

Capilano PAC Meeting Minutes

January 2024 General Meeting

Location: Capilano Elementary School, Library
 Date: Tuesday 16 January 2024
 Time: 7:01pm - 8:09pm
 Attendees:

Group	Name
CPAC Executives	<ul style="list-style-type: none"> • Co-Chair - Miriam Hildahl • Co-Chair - Allie Jackson • Vice-Chair - Angie Mitchell • Treasurer - Carla Marchant • Secretary - Jacqueline O'Brien
Capilano Elementary School Administration	<ul style="list-style-type: none"> • Principal - Mrs Kammi Clark • Vice Principal - Ms. Denny
Parents/Caregivers	Ainsley W, Alex L, Bahareh D, Carla M, Colin C, Danielle T, Ellie S, Fred N, Jenn L, Laura N, Nikki C, Shae D, Soroush A, Trisha D, Virginia C, Yasmin E

Agenda Items

Opening	
Welcome/Call to Order/Attendance Recorded	The meeting was called to order by Co-Chair, Allie Jackson. Attendance was recorded.
Land Acknowledgement	We acknowledge with gratitude the Coast Salish people, notably the Skwxwú7mesh Nation and Tsleil-Waututh Nation, whose unceded traditional territory nurtures and supports the North Vancouver School District. We honor their enduring connection to this land and express deep appreciation for the privilege our children have in learning, growing, and gaining knowledge on this ancestral territory. It is through this connection that our children are fortunate to receive their education, fostering understanding, respect, and appreciation for the rich cultural heritage of this land.
Approval of Minutes from November 7, 2023	<i>Nikki C proposed the approval of the minutes, which was seconded by Colin C. The minutes were unanimously approved. Motion passed.</i>
Acknowledgements	Allie recognized Virginia and Carla for coordinating Hot Lunches; every Friday, kids enjoy delicious meals, and it serves as a significant fundraiser.
Approval of tonight's agenda	<i>Motion to approve tonight's agenda was made by Nikki C, and it was seconded by Colin C. The agenda for the meeting was unanimously approved. Motion passed.</i>

Business	
<p>1. Upcoming Fundraising/Events</p> <p>(a) Hot Lunch - new coordinators needed for 2024-2025 school year</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Coordinators Virginia and Carla provided an update on the Hot Lunch Program. • Profit reports indicate a Fall season profit of \$7,000. \$2,500 of this profit is allocated to the Grade 7 fundraiser for popcorn and smoothies. Winter session has started with \$4,500 in profits so far; lower than usual, possibly because not everyone has ordered as yet. Popcorn remains the most profitable item; Variety-day is the most popular weekly option. • Seeking new coordinators for the upcoming years; open to anyone interested. Vendors handle the heavy lifting; process has been streamlined by Virginia and Carla from previous years. Virginia manages backend tasks, including inputting student information. The current pre-pay system has simplified operations compared to the past. Weekly time commitment is Fridays, 11:30 am-1 pm. The Grade 6 and 7 students deliver to classrooms. Minor issues occasionally arise with students handling distribution. Garbage is taken home by students, except for kindergarteners on pizza day. Pricing structure: flat rate 30%, unless impractical. Virginia available to assist new coordinators; step-by-step tutorial in the system. Efforts made to explore additional vendors; most unwilling to participate. Discussion on the possibility of more than one hot lunch day per week; potential trade-off in profit per day. • Acknowledgment and gratitude expressed for the hard work of the coordinators. • Call for volunteers to shadow coordinators for a smooth transition. PAC (Parent Advisory Council) to broaden advertising efforts for recruiting new coordinators.
<p>(b) February Movie Night / Alternate Feb event - Feb 9</p>	<p>Discussed plans for February movie night, tentatively scheduled for Friday, Feb 9, considering alternatives and potential date adjustments for an enjoyable indoor activity.</p>
<p>(c) School Fair - Committee Needed</p>	<ul style="list-style-type: none"> • The school fair needs a dedicated committee to ensure its success. It was noted that securing a committee of 4-6 people is crucial for the event to proceed. A potential chairperson has been identified. • Principal Clark suggested referring to Canyon Heights for their model, which the meeting members agreed to explore. The agenda for the fair includes decisions on food trucks, a bouncy castle, a "dunk tank," and potentially Grade 7 running games for a fundraising initiative - think Canada Day festivities. The fair aims to serve as an end-of-year celebration, bringing the school community together. Entry fees will be charged, and volunteers are needed for various tasks. • Also discussed the possibility of acquiring resources from other schools to facilitate the planning process. The proposed date for the school fair is June 7, a Friday night after school. Further details and responsibilities will be assigned to the committee in subsequent meetings.
<p>(d) Gala</p>	<ul style="list-style-type: none"> • Will there be a gala this year? • Confirmed that the Gala Committee is actively working on the event. The PAC Executive met with gala chairs yesterday to discuss details. In the process of finalizing a date for the event, with a preference for early May. Anticipate providing a comprehensive update on the gala planning progress at the upcoming meeting.

