

GEC PAC Meeting

Wednesday, Nov. 22, 2023

@ 6:30 in the Learning Commons at GEC



In Attendance:

Emily Gardiner (Chair, PAC)

Amanda Clark (Treasurer, PAC)

Anna Stewart (Secretary, PAC)

Danielle Lavalley (Member at Large, PAC)

Jessica Jenkin (Hot Lunch Coordinator, PAC)

Rachel Clearwater (DPAC rep, PAC)

Robyn Evans (Principal, GEC)

Nichola Vermiere (Member at Large, PAC)

Ian McLaughlin (Member at Large, PAC)

Craig Bench

Lisa Fairburn

Kelly Kerklaan

Shevaun Brown

Hugo van Hoagenstraten

Kirstie Simpson

Virginia Alvarez

January Bury

The PAC meeting was preceded by the opportunity for parents to browse/purchase items at the Scholastic Book Fair starting at 6pm.

Meeting Called to Order at 6:45pm

- Introductions
- Land Acknowledgement by Robyn Evans.

Adoption of Agenda: The only change to the agenda is with regard to timing. We are going to shorten the duration of the DPAC report portion, in favour of lengthening the garden update portion to include a proposal from Rachel and Craig Bench to add a tree and shrub border along the field. Our first order of business is to adopt the agenda for this meeting, which was distributed on November 16th, 2023 and revised today. The agenda with the revisions are approved.

Adoption of Minutes: No changes or discrepancies noted in the minutes from our last PAC meeting, October 4th, 2023, distributed in the GEC newsletter Thursday October 12th, 2023. The minutes are approved as distributed.

Chair's Report-Emily Gardiner

- We celebrated World Teacher Day October 5th by providing coffee and treats for teachers.
- We had our first Fall Fair on October 27th, which was a great success. Students flocked to a packed gym after school, and participated in carnival games, face painting, a cake walk, were able to choose a pumpkin, and enjoyed lots of goodies, including popcorn, cotton candy, and hot dogs. In the end we sold about 220 tickets, and I would like to thank everyone who helped with set up and clean up, with running the stations, with baking cakes, and with making everything run so smoothly. It would not have been the same without our awesome GEC parent community and from GEC staff.
- The Scholastic Book Fair is on now until November 23rd. Thanks to Lauren Gilchrest and Kirstie Simpson for spearheading this event. The book fair is on track to be almost as successful as last year, as per Kirstie Simpson.
- December 6th is the first staff appreciation lunch. A [SignUpGenius link](#) will be sent in Thursdays e-bulletin, as well as distributed on the WhatsApp, to organize the dishes and drinks. Please keep an eye out for this volunteer opportunity to show GEC staff some love.
- December 22nd is the movie event at Cineplex Park Royal, showing *Trolls Band Together*. Tickets available through Munch-A-Lunch or email gecpacchair@gmail.com if you do not have a Munch-A-Lunch account
- January 12th Spirit Wear Contest. The class showing the most 'spirit' will win a pizza party.

Hot Lunch Coordinator Vote- Kirstie Simpson- (Nominations Committee Head)

- The position of hot lunch coordinator became vacant after Gill Lopez stepped down. As per our bylaws the position was posted and open for nominations for 10 days. Only one nomination was received so Jessica Jenkin is deemed elected by acclimation. Thank you Jess for stepping up and taking on this important role!

Bylaw Ammendments

- 1) The proposed changes to the description of the Hot Lunch Coordinator role in the PAC Bylaws were circulated on November 16th. A resolution to amend Bylaws must be approved by 2/3 support. Motion carried with over 2/3 of attendees voting in support.
- 2) We are proposing to increase the threshold amounts to \$500 (from \$300), to better reflect the amount of transactions and reduce potential for budget overages. \$500 is equivalent to ~1% of annual revenue, which is a reasonable materiality ratio. Passed unanimously.

Treasurer's report- Amanda Clark

Statement of Financial Position as of November 15th, 2023

- We have a cash balance of \$107,248. This is a total of our three bank accounts, including the trust account.
- Our total liabilities are \$24,602, which is our Hot Lunch Vendor Accrual. This represents what we owe to our vendors, and this is reasonable and will be whittled down over the school year as we pay our vendors. Our Outdoor Enhancement accrual has been fully zeroed out, the last amount being from the September payment for new metal bike racks.
- We have Retained Earnings of \$82,646

Statement of Profit and Loss

There are a few new items to note on our profit and loss statement:

- We received our Gaming Grant from the BC Gaming Branch in early October, in the amount of \$5,420 (based on \$20/student). At the end of the year, these funds are used to reimburse eligible gaming costs (costs associated with enhancing, increasing and supporting extracurricular activities at GEC, examples include murals for beautification of common space, and playground equipment, like gaga balls).
- Hot Lunch profits year-to-date is ~\$8,180, which is on track to meet our 2023-2024 budget amount
- For fundraising sales, we have just opened the Movie Day ticket sales, so all that is currently reflected is the theatre deposit of \$474. This fundraiser typically raises ~\$1,500.
- We paid for new metal bike racks that cost \$11,400, and \$5,700 of that reduced the remaining Outdoor Enhancement Accrual to \$0, with the remainder of \$5,729 going to Capital Upgrades.
- We have paid the school \$4,100, for the \$300 per class, with smaller amounts going to Music, ELL, SPED programs. We have also now paid the \$1,000 to the Grade 7 Grad and the \$750 Principal's Discretionary amount.
- Classroom supplies include an invoice for \$1,852 that pertained to the prior year (and was budgeted for) but was not received at the school until mid September. Same goes for the \$419 charge in Digital Equipment, we received the invoice late for rubber cases for the new tablets we purchased last year.
- The Fall Fair was a successful event, and we raised ~\$1,100
- For Projected excess/(deficiency) of revenue over costs, we are projecting to spend an excess of ~\$30k over revenue, which relates almost solely to Capital Improvements and Upgrades.

