

Capilano PAC Meeting Minutes

February 2024 General Meeting

Location: Capilano Elementary School, Library
 Date: Tuesday 6 February 2024
 Time: 7:07pm - 7:58pm
 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 • Vice-Treasurer - Tanya Bayda • 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, Alicia S, Andrea H, Bahareh D, Danielle T, Erica L, Laura N, Natalie W, Niki C, Yasmin E.

Agenda Items

Opening	
Welcome/Call to Order/Attendance Recorded	The meeting was called to order by Vice-Chair, Angie Mitchell. 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 16 th January, 2024	<i>Vice-Chair Angie M proposed the approval of the minutes, which was seconded by Nikki c. The minutes were unanimously approved. Motion passed.</i>
Acknowledgements	The Gala and Fair Committees share many members, with Kellie-Anne leading both. Thanks to her leadership. Open invitation for involvement, especially from older grades.
Approval of tonight's agenda	<i>Motion to approve tonight's agenda was made by Co-Chair Allie J, and it was seconded by Nikki C. The agenda for the meeting was unanimously approved. Motion passed.</i>

Business	
1. Upcoming Fundraising/Events	Ticket Sales: <ul style="list-style-type: none"> • February 15 Dance Party is sold out. 175 tickets sold, demonstrating a great response. • Consider offering more events like this in the future due to high demand.

Business	
(a) Dance Party - February 15 - Sold out	<ul style="list-style-type: none"> • Gratitude expressed towards volunteers for their support and dedication. <p>Refreshments and Snacks:</p> <ul style="list-style-type: none"> • Attendees are encouraged to bring their own water bottles. • Currently, there are no plans to offer drinks or snacks with tickets, however, open to suggestions from Grade 7 regarding refreshment options (drinks and/or popcorn). If so, decision to be made on whether to sell drinks via MunchaLunch; update to be communicated soon. <p>Glow Sticks and Supplies: Glow sticks will be distributed to students upon arrival.</p>
(b) School Fair - committee representation needed from older grades	<ul style="list-style-type: none"> • Loosely formed committee, seeking representation from older grades. • Firm date for Fair to be announced shortly, contingent on vendor availability. • Input and ideas welcomed from older grades to serve exciting activities for older kids. • Call for volunteers to participate in organizing the Fair.
(c) Gala - planning in process - tentatively May 5	<ul style="list-style-type: none"> • The Gala planning is currently underway, tentatively scheduled for May 4. Yasmin E confirmed availability. • Key arrangements including booking of bar, DJ, and catering have been made. • Venue selection is leaning towards Sunflower again, as the school gym is not a viable option. • Efforts have been made to reach out to all silent auction donors from last year. Ms. Denny brought a skateboard in for the silent auction, with other donors expressing interest in participating again. Discussion on how the silent auction will run, including tax receipts for donations and sponsors, is needed. The silent auction will be conducted online, running through the gala and possibly for an additional 24 hours afterward. • Classroom representatives have been contacted regarding the plates for the event. • Sponsorship letters will be sent out this week or next, as it's crucial for fundraising efforts. • The fundraising goal is to revamp the library. Other potential projects considered include additional outdoor play equipment and a covered area outside, potentially utilizing the gravel field. Turfing the field is under consideration for next year but depends on the timeframe to avoid disrupting a potential new construction. • Last year, just over \$24K was raised. • It's important to establish a clear fundraising objective to excite sponsors.
(d) First Aid, and Babysitting Course (tentative May 4).	<ul style="list-style-type: none"> • There is an interest in coordinating First Aid courses for older grades. One consideration raised was the possibility of scheduling the First Aid course on a school day. However, it was noted that this would require students to miss a day of school. The Babysitting Course would happen on a PRO-D Day. • Additionally, there was a suggestion to incorporate a Home Alone course, proposed by Andrea H, which could also be scheduled on a PRO-D Day. • Further discussion and planning will be needed to finalize the logistics and ensure alignment with the school's schedule and educational priorities.