Business	
2. Budget Amendments	<ul style="list-style-type: none"> Budgeted \$47,000 for expenses - Spent: \$11,000. In terms of most profit, Munchalunch, then the photo sessions (which needs to be replaced for next year). Also raised money in The Card Project and the Gingerbread Houses. There is enough surplus to fund the upcoming year.
(a) Helping Hands Fund - propose increase	<ul style="list-style-type: none"> Initially budgeted \$2K for the year, but \$1K has already been spent due to the demand with extra-curricular activities. Considering the demand for extra-curricular activities, it is recommended to increase the budget to \$3K. However, approving the increase does not mean it has to be spent. Outdoor School: Outdoor school plans are in progress, with Grade 6 scheduled for 4 days at \$362, and Grade 3 for 3 days. Grade 3 will participate for 1 day initially in April. Outdoor school bursaries are available through NVSD and Capilano School. Further details on these bursaries are being explored. <i>Treasurer Carla M proposed a budget increase of \$1K, emphasizing the real risk of denying funds for extra-curricular activities. The proposal was seconded by parent Carla M. The budget increase of \$1K was unanimously approved by all members present in the meeting.</i>
(b) Field Trip Budget - Currently \$3/student, propose increase to \$5/student	<p>Discussion:</p> <ul style="list-style-type: none"> Grade 3 students are planning a field trip in February. Proposed increase of \$5 specifically for Grade 3 students. General increase for all students would result in a \$600 overall budget increase. The current budget is not sufficient to cover the proposed increase. Emphasis on the importance of not necessarily spending the entire increase. Recognition that the cost of field trips, especially transportation (buses), has risen significantly. Concerns raised about teachers hesitating to organize trips due to high costs. <i>Treasurer Carla M motioned to approve the increase, seconded by Colin C. Unanimous agreement in favor of the motion.</i> Acknowledgment of paperwork and red tape associated with field trips.
3. Parking update (carry forward from last meeting) (a) Active Travel	<p>Discussion:</p> <ul style="list-style-type: none"> Laura N reported that the grant application to North Vancouver was successful, securing \$2,000. She volunteered to take a lead role in organizing and implementing various initiatives. Initial plans involve conducting a survey and starting driver education in February. Fresh Air Fridays" and "Funky Fridays" are planned post-spring break. Secretary Jacqui O will collaborate with Laura N on these initiatives. Bike to School Week is scheduled for the last week of June (3-9th). The \$2,000 grant will be allocated for renting equipment to teach kids riding skills. The initiative will be expanded to include all students, not just those previously involved with Hubcycling. Focus on influencing driver behavior through signage and incentives, such as prizes. Proposed activities include sticker charts for weekly achievements and soliciting donations from local businesses or bike shops.

