

PAC Minutes Sept 9, 2024

CALLED TO ORDER: 7:07pm

PRESENT:

Executive: Maria F, Ella H, Liezel L, Melanie W

DPAC Rep: Vivien G

Principal: Victoria Lee

Members: Manoj K, Tiara R, Hetal G, Hakimi, Sara J, Alvin W, Alice W, Allison L, Joanne L, Chloe P, Nancy N, Maureen T, Thuy N, Kerri H, Mark C, Hassan M, Mandy L, William Z, Robert L, Anjali M, Laleh B, Farzad D, Karen L, Victoria L, Yolanda S, Z. Amarkhil, Y. Amarkhil, J. Dorland, Isabel K, Arlene E, Nisha N, Pegal B, Krista C, Suvarna, Gayathri, Swathi, Donna R, Johanna K, Sheeba F, De D, Sharron W, Sally F

REGRETS:

Louise H

<p>1. Welcome</p> <p>Introduction of this year's Executive: Maria F (President), Ella H (Vice President), Liezel L (Treasurer), Melanie W (Secretary) Introduction of this year's DPAC Representative: Vivien G (Alternate: Melanie W)</p>
<p>2. Approval of Agenda</p> <p>Amendments: None Motion: De Ding Second: Chloe P Approved</p>
<p>3. Approval of Minutes from June 3, 2024</p> <p>Corrections: None Motion: Liezel L Second: Maria F Approved</p>
<p>4. Principal's Introduction (Victoria Lee)</p> <p>Ms Lee has worked as an administrator for 29 years, mostly as a principal. She asked to come to Alpha because of Alpha's great reputation and she wanted to work with a smaller school, having previously been at Burnaby South, Moscrop, Burnaby North and Surrey.</p>

She enjoyed her first week at Alpha, felt the startup was smooth, and was impressed with how well prepared the Grade 8 students were and how the student leaders were reaching out to make contact.

Her priority for Alpha is to lead through the expansion process and she looks forward to it.

Cell phone policy: teachers will be implementing the policy in their classrooms as they see fit

- non-negotiable aspect is that if it helps with learning, exceptions will be made
- tech will be used in classrooms for education, otherwise out of sight during class
- ok to use during breaks
- students are always welcome to ask to use them for learning and parents are encouraged to help students self-advocate—IEP is not needed for it to help with learning
- part of district code of conduct now
- goal is to help students learn to use tech responsibly

Q: Equitable access to devices is a problem; how is that being addressed?

A: Strategies such as working in pairs will be encouraged; Alpha is also part of a project piloting access to devices.

Enrolment & construction:

- Current enrolment: 1278; no out of catchment, no international students this year
- main push is coming from increasing elementary class sizes feeding into gr 8
- created 3 new teaching spaces within the school over the summer and can accommodate all the students this year
- projections for enrolment will increase
- Alpha expansion is the district's #1 priority, seismic testing has been done as part of the prep work
- 2-pronged request for expansion: modular prefab classrooms (not portables) are being applied for, as well as phase two of construction to add to the existing building based on the plan already in place

Timetables: looking at ways to get more efficiencies with timetables across district; considering different options, what's working elsewhere, what may work for each school's needs

Q: Why are we on a semester vs a linear (year-long courses) schedule?

A: It's been done that way for years, and while there are variations across districts, linear is actually less common now.

Q: Are there any problems with teacher turnover?

A: We are lucky in Burnaby, as it's considered a desirable district and teachers fill positions when they arise. So, while enrolment goes up, teachers' allotments of students do not increase.

Q: Did the district provide projections? Do they align with the plans in place?

A: We are expecting 50 more students each year, hence the modular classrooms as a shorter term solution.

Q: Is there a timeline for the modular classrooms?

A: Hard to say exactly; the money hasn't been given yet, but once approved, they usually get built quickly. The seismic testing that has already been done is a good sign that things are moving along.

Q: Will the modular classrooms have plumbing?

A: Yes

Q: What about ancillary spaces to go along with the modular classrooms?

A: Athletics should be the same, but general PE will need to be creative; Bby South & Moscrop also don't have fields.

