

GEC PAC Meeting

Wednesday, June 12, 2024

@ 6:30 in the Learning Commons at GEC



In Attendance:

Emily Gardiner (Chair, PAC)

Amanda Clark (Treasurer, PAC)

Danielle Lavallee (Vice Chair, 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)

Lisa Fairburn

Kirstie Simpson

Allie Mennie

Lauren Fuhre

Aimée Fildes

Wendy Human

Meeting Called to Order at 6:35pm

- Welcome to the PAC attendees by Emily Gardiner
- Land Acknowledgement by Robyn Evans.

Adoption of Agenda: The only change to the agenda is with regard to timing of the vote to amend the bylaws until after the principal's report. The first order of business is to adopt the agenda for this meeting, which was distributed on June 6th, 2024 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, April 15th, 2024 distributed in the GEC newsletter Thursday April 25, 2024. The minutes are approved as distributed.

Chair's Report – Emily Gardiner

We've had a busy year on the PAC Exec, it's hard to believe we're doing our AGM already. As a PAC Exec, our focus has been on supporting enrichment opportunities for our students, but also on promoting a strong sense of community, which is such a uniquely special feature of our school.

We started the year by welcoming old and new families on the first morning of school to the Welcome Tea, which had an awesome turnout, closely followed by the GEC Open House dinner,

which is a special kick off to the new year where families enjoyed a meal with ingredients grown and tended to by the kids, who also help with some of the preparation, which is a great learning experience for them.

This year, we took on a new event, the Fall Fair which was a huge success, and we will definitely aim to repeat it. Over 200 kids and families packed the gym, got a pumpkin, a hot dog, treats and played carnival games. During the Fall, we also launched Hot Lunch and Spirit Wear sales, helped with the Terry Fox run, and recruited a great group of Class Parents who helped to keep our GEC parents in the loop. We celebrated World Teacher's Day and our first Staff Appreciation lunch, got some holiday shopping in at the Scholastic Book Fair, and enjoyed watching the Trolls movie at Cineplex.

The second half of the year was just as busy, with Support Staff Appreciation Day and another Appreciation Lunch. We also had Cari Wilson and Mrs. Evans speak to us about Digital Citizenship and Digital Literacy, and this was a very engaging presentation with lots of food for thought. We would like to bring in more speakers next year, as this seemed to be well received by our parents. We of course had the awesome Disco Inferno fundraiser at the Golf Course, which was a huge success, bringing in just over \$15,000. The Dads organized the Mother's Day pancake breakfast, and most recently we had our Spring Golf Tournament. The weather cooperated for us - It was great to see parents out on the course again, and to gather at the Orchard afterwards.

Overall, this has been a very successful fundraising year, in which the PAC was able to fund a number of enriching initiatives for our GEC kids, ranging from ice skating field trips, art and math supplies, playground equipment, and bringing in Saleema Noon. Amanda will review this in more detail in her year end Treasurer's report.

As my first year as Chair, I feel incredibly grateful to have been a part of this awesome team working together to make it all happen. Thank you to Amanda, Danielle, Anna, Rachel, Jess, Ian, and Nichola. Thank you also to Robyn and Maria for being so supportive of our PAC initiatives, and helping to encourage new families to join in and with getting the word out. Our school is an awesome place with a strong sense of community, and that's a tone that comes from the school and we are so appreciative.

I want to also take a moment to acknowledge and thank Rachel and Danielle for the energy they've put into the PAC, as they will both be moving on. Danielle has been on the PAC Exec for three years, first as Member at Large and most recently as Vice Chair. She has played a pivotal role in coordinating Class Parents, and disseminating important information from the school to community networks, and has helped foster a strong sense of connection. Rachel, it feels like you've been on the PAC forever, and you going to Rockridge is leaving big shoes to fill. We are so appreciate of your initiative in coming up with gardening lessons that encompass all the grades and for leading the way with the Open Houses. We're lucky to have Jenny Clark joining as the new garden coordinator for next year, and Rachel, I look forward to catching up next

year at DPAC meetings, as Rachel will be taking on the role of DPAC Rep for Rockridge. They are lucky to have you.

Reminder that Sports Day is on Friday. Parents are welcome to come out and watch the fun. Don't forget that early dismissal is in effect on this day at 12:30 pm and the Lions Bay bus will be departing school at approximately 12:45 pm. The final Staff Appreciation Lunch is on June 18th. Nichola is recruiting for that, so please get in touch with her if you are able to contribute. It's been another fantastic year at GEC, and this is a chance for us to show our love and appreciation for all the ways the teachers and staff go above and beyond for our kids.

Treasurer's Year End Report – Amanda Clark

Treasurer's Report and Annual Financial Report

2023/24 Balance Sheet Review

As of June 10th we have \$113,516 in our bank accounts, which includes our Operating, Gaming, and Trust Account. Our total liabilities are \$23,486. This is solely comprised of \$23,486 for hot lunch vender accruals.

