

École Marlborough Elementary
PAC General Meeting Minutes
Wednesday, November 30, 2022 – 6:30pm ~ 07:40pm
Location: Zoom (online)



Attendance

PAC Executives: Patrick Hung (Chair), Antonio de Almeida (Vice-Chair), Florence Dompas (Treasurer), Mill Tsang (Secretary #2 & CPF Representative), and Tanja Ivkovic (DPAC Representative #2)

Marlborough Staff: Francine Giacomazza (Vice-Principal)

Regrets: Karen Floyd (Principal), Shanshan Wu (Secretary #1), Mariah Battiston (DPAC Representative #1)

Minutes

1. Land Acknowledgement

- We acknowledge and thank the Coast Salish Nations of the Musqueam, Tsleil-Wauthuth and Squamish on whose traditional territories we teach, learn and live.

2. Principal's Report

- 4 teachers resigned before end of year 2022
- Extra Space to be allocated by School district
 - ⇒ District : extra Parking areas, safety concerns will be focused
- Illness
 - ⇒ Daily Health check before school, not to come to school if any symptoms
 - ⇒ Update the emergency contacts of students
- Attendance
 - ⇒ over 50 students late on any given days
- Report Cards
 - ⇒ Electronic report cards will be launched in this school year
- Drills
 - ⇒ Lock down the school buildings when drills is going on
- No photos / videos inside out side the school
- Winter Music Concert Primary Grades
 - ⇒ Dec 7th and 8th
 - ⇒ 2 tickets for afternoon, 2 tickets for evening, total 4 tickets
 - ⇒ Starts at 1:15pm and 6:15pm
 - ⇒ return extra tickets to office
 - Floor comments,
 - How long the concert last? 12 classes performing, at least 1 hour
 - Any for Intermediate grades? Suppose in Spring
 - Are they the same performance on both days? A bit difference

3. Chair's Report

- The PAC had a busy month. We organized the Purdy's Christmas Chocolate Fundraiser and the first Hot Lunch since early 2020! Total funds raised were roughly \$4,500! Thank you to Mariah & Tanja for organizing. But, we're not done for the year. The next Hot Lunch is in less than 2-weeks.
- Review of the minutes for the General Meeting that took place on Oct. 24, 2022
 - ⇒ Approved
- Hot Lunch
 - ⇒ Will be held on Dec 12
 - ⇒ Target to hold hot lunch once a month

4. Treasurer's Report

- 2021/22 Gaming Account Summary Report Form due by end of Nov. 2022
- Bank Signers – Florence, Patrick & Antonio are now signers.
- Monthly Update
- Expenses Reimbursement Approval
- Budget Amendments
 - ⇒ Choir Shirts, from \$500 to \$1,075.94 (Gaming).
 - ⇒ Sports Day 2021/22 from \$0 to \$695.86 (Gaming).
 - ⇒ Field Trips 2021/22 from \$1,691.49 to \$4,718.55 (Gaming).
 - ⇒ Approved

5. DPAC Report

- Nick Christofides, Director of Instructions at Burnaby Schol District delivered a presentation on Mental Health Wellness. It is available on the website: STRESS – Focus for the 2022-23 School Year – Burnaby DPAC (burnabyschools.ca)
- -Show&Tell: shared about our past and planned events, including Pumpkin Patch on October 28th , return of the Hot Lunch and National Jersey Day on November 23rd, Purdy's Christmas Fundraiser closing on November 27th and primaries Christmas Concerts taking place on December 7th and 8th . Other schools shared some of their events, such as Pancake Breakfast with Santa, Jingle Walk, Carolling, Craft & Art by Kids Sales, etc.
- Next Meeting is on Monday, January 16th, 2023. It will include a presentation on Safe and Caring Schools by Nick Christofides

6. CPF Report

- Meeting summary on Dec 8 as follow,
 - ⇒ Treasurer's report
 - Zhanna – Review of Financials and bank statement
 - Summer Camp – all cheques for final expenses have been written
 - Parents for French – cheque has been written to instructor
 - Patinage
 - Zhanna – paid for skating and will be reimbursed
 - Socio-cultural grants
 - Will apply for socio-cultural grant for Patinage
 - Applied already for Summer Camp
 - ⇒ Ecole des loisirs