5. Chairperson Report - What to expect this year (Maria F)

- PAC is different at every school and depends on what parents put into it, what's important to you & your family—getting involved is good way to help your child and shape the school experience
- Focus on parent engagement, continuing from last year: reignited in-person meetings; posting minutes on the PAC page of the school website; agenda & draft minutes sent out for each PAC meeting; monthly PAC newsletter sent out by the school; twice a week blurb in the student bulletin; had guest speakers at our meetings (e.g. athletics dept, student council, debate team; scholarships; Secretary Treasurer & Superintendent from district). Hoping to invite the robotics team & hairdressing school this year; let us know if you have suggestions.
- Note that PAC's function changes a bit from elementary school to secondary—huge fundraising focus in elem but secondary has less of that; trying not to encroach on students' efforts & activities to fundraise and organize for their clubs etc —fundraising we do goes to support their efforts—more focused on creating community; last year we raised 4x as much as the previous year

6. Treasurer's Report (Liezal L, Maria F)

See attached Treasurer's Report for Sept 1, 2023 to Aug 31, 2024, handed out at meeting

PAC money goes into two buckets:

Gaming Grant: received from government; application was submitted earlier this year; based on headcount—received around \$22,000 the last couple of years; has rules around spending

General Funds: general fundraising, PAC can decide how to spend that money, not bound by Gaming Grant rules

Current funds available:

Gaming Account:

Cash in Bank	\$5,391.15
ST Investments	<u>9,265.70</u> (matures Oct 4)
TOTAL	\$14,656.85

General Account:

Cash in Bank	\$12,667.84
ST Investments	<u>8,077.25</u> (matures Oct 4)
TOTAL	\$20,745.09

GRAND TOTAL in both accounts: \$35,401.94

Working on a budget for membership to discuss and vote on, will present it next month

Discussion will include how to proceed re: investments

Q: What is the timeline for the gaming grant? Amount?

A: Waiting to hear, around \$23 per student

7. Fundraising Update (Maria F)

How many projects and how successful they are always depends on having someone to lead them

Last year:

- SP discount cards (app now), we get \$3.50 per card, we netted \$500+; **need a lead** to coordinate that (announcements in bulletins & newsletter, then being here to distribute the cards in the school)
- Progressive Gift Cards—PAC gets % of sales—**need a lead** for that this yr
- Purdy's chocolates—in the fall for winter holiday distribution—Nancy N taking over from previous lead
- Return-It (any location that has the drop stations with the print-out labels, just use school phone number)—Nancy N
- Cobs Bread Kensington—tell them you want to direct the proceeds to Alpha—probably doesn't need a lead as it's infrequent

In the past there were others such as Just Mulch—would need a lead

Open to other suggestions

8. Parent Grade 12 Dry Grad Committee (Ella H)

Dry grad is the popular, fun year-end event for grade 12s, providing a controlled environment with no drugs or alcohol

***Needs a coordinator;** most things already in place or have been done for years, last year's organizers have great templates & info

Q: Is there a gr 12 parent contact? Dates booked?

A: Last year a parent took it upon herself to keep folks informed & organized—so need a parent or group of parents to take the initiative—contact us to get more info & connect to others working on it. Grad dinner & dance are booked for June 20, 2025; Dry Grad takes place afterward the same night.

9. District Parent Advisory Council (DPAC) Rep Report (Vivien G)

- DPAC hosting an Education Forum with election candidates, Oct 1 at Bby Central
- BCCPAC also planning an event with candidates

10. Expansion Committee Update (Vivien G)

- Info about committee, research, updates will be on school website
- Sign up to be on the contact list for committee updates

Q: What is DPAC?

A: District level way to engage with the district; parent concerns can be brought to them via meetings, emails

Comment: these projects take a long time, important to get parents of younger kids involved

11. Other Business

Q: Are there WhatsApp groups for each grade?

A: Need volunteers to come forward and organize that

Q: How to get older kids involved in/learning about elections?

A: (Ms Lee) Understanding election processes is part of curriculum

Q: We are newcomers, we are filmmakers, does the PAC or the school need any help in that area?

A: Yes! Please give us your contact info

Q: Cafeteria is so busy that some kids aren't getting lunch—is it possible to have it open longer/other blocks?

A: (Ms Lee) The rush seems to be at the beginning of the break, it does slow down halfway through. They aren't running out of food, but there may be a bit of a wait.

Q: What is on the cafeteria menu? Is that available anywhere?

A: (Ms Lee) There are a couple of hot entrees, sandwiches—have to follow the healthy school guidelines, so baked items aren't as tasty as deep fried; not much can be changed

Q: We are newcomers, is there any info pkg or support for newcomers?

A: (Ms Lee) There is an ELL program that should help scaffold students' language and academic skills as they settle in—it can take several years to adjust, but we can add an extra year to high school. There are also settlement workers in the school who help students with adjusting.

Q: How do we start committees & representation discussion?