Business	
	<ul style="list-style-type: none"> • Consideration of setting up a booth at our proposed fair, offering ABC bike checks and engaging in promotional activities. Plans for ramps and kids with bikes to be featured at another school during the fair. Discussion about the need for a variety of games during the fair, aiming for 20-30 games concurrently. • Perry Edwards was unavailable for the meeting, therefore, Secretary Jacqui O provided an update on PAC activities: <ul style="list-style-type: none"> • Drafting a page for the PAC website about traffic responsibilities and volunteer opportunities. Secretary Jacqui O to coordinate finalization of this with Laura. • Also, there is a volunteer sign-up sheet now available. It will be issued once clear instructions for volunteers are available.

Reports	
Principal and Vice Principal	<ul style="list-style-type: none"> • Welcome to New Principal: The meeting commenced with a warm welcome to our new Principal, Kammi Clark, who brings 25 years of experience in education. Her background includes teaching at Brooksbank and Sutherland, and she has been connected to Capilano for several years. She has served as a teacher leader for the Carson family of schools, where she taught various subjects, transitioned from primary to secondary teaching, and held the position of Vice Principal. • Professional Background: Principal Clark has been part of the Carson family of schools for approximately 20 years, with Capilano marking her first shift as a Principal after five years in administration. She has also received IB training and taught MIP at Carson Graham. • Connections and Familiarity: Principal Clark shared that she already knows many of the teaching staff and has been friends with Mrs. Farrell for 30 years, fostering a sense of community and familiarity within the school. • School Updates: <ul style="list-style-type: none"> ○ Assessment Period: Principal Clark provided updates on ongoing assessments, highlighting the busy period leading up to mid-February, particularly with kindergarten students beginning their learning journeys. ○ Grade 7 Matriculation: Mentioned upcoming sessions with Carson Graham to discuss the transition to high school, with significant meetings planned in May involving both Carson Graham and our school staff. ○ Parent Presentations: Carson hosting a meeting on cyber safety, exploitation, and consent to address crucial concerns affecting students and parents. ○ Band and Strings Registrations: Noted the availability of payment plans for band and strings registrations, with the possibility of expanding programs if there is increased interest. ○ Tripleball and Competitions: Tripleball was chosen instead of volleyball as it is easier (no serving) for students. Students will compete against other schools. ○ After School Program - Musical Theatre: Discussed logistics and encouraged communication via email to keep everyone informed. ○ Home Reading Fund: Acknowledged the success of the home reading fund initiated by Ms. Denny last year, with plans to renew the funding at the end of January.

	<ul style="list-style-type: none"> ○ Guest Speaker and Gala Auction: Expressed gratitude for Dave Jansen's engaging presentation and the generous skateboard donation for the school's silent auction at the gala.
--	--

Closing Items	None.
Old Business	None.
New Business	<ul style="list-style-type: none"> ● Grade 7 Legacy Gift - Grad Committee discussed a potential legacy gift suggested by teachers. Plans include reaching out to student's post-spring break, contingent on fundraising outcomes. The dirt area beside the courts may be considered for the project, although alternative options will be explored based on final funding. ● Traffic: <ul style="list-style-type: none"> ○ Issue raised about traffic behavior on 21st Street. ○ The school has previously contacted the district for assistance in addressing traffic concerns. Identified the need for increased district involvement due to the area not being busy enough. ○ Discussed the direction of travel and highlighted the drop-and-go zone on 21st Street, enforceable by bylaw tickets. ○ Acknowledged that RCMP focuses primarily on moving violations. ○ Noted instances of traffic issues occurring at other schools, suggesting a potential epidemic. ○ Proposed a multi-pronged approach, including education for students and parents. ○ Emphasized the importance of improving signage, with a specific concern about the lack of signage at the back of the school. ○ Mentioned that a trustee and a district councilor have observed the situation, highlighting the urgency for faster signage fixes. Discussed the need for increased pressure on the district to improve signage immediately. ○ Examined the flow of traffic around the school and emphasized the importance of safety, connecting it to driver education. ○ Noted the use of cones as a temporary solution, relying on volunteer power. ○ Mentioned equipment outside Cuthbert's house, indicating both active and passive measures for traffic education.
Business to be carried forward to the next meeting	None.
Agenda Items of the next meeting	Usual.
Date of the next meeting	Tuesday, February 6, 2024
Meeting Adjourned	8:05pm