To view the full Treasurer's Report [click here](#)

DPAC Report- Rachel Clearwater

The last DPAC meeting was held November 1st, 2023. Due to planned anti-SOGI protests including out of district people, the meeting was moved to an online format instead of in person.

- Review of Robert's Rules to Order which are meant to maintain an inclusive environment.
- Recap of Communications Meeting encouraging all PAC's to use official WV district PAC emails, to review the PAC page of website and ensure content is up to date and the latest versions of the Constitution and Bylaws are readily available on website.
- Recap Treasurer's Meeting

Committee Reports:

- I. School Traffic Advisory. There is a mini grant available for any school that can propose an initiative to encourage active transportation or drive to 5 or other projects improving the safety and traffic at and around schools.
- II. EDI- We are currently reviewing a list of speakers to offer families tools and skills in supporting their children in building strong positive peer relations.

Board of Education Trustee's Report- Carolyn Broady: Three topics of discussion included the board's strategic plan, visionary leadership and successful transition.

Superintendent's Report- Chris Kennedy

- I. Two West Van teachers received the Prime Minister's Award.
- II. The West Van School District is on track for Indigenous education.
- III. Encouraged parent attendance at Remembrance Day celebrations
- IV. Enrollment in WV District is just over 7000. Distribution by grade, there are almost twice as many students in grade 12 as kindergarten.

The DPAC meeting was followed by two presentations:

FESL (Framework for Enhancing Student Learning) is a 3 year plan to ensure continuous improvements in learning outcomes. FESL goals for 2023-2027 include Career Development, Intellectual Development and Human and Social Development.

Presentation on *How to Navigate Meetings with Confidence: Mastering Roberts Rules of Order.* Detailed overview of Roberts Rules of Order.

The [complete minutes](#) of DPAC meetings are available on the West Van School District website.

Garden Update- Rachel Clearwater & Craig Bench

Proposal for Tree and Shrub Border for the GEC School Field

- There are a couple of grants available: Tree Canada (covers cost to purchase and plants trees or shrubs, site preparation, tree maintenance, planting materials and developing education materials up to \$10,000) and West Vancouver School Facilities Department (\$10,000)
- Won't interfere with baseball diamond or gate access
- The area would need to be prepped so trees and shrubs survive
- Design objectives:
 - I. To introduce natural value to a particularly concrete and chain link intensive area of the school yard
 - II. Avoid power lines (narrow and low canopy)
 - III. Maintain current uses (limit encroachment on play areas and maintain parking areas and vehicle access routes)
 - IV. Require minimal maintenance after establishment
- Mixed Planting of Trees and Shrubs will include:
 - I. Primarily native plants
 - II. Drought tolerant species (low water needs)
 - III. Low maintenance species
 - IV. Tough species that can tolerate exposure to children's play
 - V. Plantings with winter interest
 - VI. Narrow canopy, shorter trees to avoid power lines (such as Trembling Aspen)
 - VII. Consistent look to plantings at Gleneagles Recreation Centre along the Spirit Trail

To view the slide show with images of the proposed location for trees and shrubs, [click here](#)

Principal's Report- Robyn Evans

Learning Updates:

- December 8th is the 1st Learning Update going home (previously CSL's- change in the official language from the ministry).
- There will be two learning updates throughout the school year and a learning summary at the end of the school year.
- The Learning update will include a picture of your child.
- The order of information will still be the same; however, content will vary slightly.
- All comments will use strength based language and will be personalized for each student, will include clear language for families; no "teacher talk".
- Will include 1 or more statements regarding areas for further growth and understanding (will reflect work that needs to be done).
- Provincial Proficiency Scale will remain unchanged. "Proficient" is the goal for student learning. "Extending" includes depth and complexity to understanding a concept relevant to the expected learning.

FESL (Framework for Enhancing Student Learning)

- The ministry has mandated that each school district creates a plan to improve student learning outcomes with a 3 year goal.
- The previous cycle, with a focus on literacy, numeracy and social-emotional learning, has completed
- Where are we going over the next three years?
- Questionnaires will be distributed in the near future, via email, so parents have the opportunity to have input

Upcoming Winter Concert:

- Details will be released in tomorrow's (Nov 23rd) e-bulletin.
- Will be held Dec 13th at 1:30 and 6:30pm.
- It will feature students from divisions 7-11 along with the Primary Choir, Senior Choir and GEC Band

Meeting Adjourned at 8:11pm

Next meeting dates:

January 17th, 2024

February 21st, 2024

April 17th, 2024

June 12th, 2024 (AGM)

