



**PAC Meeting**  
**November 15<sup>th</sup>, 2023**  
**6:00 pm**

**Location:**

Rockridge Secondary

**Attending from Rockridge Admin:**

Trevor Kolkea: Rockridge Secondary Principal

Moreno Stefanon: Rockridge Secondary Math/Science Teacher

**Attending from PAC Executive:**

Kelly Richter: PAC Chair

Heather Thompson: PAC Co-Chair

Kelly Kerklaan: Vice Chair

Teresa Corey: Treasurer

Lisa Mingo: Secretary

Denise Nosella: Communications

Amit Gatenyo: DPAC Representative

Julie Stewart: Past Chair

Carrie Haver: Member at Large

**Attending from Rockridge Parent Community:**

Grace Russell

Sara Gardner

Danielle Katerberg

Tanja Imhoff

**Welcome & Call to Order**

**6:03 pm**

Kelly Richter (PAC Chair) opened the meeting with a welcome and a land acknowledgment as follows:

*"We would like to recognize that we are gathered together on the traditional lands of the Squamish Nation and want to thank our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land and its people. We respect and*

*honour the Elders past, present and future as we bring this knowledge to the students of our community.”*

**Introductions** – Attendees around the table introduced themselves.

### **PAC Business (Kelly R)**

**6:05 pm**

#### **Adoption of Agenda**

Motion by Kelly Richter to approve the [meeting agenda](#).

Second: Sara Gardner

All in favour, yes - motion so moved.

#### **Adoption of Minutes**

Motion by Kelly Richter to approve the October 2023 meeting minutes.

Second: Denise Nosella

All in favour, yes- motion so moved.

### **Chair's Report (Kelly R)**

**6:05 pm**

The focus of today's PAC business are two related items that require review and approval from the PAC to move forward: the gathering area project, and revisions to the annual PAC budget that was approved in May 2023.

As many of you know, the outdoor classroom project was first envisioned by former Principal Judy Duncan and teacher Dave Henning in 2019. From those initial days until present, Rockridge has had three Principals and at least as many PAC Executive teams.

The majority of fundraising took place in the 2020/21 school year. The original plan contemplated a covered wooden classroom structure with seating, and unfortunately the plans were not approved by the District of West Vancouver primarily due to fire prevention requirements that were deemed beyond the financial scope of the project.

Due to this, the outdoor classroom concept evolved, and through that process new architects, engineers and contractors became involved. The space was re-imagined as an accessible outdoor gathering area with a shade-sail-type covering. Plans were approved by the District of West Vancouver and last December our PAC parents voted to approve the use of Gaming Grant funds to cover the cost of the shade sail component of the project, and a \$20,000 deposit was paid to Shade Sail. By using Gaming Grant funds, we were no longer able to call this an outdoor classroom – so the project was renamed the Outdoor Gathering Area.

Most of the last school year was spent finalizing engineering drawings, geotechnical

approvals and budgets to move the project forward. Although the costs of the physical shade sail were to be covered by Gaming funds, the complexity of installing this shade sail required considerable engineering work.

In August of this year, just as our new PAC Executive were organizing for the school year ahead, we learned that the General Contractor who were engaged to complete the construction of the project were folding their business and moving overseas, leaving the project without a contractor. This latest development was one in a long list of unexpected challenges – including but not limited to the Covid pandemic and construction and material cost increases.

*Slide shown detailing money allocated / spent.*

This recent development provided the PAC with the opportunity to take a deeper look at the project. We started with a careful examination of the funds raised and allocated to this project, and a detailed analysis of what has been spent to date which you can see detailed on the spreadsheet. We completed an analysis of the scope and cost of the project in conjunction with our architects (Architecture Building Culture – ABC) and Kennedy Construction, a new general contractor that we plan to engage with to complete this project. It is noteworthy that both firms include parents in our school community who have a vested interest in the success of this project.

After examining the project and the numbers fully, we understood that the project needed to be simplified to bring it in line with the available funds. The bottom line = the shade sail increased both the cost and scope of the project exponentially, and in addition would require funds to remove it for the winter season and re-install it in spring, as it would not be able to withstand the weight of snow.

