

DOUGLAS ROAD PAC

Meeting Minutes

October 24, 2023

Call to order

Chair called the meeting to order at 6:30pm.

Attendance

In person at Douglas Road Elementary School Library: Abby Pond (Chair), Jenny Wong (Co-Chair & Treasurer), CJ Liu (DPAC Rep & Secretary), Nadia Volpe (Principal), Deep, Albert

Attending online: Christina Yee (MAL & Events Coordinator)

AGENDA ITEMS:

Land Acknowledgments

We would like to acknowledge the land on which we live, work, and play is the unceded territory of the Coast Salish peoples, including the territories of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

Last Meeting Follow-up

1. Review with the Treasurer last year's profit and spending.

Treasurer provided the meeting with a breakdown of the budget forecast for the 2023/24 school year. The following items were discussed:

- Walkathon funds provided to teachers (i.e. for consumables) should be processed by PAC in terms of track spending and asking for receipts.
- PAC should set a cutoff date for any expense claims (i.e. April 2024)
- There are two PAC bank accounts currently – Gaming, and General; School has an account for Walkathon funds, this will be transferred to PAC to manage and be deposited into the PAC General account

- Jenny went through PAC budget estimate for 2023/24
- For core hardware such as computers/laptops, those purchases are handled through the school via a lease program, PAC funds cannot go towards those items but can be used to buy accessories
- Pancake breakfast – on the Calendar for Dec. 18/23 – previously has been done with the Firefighter’s club at a cost of about \$400 to \$500; if we have a need for additional volunteers, the school has a partnership with Beedie Construction and they can help provide volunteers as long as are given advanced notice. One suggestion to manage the workload for a pancake breakfast would be to stagger students by group and have them served at different times; Rotary club may also help with pancake breakfasts but need to be booked well in advance

2. Review D-PAC meeting from last month.

Chair presented a review of key takeaways from October DPAC meeting:

- Constitution and Bylaws 2023 searchable online pdf and physical copy at all meetings, as well as school act.
- PAC Execs may attend school admin meetings with Principal approval and visa versa to increase communication and understanding.
- PAC Info can only be emailed to parents as a mass email if along with school info.
- Parent Engagement is Critical - Engage 1:1 & in groups, online, after school etc.
- 100% Transparency: what you are doing and why, why it matters and how you need parent participation.

DPAC Rep advised that next DPAC meeting is Nov. 20.

NEW BUSINESS

3. Pumpkin Patch / Halloween Candy distribution

Ran into issues sourcing pumpkins in sufficient volume; instead PAC will sponsor a Halloween candy distribution to the classes; aiming for the day of the Halloween parade (12:30pm on Oct. 31). Suggestion was made to operate a PAC ‘costumes drive’

where a call out would be made for parents to donate their unwanted, gently used costumes with PAC contributing some accessories from the dollar store. The PAC would then set-up a time at the end of day on Monday October 30, for kids who still need costumes to come and choose. **The school will send out a notice for Halloween and include this initiative regarding costumes**

4. Fundraising Events and Goals

Discussed potential school needs including:

- jerseys for the sports teams – there is a need – could be done as a shared cost between school/PAC
- Book a speaker to talk about bullying – Alain Pelletier; \$1500 for 1 primary session and 1 intermediate session; School would welcome PAC support for this cost
- A body science speaker, has presented to Douglas Road in the past and is a regular speaker across other Burnaby school. One person for the day speaking to students based on age - \$1700-2000;
- Internet safety session – was presented previously by a parent of a former Douglas Road student named Mr. Visram
- Some new ideas for events this year: – a Musical theatre session (Nadia has contact), a Bhangra dancing session (Deep has contact, Prachi previously mentioned a group as well), Karate/martial arts session (Deep may have contact), hockey through a minor league association
- PAC budget includes allocations for Hip Hop and Tennis session that were done last year, lacrosse as well but a grant helped pay for that. These amounts could be re-allocated for any new activities for this year
- Outdoor equipment – very expensive but can be a long term goal or add/replace equipment piece by piece. TD Bank operates a program called TD Play that offers \$1000 donations towards sports/active equipment

Fundraing Event ideas:

- **Fruit & Veggies program also offers produce purchases by parents with some funds going to PAC (Nadia to add PAC email to F&V program vendor to get more information);**
- **Bottle depot drives;**
- **Multi-cultural night with photo booth**
- **Family photo sessions**

5. Munch-a-lunch

Feedback has been positive on new vendors so far. We will continue to look for ongoing feedback on the food through the program.

6. Fruit & Veg Program

Will be on hold next month in order for people to get food safe certifications. Abby is currently undergoing the process to get certification and the meeting discussed plans to have an additional school staff member to get certified as well before continuing with the program.

7. Principals Update

Nadia provided updates on afterschool activities and upcoming events:

- **Friendship club – Mainly for grade 6s and 7s; capped at about 20 kids due to space limitations; meant mainly for kids not involved in other extra-curriculars**
- **ArtStarts grant that can help fund a performance for the kids**
- **Drama club sponsored by the Shadbolt centre**

Upcoming events:

- Winter evening concert (Dec. 13) – Opportunity for PAC to run some events like silent auction, 50/50 (would need gaming license), and/or a food bank drive
- In the past – held multi-cultural nights where people could share their culture (i.e. through food or other means)
- Other ideas - Community flea market; PAC can rent tables for a small fee

Roundtable:

8. Future PAC Meetings

Future PAC meetings will take place the 3rd Tuesday of each month. Coincides well with school staff meetings which take place on Wednesdays.

Adjournment

Chair adjourned the meeting at 8:14pm.

Minutes submitted by: CJ Liu