A: Let us know before meetings, email the exec, we can get it on agendas—ongoing process that depends on what parents want in terms of representation

Suggestion: include notices in PAC communications

Reminder (Melanie W): updated C&B was meant to make room for ongoing development of committees & representation as needed—will include reminders in PAC communications

12. Upcoming Events/Dates of Interest

- School Photo Day tomorrow, Tue Sept 10
- Locker sign-up continues until this Friday, Sept 13
- Meet the Teacher night, Wed Sept 18, 6:00pm
- Grade 8 Retreat/Dance, Thurs Sept 19
- PRO-D DAY, Fri Sept 20, no classes
- Truth & Reconciliation Recognition, morning of Fri Sept 27
- Truth & Reconciliation Day, SCHOOL CLOSED, Mon Sept 30
- Terry Fox Run, Fri Oct 4—Five period day
- Student learning conferences online sign-up starts Mon Oct 7

- **NEXT PAC meeting: Mon October 7, 2024 at 7:00pm**

ADJOURNED: 8:39pm

Attached: Treasurer's Report for Sept 1, 2023 to Aug 31, 2024

**Ecole Alpha Secondary PAC
Treasurer's Report
For the period Sept 1, 2023 to Aug 31, 2024**

General Funds

Key Highlights

- Donations to the PAC totaled **\$5,602**. This was a **400% increase** compared to the previous year, when donations total was \$1,340.
- The fundraising revenue total is \$7,537 while the fundraising expenses total is \$4,663. The net revenue from fundraising is **\$2,874**.
- PAC donated **\$5,350** from the General Fund to support student council and club initiatives, and Grade 12 scholarships.
- Staff appreciation lunch (**\$665**) was a big success and a great way to end the year.
- We need a better way of tracking the balance of PAC funds received through School Cash Online. I will work with school admin to put in place a process that is simple for them to update and provides me with better visibility into the debits and credits.

Consolidated Summary of Revenue and Expenses for the School Year 2023-24 (General Funds)

Revenue	Total AMOUNT
☐ Donations	\$ 5,602.10
PAC General	\$ 4,797.10
Staff Lunch	\$ 805.00
☐ Fundraisers	\$ 7,537.87
Bottle Return	\$ 379.90
Misc	\$ 69.72
Progressive	\$ 3,850.00
Purdy's	\$ 1,708.25
SPC	\$ 1,530.00
☐ Grants	\$ 325.62
SD41	\$ 325.62
☐ Investments	\$ 235.26
Interest Income	\$ 235.26
Grand Total	\$ 13,700.85

Expenses / Disbursements	Total AMOUNT
Fundraisers	\$ 4,663.62
Progressive Invoice	\$ 3,640.00
SPC Invoice	\$ 1,023.62
Investments	\$ 235.26
Interest Transfer	\$ 235.26
PAC Admin Expenses	\$ 264.46
PAC Meeting	\$ 264.46
Staff Support	\$ 665.17
Staff Appreciation Lunch	\$ 665.17
Students Support	\$ 5,350.00
Clubs Donation	\$ 2,600.00
Scholarship	\$ 2,500.00
Student Council Donation	\$ 250.00
Grand Total	\$ 11,178.51

Cash on hand (in PAC bank acct)	
At beginning of period Sep 1, 2023	\$9,632.60
Inbound funds	\$11,429.71
Subtotal	\$21,062.31
Less: Outbound	\$8,394.47
At end of period Aug 31, 2024	\$12,667.84

Total PAC General Funds	
Cash in Bank	\$12,667.84
PAC funds with Alpha School Cash Online	\$0.00
ST Investments (matures Oct 4, 2025, 3.05%)	\$8,077.25
Total Funds at end of period Aug 31, 2024	\$20,745.09

Gaming Funds

Key Highlights

- The PAC donated **\$23,908.48** to the school to fund the Teacher's Wish List.

Summary of Revenue and Expenses for the School Year 2023-24

Revenue	Total AMOUNT
Grants	\$ 22,920.00
Gaming Grant	\$ 22,920.00
Investments	\$ 478.57
Interest Income	\$ 478.57
Grand Total	\$ 23,398.57

Expenses / Disbursements	Sum of AMOUNT
Administrative Expenses	\$ 399.00
Registration Fee	\$ 399.00
Students Support	\$ 23,908.48
Teachers' Wish List	\$ 23,908.48
Grand Total	\$ 24,307.48

Cash on hand (in PAC bank acct)	
At beginning of period Sep 1, 2023	\$ 6,300.06
Revenue	\$ 23,398.57
Subtotal	\$ 29,698.63
Less: Expenses	\$ 24,307.48
At end of period Aug 31, 2024	\$ 5,391.15

Total PAC Gaming Funds	
Cash in Bank	\$ 5,391.15
ST Investments (matures Oct 4, 2024, 3.05%)	\$ 9,265.70
Total Funds at end of period Aug 31, 2024	\$ 14,656.85

Grand Total – General + Gaming Funds

General Funds	\$ 20,745.09
Gaming Funds	\$ 14,656.85
Grand Total	\$ 35,401.94

We did not have a membership-approved budget last year. The PAC will be working on creating a 2024-25 budget for discussion in the next PAC meeting. Please send your comments and suggestions for budget considerations to pacexecutive.alpha@gmail.com.