- Most submissions are in
 - Some schools have received the books yet, some have not (last shipment was on Nov 27th) – Nov/Dec books should come in the next week.
 - Usually ship twice a month
- Zhanna will calculate what schools get free subscriptions
 - ACTION ITEM: Please send to all reps the report for their school
- ⇒ Fetes des Arts (Theatre la Seizieme)
 - Template to send to schools emails sent by Adriana
 - Make sure to be clear that CPF must be listed on the event
 - ACTION ITEM – make sure this has been sent to your schools
 - Question – how does the school pay?
 - In the past the school books – the invoice goes to CPF (as a whole amount), CPF will pay and the school will reimburse CPF
 - Alternatively the performer can give two invoices – one to CPF and one to the school for ½ each
 - CPF cannot reimburse the school – they need to be on the invoice
 - Can be any type of performance in French – workshop, performance etc
 - Requests need to be in by end of Jan so CPF can budget for it
- ⇒ Patinage avec Bonhomme
 - Tickets are sold out
 - 10-11 tickets left for members
 - Status – Catering is ordered, ice is booked
 - Need – volunteer for: Père Noel, photo booth and Bonhomme
 - Can try and do it again to align with winter carnival or Match – talk at next meeting
- ⇒ French Film Festival
 - Date saved for Feb 10th
 - ACTION ITEM: Please send the save to date to the school
 - Movie reviews – book the theater
 - Elizabeth and Zhanna will book the theater and ask the questions
 - Will confirm the date and times
 - Anthe, Zhanna will review the movies
 - Movies are usually directed at primary, intermediate and high school if applicable – can depend on what we can get and who confirms
 - We will get the information to schools at the start of Jan
- ⇒ French lessons for parents
 - Lessons will wrap up in March and we will book another set in April
- ⇒ Other Business
 - a. In person meetings this school year in February 2023 and May 2023
 1. Will be Feb 2nd as Feb is appreciation day for volunteers
 2. Hoping to have a school location – ACTION ITEM for Mill: Can we book Marlborough or we will ask all reps to check with their schools
 3. Can order some snacks
 - b. Email management – Adriana will check a couple of times a week
 - c. Gift from CPF for Marlborough – Mme Floyd for her support of CPF over the years – 20\$ approved.

- d. Zhanna – CPF Teen club idea, promote French language among teens
 1. Example French Cuisine with Gaetan
 2. Can invite all FI teenagers to join
 3. CPF would cover ingredients as it is promotion of FL in the community
 4. Can also apply for socio-cultural grant
 5. Sophie is looking for a teacher sponsor to spin it up as a school club
 6. Principal has agreed
 7. Need head French teacher and sponsor teacher
 8. Can also provide directions/instructions to other schools on how to spin it up

7. Fundraising

- Hot Lunch – Pizza Day on Nov 23
 - ⇒ Organizer : Mariah
 - ⇒ Vendor : Freshslice
 - ⇒ Floor Comments,
 - ⇒ takes 3 hours of volunteers? Yes, Freshslice sent the pizza by divisions, volunteers distributed the juice box by divisions, sent the pizza and juice with students helps, collected the boxes from classrooms, cleaned up the trash. A parent is willing to share the knowhow on shortening the volunteering hours
- Purdy's chocolate
 - ⇒ Organizer : Tanja
 - ⇒ Distribution to students / staff on the week of Dec 5 to 9

8. Other Business

- Parents prefer PAC General meeting go online
- Can hot lunch happen on every week?
 - ⇒ Open to discuss, and shared lots of experiences & limitations facing
- Mme Floyd is retiring on Dec 31 2022. New Principal will on board in Jan 2023
- Last but not least, Marlborough PAC would like to thank all the wonderful volunteers and helpers who made some of recent events possible. It's not just the parents and grandparents, but also current and retired teachers, students, and school staff.
 - ⇒ October - Fruit & Veggie Program: Cassandra, Ms Davis with Division 8, Ms Chan with Division 9, and office staff
 - ⇒ October 28 - Pumpkin Patch Hot Chocolate Makers: Cassandra, Christine, Karen, Michelle, Shanshan and Tanja
 - ⇒ November 23 - Pizza Day/Hot Lunch: Mariah for organizing, Patrick for coordinating, Antonio, Cassandra, Debby, Jennifer, Luna, Mill, Monika, Shanshan, Sherry and Tanja. We couldn't do it without Madame Chu's Division 1, Ms. Davis' Division 8 and Ms. Chan's Division 9 who did a great job delivering to all the classrooms.

9. Next Meeting Date

- Jan 23, 2022, West Building Library