Balancing the need to respect and acknowledge the intentions of the many parents and donors who have generously supported this project with their time and money over the years, and considering the economic realities of construction costs and handling and maintenance costs of the shade sail component of the project, the executive and our Principal have weighed the various options and are coming to you with a recommendation to proceed with the Outdoor Classroom project based on the simplified concept Heather is about to outline:

**Presentation of current Outdoor Classroom concept & budget – Heather T**

- \$60k set aside for this new option (project cost breakdown from Kelly K) which includes:
  - Kennedy Construction \$43k (which is substantially lower than what we would have ended up paying using the Shade Sail design)
  - Donors' rock \$5,600 (will include names of all donors)
  - Engineering and architect fees
- Have the money we need in the bank and have a plan to move things forward

- With [new design](#) (i.e. not moving ahead with the shade sail), we can now use the name 'classroom' which is a positive step
- Heather reviewed the location of the outdoor classroom which is just to the south of the school
  - Spectacular view over the ocean due to some trees having been taken down
  - Will be a great place to meet and learn
  - Showed view from above, including ramp (accessible to brushed concrete circular area ) and a curved bench seat able to accommodate about 30 students
  - We also have budget for some landscaping / native planting along the side of the outdoor classroom which will beautify the area
- [Updated design](#) is currently in the approval process from the school maintenance person
- Intent is to request a partial refund from Shade Sail for the deposit that we provided (note that they incurred some engineering costs), and we are confident that this will happen.

### **Adoption of Revised Outdoor Classroom Plan**

Motion by Kelly Richter to approve the revised Outdoor Classroom plan as outlined by Heather, by contracting with Kennedy Construction as our General Contractor with a [total project budget](#) of \$60,002.

Second: Grace Russell

All in favour, yes - motion so moved.

### **[Treasurer's Report](#) (Kelly K)**

**6:15 pm**

Kelly K then presented the [revised budget](#) on the basis of the changes outlined in the Chair's Report.

#### **Cash**

- As of November 5, 2023, we have almost \$122,000 of cash. \$44,000 is in our gaming account, \$25,000 in our general account and \$53,000 in our two trust accounts. To fund the OGS we will be using up \$60k which is all of our trust account funds as well as some money from our general account.

#### **Budget**

- With a revised reduced budget for the Outdoor Gathering Space (OGS), this means that we can spend money on a lot of other areas in the school. This is great news because after a few years of COVID and a PAC spending freeze last year, there are some great programs in need of support.
- Kelly went through the proposed changes to the 2023/2024 budget, noting that any line items with an asterisk indicate that we will likely be able to use gaming funds to pay for those costs.

#### **Revenues**

- On the revenue side, we are reducing the gaming grant by \$1,000 to reflect the actual grant that was received in October. We are also adding a line for donations and grant revenues as some parents have already made some donations to the PAC this year (thank you!).

- We are increasing the revenues generated from fundraising events to \$4,000 from zero. This includes revenue we expect to generate from events like the parent social 'A Not So Silent Night' on November 25<sup>th</sup>.

### *Expenses*

- We have decreased the budget for the OGS from \$100,000 to \$60,000.
- We have created a new line item for Gym, field, court and grounds upgrades of \$13,000 which will include things like painting the new Athletics logo on the gym floor, upgrades to the basketball court and gym as well as painting and landscaping.
- The overall teacher Wishlist category has been increased from \$12,500 to \$34,500.
- The general teacher Wishlist line item has decreased from \$10,000 to \$5,000 because we created new line items so that parents could have a better idea of what the money was being spent on. The general \$5k includes things like a business simulation license, new equipment for the foods department, as well as funds for the Careers department and the learning commons.
  - The athletics uniforms and team/club equipment has increased from \$2,500 to \$17,500 to reflect the new uniforms that will be purchased after the Athletics logo re-branding as well as some tents with the school name on them to be used at sporting and other school events.
  - Clubs and other extracurriculars of \$2,000 includes money for the drum line and table tennis club.
  - Classroom supplies and equipment of \$10,000 includes funds for the math department, science department, video department and Stem.
  - Have asked teachers with Wishlist items for them to take photos to show how the money is being spent.
- Team support/transportation/field trips has been reduced from \$4,000 to \$2,000.
- Student speakers has been increased by \$700 to \$4,500 and this line item includes topics such as Safe Teen, Unlock your Future and a guest speaker military historian.
- Grad flowers and related expenses has been decreased from \$1,000 to \$500.
- A new line item called 'Other school events' has been created for \$2,000 (stay tuned).
- The PAC Supply Closet line item has been increased from \$250 to \$500.
- The staff appreciation line item has been increased by \$200 to \$1,000.
- A new hardship fund has been created of \$250.

Overall the budgeted deficit for the year has decreased from \$95,875 to \$88,275.

### **Adoption of Budget Amendments**

Motion by Kelly Richter to approve the proposed amendments to the PAC Annual Budget for the 2023/24 school year outlined by Kelly K.