Business	
(e) Traffic	<ul style="list-style-type: none"> • Secretary Jacqueline O advised a draft of traffic management information for the PAC website had been sent to subject matter experts for review. • Laura N advised she had a quick look and proposed implementing a flow of traffic map to streamline traffic management. She suggested clear markings for parking areas, including designated drop-off points. Additionally, Laura N recommended creating a "Drive to 5" radius map to facilitate easier navigation for visitors. It was suggested to include pictures of no-parking signs for better visibility and enforcement.
(f) Babysitting Course - tentative date May 4	
(g) After School Programs - Term 3	<ul style="list-style-type: none"> • Consideration of adding another day for after school programs, likely Wednesday. • Proposal to introduce a dance program, potentially on the additional day. • Suggested pivot from Zen Maker on Mondays, with the possibility of introducing another coding program. • Exploration of offering tennis in the spring, potentially through CJ Tennis. Niki C tasked with researching the feasibility of offering tennis and potential outdoor arrangements. • Currently, there is a Lego Club during school hours - maybe a possibility of separate after-school Lego robotics program. • Invitation for additional suggestions for program offerings. • Proposal for a debate/speech club for older children, noting potential higher costs associated. • Consideration of language classes as another potential offering. • Inquiry about partnership opportunities with recreation centers, acknowledging past attempts contingent on grant funding. • Clarification that despite past attempts, partnership efforts were hindered by the lack of received grants this year.

Reports	
a) Principal and Vice Principal	<p>Principal Clark provided an update on various ongoing activities and initiatives within the school:</p> <ul style="list-style-type: none"> • IB Training and Evaluations: Several staff members attended IB training recently, with evaluations upcoming. • ePact Transition: Principal Clark communicated the importance of completing new ePact forms for the students and asked for assistance from the PAC in getting these forms completed. Teachers have been notified to distribute forms, with conferences scheduled for next week. Additionally, efforts are underway to explore fillable PDF options for ease of completion. • Learning Updates: Updates on learning initiatives are scheduled for release on March 13, prior to spring break. Outdoor school excursions for Grade 6 and Grade 3 students are planned, with increased funding appreciated by teachers. • Learning Rounds: Select teachers are participating in learning rounds to exchange strategies and experiences with colleagues from other schools. • Wish List and Funding: Efforts are ongoing to fulfill the school's wish list, including PE equipment and gym screens. Increased funding for excursions has been well-received.

	<ul style="list-style-type: none"> • Code of Conduct: NVSD is working on a unified Code of Conduct applicable from kindergarten to grade 12, with input from individual schools. Feedback has been provided, and finalization is expected in spring. Considerations are being made for age-appropriate communication.
b) Treasurer (10 minutes)	<ul style="list-style-type: none"> • The Treasurer Carla M reported on the financial status of the PAC. • Revenue of \$1700 was generated from the upcoming Dance Party event, with expenses still being calculated and to be reported in the next month's meeting. • There are anticipated requests for funding from the Helping Hands initiative. • Additionally, teachers are still communicating their needs for resources. • Currently, there remains a significant surplus, although larger expenses are expected to gradually diminish it. • The gaming grant is being utilized for sensory path resources. • \$1500 allocated for ePACT, which might not be needed anymore as advised by the Principal. • Further discussion centered around the allocation of budget for self-regulation supplies and the sensory path. The sensory path, consisting of various items like wiggle cushions, fidgets, headphones, and exercise equipment, is seen as crucial for aiding children in focusing and releasing energy. There was deliberation on whether a separate budget line item for the sensory path is necessary every year or if it could be lumped together with other expenses. The long-term goal of indigenizing the sensory path was also highlighted, which may involve significant costs but wouldn't require yearly replacement. • <i>Outcome: It was moved by Niki C and seconded by Alex L to bundle the budget for self-regulation supplies and the sensory path together. All members present voted in favor of this motion.</i>

Closing Items	None.
Old Business	None.
New Business	<ul style="list-style-type: none"> • Decals on Bathroom Mirrors: <ul style="list-style-type: none"> ○ Andrea H proposed the idea of installing decals on bathroom mirrors to promote increased confidence among students. ○ Principal Clark agreed to explore options for sourcing these decals. ○ Andrea H and Niki C expressed potential willingness to find and donate the decals to the school. ○ Principal Clark agreed to undertake a count of the bathrooms in the school and provide the information. • School Entry Transition: <ul style="list-style-type: none"> ○ The former Principal previously shared information regarding the transition into the school premises, particularly concerning morning line-up procedures. ○ Despite the COVID-related changes, it was agreed, after discussion with staff, to continue morning line-ups as they provide an opportunity for teachers to connect with parents. ○ It was noted that during recess and lunch breaks, children are not required to line up, but kindergarteners are still expected to do so. ○ Classes have been assigned specific entrances to facilitate smoother traffic flow in stairwells.

Business to be carried forward to the next meeting	None.
Agenda Items of the next meeting	Usual.
Date of the next meeting	Tuesday, March 12, 2024
Meeting Adjourned	7:58pm