participation and 97% votes in favour.

15. Funding Proposal – Sensory Room / Self Regulation Spaces

Laura Couling

Laura Couling presented a proposal to equip the self regulation spaces (also known as sensory rooms) at ULE to strengthen our community sense of belonging, self awareness and self-management skills and creating an inclusive school community that celebrates diversity. (Appendix 3)

Jaco Wessels put forward a motion to invest \$15,000 of PAC funds be allocated to the improvement of self-regulation spaces and self-regulation classroom toolkits and this was seconded by Natallia Dzmitriyeva. A Zoom poll was launched with 91% participation and 100% approval to proceed with an investment of \$15,000.

16. Standing Committees

Jaco Wessels / Sandee Sangha

ULE PAC are proposing the following for 2022/2023 to support the success of the school community:

- i. Fundraising and Events Committee
 - Focus on:
 1. Planning and Execution of Fundraising initiatives for the PAC
 2. Planning and Execution of Not-for-Profit Events (eg Movie Night)
 - Currently these activities run by individual volunteers
 - Need more people to take this on – raise more funds, share load, transfer knowledge



Upper Lynn PAC PAC AGM Meeting

June 20, 2022 | 7:00 – 9:00 pm

MINUTES

ii. Investment/Project Planning Committee

- Focus on:
 1. Long term view of projects that the PAC may want to fund in future
 - eg some projects like new playground may be multi-year initiatives
 - Break down into smaller projects
 2. Investigate feasibility of project proposals
 3. Project proposals and execution?

The PAC Executive is asking for volunteers to support. These committees will start in September. The exact terms of reference to be established with Committee volunteers and Executive.

Louise Rzen indicated that he will volunteer for the Project Planning Committee.

17. 2022 / 2023 Executive Election

Sandee Sangha

The PAC Executive at ULE consists of the following elected roles: Secretary, Treasurer, DPAC Representative, Co-Chair (Vice-President), and Chair (President).

Sandee motioned to approve the Executive Committee as discussed. and seconded by Warren Beil. A Zoom poll was launched with 88% participation and 97% in favour of the Executive Nominees.

The PAC Executive for the 2022/2023 school year will be as follows:

- Chair: Sandee Sangha
- Co-Chair: Emma Milley
- Treasurer: Jaco Wessels
- Co-Treasurer: Natallia Dzmitryieva
- Secretary: Carmen Zimmer
- Co-Secretary: Warren Beil
- DPAC Representatives: Allison Rzen

18. New Business

Sandee Sangha

There was no further new business put forward.

The next PAC meeting will be on Monday, September 19, 2022.

The meeting was adjourned at 8.40pm.



MINUTES

APPENDIX 1

[2022/ 2023 Budget Proposal](#)

APPENDIX 2

Classroom Laptops



Laptops	Cart 1 & 2 <ul style="list-style-type: none">• 30 Macbooks spread across 2 carts of 15 each• Mostly preferred by the Grade 3, 4 & 5 Teachers• Age: 10 years, but still in good working condition• Likely will reach end-of-life in 2-3 years	Current inventory = 3 Classroom sets Mostly used by Grade 3 and up Divisions have to compete for use <ul style="list-style-type: none">- Booking system in place- Usage restricted by availability- Really can use another set 2 of the 3 sets are aging and will have to be replaced in 2-3 years Recommendation is to acquire another class set of laptops
	Cart 3 "Red Cart" <ul style="list-style-type: none">• 30 Dells bought by PAC in 2019• The preferred laptops for the Grade 6 & 7 teachers• Refurbished machines: good working condition<ul style="list-style-type: none">• Require sporadic battery replacement	
	Cart 4 & 5 <ul style="list-style-type: none">• 32 HPs spread across 2 carts• Previously donated by business upgrading• Considered "Plan B": they are slow but still work• Likely will reach end-of-life in 2-3 years	



MINUTES

Proposal



- It is proposed that we add a classroom set of 30 laptops:
 - Dell Latitude 3420 (School District Standard Student Laptop)
- Devices to be purchased through School District ICT Dept

Cost:
 $\$836.40 \times 30 = \$25,092 + \text{tax}$
\$27,932 with tax

APPENDIX 3

[Self-Reg Funding Proposal](#)