

Capilano PAC Meeting Minutes

Inaugural 2023-2024 General Meeting

Location: Capilano Elementary School, Library
 Date: Tuesday 10 October 2023
 Time: 7:00pm - 8:10pm
 Attendees:

Group	Name
CPAC Executives	<ul style="list-style-type: none"> • 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 - Ms. Chand • Vice Principal - Ms. Denny • Librarian - Mrs. Farrell
Parents/Caregivers	Alex L, Ali S, Alicia S, Arvand V, Calum M, Chantelle N, Charity M, Colin C, Fred N, Jazmin A, Jennifer L, Jill L, Katherine M, Kelly-Anne B, Laura N, Liliya V, Mahdi R, Melissa W, Natalia Y, Natalie W, Niki C, Panteya B, Perry E (Traffic), Yasaman F

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 would like to thank the Coast Salish people, specifically the Skwxwú7mesh Nation and Tsleil-Waututh Nation, upon whose unceded traditional territory the North Vancouver School District resides. We value the opportunity to learn, share and grow on this traditional territory.
Approval of Minutes from 13 June 2023	<i>Niki proposed the approval of the minutes, which was seconded by Alicia. The minutes were unanimously approved. Motion passed.</i>
Approval of tonight's agenda	<i>Motion to approve tonight's agenda was made by Charity, and it was seconded by Jill. The agenda for the meeting was unanimously approved. Motion passed.</i>

Business	
Grade 7 Update (a) - Funding Request	<ul style="list-style-type: none"> • Amelia and Holt from Grade 7 presented a request for the PAC's support in funding Grade 7 Graduation hoodies, totaling \$1,000. • <i>The PAC unanimously voted in favor of providing funding for the hoodies. Niki motioned for approval, which was seconded by Alicia.</i> <p>Action Items:</p>

Business	
	<ul style="list-style-type: none"> • Allocate \$1,000 for Grade 7 Graduation hoodies. • Proceed with the purchase and distribution of the hoodies.
Grade 7 Update (b) - Update on Legacy Gift from Last Year	<ul style="list-style-type: none"> • 2023 - Year 7 students are currently determining their preference. • 2022 - Last year's Grade 7s had requested a pop-up tent, and an electronic scoreboard for the gym; these orders are expected to arrive soon.
Hot Lunch Update - Delay with Oct 6 Order	Acknowledged the delay last week. It is a vendor we've been using without issue to date. There were no complaints or questions from parents regarding the delay. If anyone receives complaints or questions, please advise the PAC.
Scholastic Book Fair	<ul style="list-style-type: none"> • Mrs. Farrell, the Librarian, expressed gratitude for the PAC's support, emphasizing the generous donations of games and puzzles. She appreciates our budget allocation, which ensures the library remains well-stocked. • Scholastic Book Fair: <ul style="list-style-type: none"> ○ Scheduled for November 20th to 24th. We are urged to assist with advertising, particularly on social media. Additionally, there will be a family reading event on Wednesday November 22nd morning from 7:45am to 8:45am, featuring a table of treats and food. ○ Mrs. Farrell to forward event to the PAC for coordination.
Helping Hand Fund	<ul style="list-style-type: none"> • The Helping Hand Fund is a portion of the PAC budget for members of our community that need assistance. They can apply to receive through the fund. • This year, with AS Programs, we received some requests for assistance. This prompted a review of the current guidelines to better reflect what we are trying to assist with. • Following discussion with meeting attendees, the revised guidelines now read: "Helping Hand will cover 100% of essential costs (including school supplies, field trips and hot lunches), 50% of after school programs (1 per child per school term) and up to \$10 for other non-essential costs (including school photos)." • Treasurer to approve requests. • Only \$2K currently allocated, with potential for exceeding. • PAC can approve up to \$500 in between meetings. • <i>Motion to approve new wording passed.</i>
School Parking & Sidewalk project update - Perry Edwards	<ul style="list-style-type: none"> • Perry introduced himself and discussed his involvement in resolving parking issues and fundraising for the Grade 7 bash through the Return It Bottle fund. • He highlighted traffic concerns, specifically during the morning and afternoon, emphasizing the importance of efficient flow. • Discussion on using last year's volunteer sign-up approach but noted challenges in recruiting volunteers. • Mention of a meeting with Principal Chand to consider returning to a gravel assembly area before school for better traffic flow. • Concerns about resident sensitivity on 21st Street and the need for volunteers to encourage one-way traffic and compliance with district signage. • Consideration of using a spreadsheet and organizing equipment for volunteers. • Suggestions for parents to park on Bridgeman or Pemberton as alternatives.

Business	
	<ul style="list-style-type: none"> Principal Chand emphasized the importance of encouraging active travel for students' safety and the need for volunteer support. Suggestion and acknowledgement of a campaign combining incentives and penalties - there will be ticketing by the District of North Vancouver when they are in the area. The PAC will further discuss and consider the options.

Upcoming Fundraising Events	
November Movie Night - Nov 17 (6-8PM)	November - Movie Night. Nov 17. More details to come.
Family Photos with Felicia - Nov 3-5	Doing family photos again. Thank you to Niki for volunteering her space.
Pancake Breakfast - Dec 22	Looking for volunteers.

Reports	
Principal and Vice Principal	<ul style="list-style-type: none"> Principal Chand expressed gratitude for the support from families and emphasized the importance of student safety and well-being. Confidential financial assistance is available through Principal Chand. The school has expanded its food access program, with a mini fridge outside the office offering items like bagels and cream cheese. Several programs, including the BC Fruit and Veggies Program and the Adam's Apple Project, are providing additional support. New reporting policy: Goal-setting conferences will replace traditional teacher-delivered information, with written learning updates coming in Term 1. Community lunch and the Card Project are ongoing. Grade 4 and 7 FSA tests continue until the end of the month. Reminders about masks. Kindergarten registration. Lego donations are needed for the Lego club. The IB Self Study is in progress this year, and staff meetings have been adjusted to ensure compliance for assessors next year. Community Lunch - Tomorrow's event allows students to wear colors if their teacher has given them permission.

Closing Items	None.
Old Business	None.
New Business	<p>After School Programs:</p> <ul style="list-style-type: none"> Concerns raised about children not knowing where to go after school. Questions about school policy regarding unattended 6-year-olds. Suggested options: informing the teacher and checking with Lights Up. PAC will provide the name of the person at Lights Up for reference.

Business to be carried forward to the next meeting	Traffic.
Agenda Items of the next meeting	Usual.
Date of the next meeting	7 November 2023
Meeting Adjourned	8:10pm