Second: Amit Gatenyo

All in favour, yes - motion so moved.

**Fundraising & Events** (Teresa)

- Nov 25<sup>th</sup> event at the Orchard Clubhouse, have sold 90 tickets to date and would like to encourage more to come
- One parent is heading the décor committee, there will be a DJ, food and a festive cocktail, silent auction will have lots of items but still accepting auction items (the sooner the better but will turn nothing away!)
- Giving tree idea – will be decorating tree with teacher/school wish list items. If you want to purchase something you can pay for it at the event e.g. chrome book for the careers department
- Please purchase your tickets if you haven't already, need to firm up food totals by Monday
- Will put up signup sheet for help on P2P, looking for parents to fill these volunteer positions

**Staff Appreciation** (Denise for Sophie)

- Holiday Cookies date – Friday, Dec. 15
- The Staff Appreciation Committee is currently focused on a Cookie Extravaganza, where we are asking our Rockridge families to assist us in collecting 90 dozen cookies to show how much we appreciate all that our Staff do. Our hope is to send each staff member home with at least a dozen treats for the holidays.
- The campaign launched last week via an [online sign sheet](#) in the November ROPAC Newsletter.
- To date we have 19 parents that have signed up to date to bring in 22 dozen baked treats. This is a great start! We still need 68 more dozen cookies.
- If you'd like to participate there will be a link in tomorrow's school e-bulletin (or click [here](#)). If you're not a baker, you can still participate to bring in your favourite holiday treats . All types of cookies, squares, pastries, tarts, loafs or cupcakes are very welcomed .
- Will be advertising more after our fundraiser in the eBulletin and on social media.

**Rockridge P2P** (Amit)

- Hopefully everything knows about the P2P, seems to be working well, parents sharing info about FIT / collaboration days etc
- 130 parents signed up so can call it a success, there are about 140 parents signed up to the general announcement group (so most parents want to be involved in both groups)
- Had one event last month, focused this month on Nov 25<sup>th</sup> event, the next one will be in December

**DPAC Report** (Amit)

- Secure virtual meeting this time due to issue with anti-SOGI movement in last month's in-person meeting, it was a much more productive meeting
- Discussion this month was around helping PACs like us deal with these types of situations, big component was conversation around how to manage meetings and using Robert's Rules

## Principal's Report (Trevor Kolkea)

6:30 pm

- Trevor started his [presentation](#) with a beautiful photo taken from the location of the outdoor classroom
- Fall sports season ending, winter beginning – challenge is still to create an athletic program that people want to be a part of, challenge is to get enough coaches and infrastructure to make it all happen
- Learning highlights
  - ATL student reflections – Nov 24<sup>th</sup>, will do in a FIT block, new if you are in grade 8 (province and district wide, all in Google classroom)
  - Learning update = report card = Dec 1<sup>st</sup>
  - Professional development day (indigenous focus, guest speaker) = Dec 4<sup>th</sup>
  - Winter concert = Dec 7<sup>th</sup>
  - Early dismissal on Friday Dec 22<sup>nd</sup> at 12 noon
  - Students back on Jan 8<sup>th</sup>
- Outdoor classroom
  - Adds to special learning spaces
  - Space for outdoor learning activities such as photography, film and media arts, science labs, creative writing
  - Connection to the first people's principles of learning (Dec 4<sup>th</sup> PD day will be focused on this) – e.g. land acknowledgements, concept of circle talks,
  - Grant for landscaping – funds that will help with future landscaping
- A question was raised around what happens to kids who don't make the sports teams, how do they participate in these sports. This could be via intramural sports although having only one gym can be an issue. If we had enough coaches, could we potentially have more than one team? Like the idea of mixed age sports, builds community, concept of 'drop in', could FIT play a role here.

## Guest Speakers

6:55 pm

Nikta Razavi & Dani Renouf – Women Life Freedom

Nikta and Dani are part of a group of mothers from West Bay school who identify as Iranian Canadian. They came together in light of the ongoing human rights crisis in Iran to develop an advocacy strategy to educate our community about human rights in Iran, to dispel myths, and to provide classroom resources for teachers on the topic of the Woman-Life-Freedom movement. Nikta and Dani will share with us the history of Iranian women's plight for freedom and justice, and share their own personal stories of growing up in Iran.

Please find [ROPAC guest speakers' resources on the PAC website](#). This month's includes Nikta and Dani's slide deck, teacher resources and books recommendations by Iranian authors.

## Adjourn

7:30 pm

Meeting adjourned at 7:30 pm.