Income

We had another successful year with our revenue-generating events totaling \$53K compared to a budget of \$51K. Highlights for the year include;

- ~\$20K in Hot Lunch sales profit
- ~\$15K from the February Disco Inferno parent social event
- ~\$7.6K from the Spring Golf Tournament
- ~\$1K from the Fall Fair
- \$5,420 with the Gaming Grant (based on \$20/student)
- ~\$1.5K from the Movie Day fundraiser, and ~2K for other Online fundraising, such as Spirit Wear and General Donations
- ~\$1,667 in Interest Income from our Trust Account

We would like to thank all the parents and families who participated, sponsored, and volunteered at these events. It is that support that helps make these events so successful.

Expenditures

Expenditures for the year totaled \$47K compared to a budget of \$79K. Notable expenditures for the year include:

- For the Sports Programs, we spent \$3K on a school-wide Ice Skating field trip, which included bus driving transportation.
- For Capital Upgrades & Equipment, we spent ~\$18K on new bike racks, gym stage curtains, and basketball hoops.
- For Supplies and Resources, we spent over \$18K on Arts/Math/Classroom supplies, including ~\$4.2K with Digital Equipment of 15 Lenovo Tablets and tablet cases.
- We spent ~\$1.6K on Body Science with Saleema Noon, ~\$800 on Aboriginal education and Cultural celebrations, and \$500 on the Roots of Empathy program.

- In Community events, we spent ~\$600 on the Welcome Back Event and ~\$700 on the recent Pancake Breakfast, and we also spent \$500 on two Bursaries that will be handed out at Rockridge to past Gleneagle's students.
- For the Teachers and Staff Appreciation, we spent ~\$850 for Lunches/Coffee/treats and Custodian December holiday and June year-end gifts.

Proposed 2024-2025 Budget

The PAC Chair and I met with Robyn, Alysha, and Maria a few weeks ago to discuss the 2024-2025 budget. Our approach with the budget is to review the current year's budget and to then calculate foreseeable variances and/or adjustments we anticipate for next year's budget. We consider the number of students, foreseen programs, school needs, and overall fundraising goals. The right-hand column is the proposed budget for next year.

Income

- We again expect to receive the BC Gaming Grant, which is based on \$20 per student. We estimate to receive roughly the same amount next year - \$5K.
- We intend to have another Parent Social Event next year, but we do not foresee it being as large of a fundraiser as the Disco event. We hope to throw a larger fundraiser social every two years and will aim to have a smaller revenue generating parent social event in the alternating years.
- We are planning to have one large Spring Golf Tournament with a post-golf social event. We will also be doing a Fall Fair, which will again be a school wide/community event. The Fall Fair's focus will not be for fundraising, but it may again produce some revenues.
- We are planning to offer Hot Lunch for 4 days a week again next year, and we estimate revenues of ~\$20K for next year.

Expenses

- Many of the proposed budgeted expenses for next year are similar to the current year's budget.
- Arts & Sports: 2023-2024 budgeted amounts were not spent for artist in residence, drama, and dance programs. For the upcoming year, expenses are anticipated for Artist in Residence, Drama, and a School Musical. We will again fund the school-wide ice skating field trips, which are reflected in the Sports Program budget of \$3K.
- Capital Upgrades, Equipment & Supplies: There are no large capital upgrades expected at this time for the 2024-2025 year. The budgeted \$5K reflects replacement of damaged/worn out furniture and equipment.
- The Emergency bins will have a refresh and rotation of supplies, which is reflected in a budget amount of \$1K.
- Digital equipment is budgeted for \$5K, in anticipation of new interactive white boards and the purchase of a few Chrome laptops for student use.
- Digital Literacy/Educational Enrichment/Events: We have increased the Workshops budget to \$2K in anticipation of more workshops happening next year and have budgeted again for Saleema Noon and her body science education program. We have

also increased the cultural celebration budget to further support school wide events, such as Chinese New Year.

- PAC Events and Expenses. We have budgeted \$4.5K for School Events, such as a Fall Fair. We have slightly increased the budget to \$1.5K for Staff Appreciation, to help cover the costs of Staff Appreciation lunches/coffees/treats throughout the year, along with Custodian December and June year-end gifts.

The overall budget projects a deficit of \$19,200, which is consistent with prior year budgets and continues to maintain our cash balance above our minimum threshold.

Motion for Approval of Budget:

A motion for approval of the budget was present and voted on. The 2024/2025 GEC PAC Budget was approved.

Hot Lunch Coordinator Report – Jessica Jenkins

- After a few bumps in the start of hot lunch, things hit a good stride with hot lunch for the year.
- Feedback has been received over the course of the year about lunch quality, notably with the pizza vendor. New vendors are being considered for this year including Domino's and Panago for pizza. Subway and sushi vendors remain popular and are anticipated to continue. New vendors will be asked to presort and individually package food (keeping overall packaging to a minimum).
- Getting parents to enroll children for hot lunch on time remains a challenge, notably following Spring Break. Ideas to help improve timing are welcome.
- Lauren Fuhre will be joining as a co-coordinator for hot lunch for the 24/25 school year.

DPAC Report – Rachael Clearwater

- The last DPAC meeting was held June 5th.
- Carolyn Broady discussed the budget for the district. No major changes anticipated to the core budget.
- PACs are encouraged to send letters to the Ministry of Education for districts that are not growing, as their budgets are disadvantaged.
- Confirmed renewal of restrictions to protesting within 20 metres of school property.
- Chris Kennedy confirmed strong enrollment with increases expected across the board including for international students.
- The Harry Jerome Oval is on schedule and on budget. It is anticipated to be ready by the fall.
- Summer learning is experiencing good uptake.
- The district cell phone policy was discussed including implications for elementary and high schools.

- Ian Kennedy brought in students from the premier academies to talk about their experiences. It provided the DPAC with insight into the programs and the value students get from the programming. Expansion of programs including into trades and Indigenous language is under consideration.
- Finally, plans for next year were discussed including a revamp of the DPAC website and focus on supporting and strengthen PACs.

Garden Year End Report – Rachael Clearwater

A slide deck showing work in process in the school gardens was shared:

<https://docs.google.com/presentation/d/147RxR8fGijQl4aJrsK6XsTI7XzrH338yjo5ccRV1zNw/edit#slide=id.p>. Highlights of how the students (and parents) have contributed were shared. The following notes were included:

- Ms. MacIntire’s class did a lot of work in the fall to get the soil ready aligned with science learning that occurred in class.
- Ms. Mac’s, Staples and Phillips classes engaged in a seed saving program that generated seedlings in the spring for planting.
- Ms Malady’s class started carrots for the 2024 Fall back to school dinner. The dinner will once again be support by Lisa Kim. To enable this, the kids made seed tape (from toilet paper).
- Ms. Robertson’s class started tomatoes. Each child has their own tomato plant that will produce cherry tomatoes. Tomatoes will be collected and dried over the summer for the salad.
- Ms. Foster’s class grew squash and started kale.
- Ms. Wimmer’s class started kale.
- Ms. Harquail’s class started potatoes. This year the potato patch was moved to use potato bags as production over the past years has fallen.
- Ms. Staples’ class has participated in small groups of volunteers over the course of the year to support a number of jobs to keep the gardens going.
- Ms. Phillips class has supported an array of veggies – green onions, leeks, herbs, flowers and the plant label creation.
- Ms. Carter’s class started beets, kale, chard, garlic, and snow peas.
- Ms. Downie’s class started pole and bush beans.
- Ms. Zandvliet’s class started leeks and those will be planted in the coming weeks.
- A big thanks to a number of parents was shared including the following:
 - Jenny and Lane Clark for building the new trellis’. Jenny will join as the garden rep in 24/25 as Rachel moves on to fulltime Rockridge parent status.
 - Lisa Kim for helping to guide the plan for vegetable plantings this year in the run up to the 2024 dinner.

- Marie Englebert for her support in the gardens.
- Wally Jonnson for helping to keep the carrots watered and other support provided with the gardens and general landscaping.
- Pete Clearwater for rebuilding the garden boxes.
- Will and Taylor Markam for supporting materials.
- Tracie Delaney for weeding and support with the gardens.
- All of the students and teachers for their support.
- Volunteers for summer watering are being recruited and reminders will be posted to the What'sApp group and the newsletter.

Principal's Year End Report – Robyn Evans

Class Configuration

- Ms. Evan's shared that 23/24 enrolment stands at 269 students. At this time, enrolment for 24/25 is down leading to an anticipated reduction from 11 divisions to 10 divisions. The decrease in divisions is not expected to result in staffing changes as one teacher is planning for leave next year.
- A breakdown and current thinking on class configuration was shared with the caveat that things can (and will) likely change pending enrolment over the summer.
- Class configuration is a time intensive process involving teacher engagement and collaboration to determine the best environment for students taking into consideration their learning needs, teacher styles, friendships, and social development. If parents have questions, they should reach out to Mrs. Evans.

Seismic Upgrade

- An announcement was shared with parents via email on June 12, 2024 regarding changes to the traffic flow given construction for seismic upgrades to the overpass. The closures are expected to occur through December 2024. Notice was provided 2 weeks ago with limited details. The details were learned this morning with the arrival of the construction barriers.
- Discussion on student safety was raised given increased traffic (and potentially disgruntled drivers). This will be monitored.

Thank You

Ms. Evan's ended with a thank you to the PAC and the GEC parents for their support throughout the year. It is acknowledged that this is a wonderful community.

Vote to Amend to the Bylaws – Emily Gardiner

A motion to amend the bylaws to remove the stipulation that more than one person cannot hold an executive position was made, as well as changes to support a co-lead approach to the hot lunch coordinator position. This motion was approved.

Vote of 2024/2025 GEC PAC Executive – Kirstie Simpson

The following executive team is voted in to office.

- Co-Chairs – Emily Gardiner, Amanda Clark
- Vice Chair – Aimee Fildes
- Treasurer – Amanda Clark
- Secretary – Anna Stewart
- DPAC Rep – Lisa Fairburn
- Hot Lunch Coordinators – Jess Jenkin, Lauren Fuhre
- Member at Large – Nichola Vermiere
- Member at Large – Ian McLaughlin

The meeting adjourned at 8:10pm

