

Coghlan PAC Meeting

Date: November 20, 2023, 6:00 pm in the Library and via skype

Meeting called to order: 6:07 pm by Costas

In Attendance: Ms. Lam, Costas, Karyn, Nicole, Shelan, Erin, Michelle, Kelli, Kirsten, Brenda, Serenna, Katie, Online- Mrs. Laycock, Christina, Miranda, Guest User

Quorum: Quorum was declared, Seconded by Michelle, Kelli.

Adoption of Minutes: **Adopted By:** Serenna **Seconded By:** Kelli

Adoption of Agenda: **Adopted By:** Serenna **Seconded By:** Kelli

Welcome:

Costas welcomed everyone.

President's Report: meeting lead by Costas

- 1) Pumpkins- Thanks to Save on Foods for partial donation of pumpkins and all the helpers.
- 2) Book fair- Thanks Mel for running this. Teachers received many of their wish list items. \$1364 towards new books was raised. Another one to happen in the new year.
- 3) Pub Night - Possibly Feb. 24th? Date, time and location to be solidified. Looking for a committee – if interested, contact Michelle. Lisa has offered to help and Serenna offered to put together the wine wall. Prizes, donations, 50/50, wine wall and other details to be started on soon.
- 4) No Christmas Raffle – raffle and 50/50 to be combined with pub night. Funds for gaming need to come in.
 - a. Serenna brought up DPAC fundraising ideas. Front row tickets and parking for Christmas concert. This could be done now. Possibly 4 seats for daytime concert at \$10 or \$20 a ticket, or 2 sets of 4 tickets and a parking spot for \$50? Night time a reserved section at Poppy? Need to find out how many seats in middle section at Poppy. Michelle and Mrs. Lam to follow up on this.
- 5) Spirit Wear – Kelli shared some company pricing and style options. Will look into a few more companies and pricing as well as turnaround time. More to come at the next meeting.
- 6) Christmas Crackers and gingerbread people – Dec 15th. Looking for volunteers. PAC will supply the cookies and icing – ordering from Otter Co-Op. Possibility of g/f cookies to be baked by a family from the school. Students to bring in own candy.

Principal's Report: attached notes from Mrs. Lam

- 1) Thank you, PAC, for continuing with thoughtful fundraising ideas and events. Students are enjoying their new sports equipment during recess and lunch time, and the Robotix kits for our new Coding Club was a hit!
 - a. Getting Equipment off roof happens when maintenance crew come to the school. No set times.
- 2) The Winter Craft Fair over the weekend was such a success as well. Many thanks!
- 3) November Recap Remembrance Day Assembly – Thank you to families who were able to join us on November 9th, for our Remembrance Day Assembly. Our Gr. 7 students did a phenomenal job preparing for the Assembly. We are very proud of all of their hard work, dedication and leadership with honouring our Canadian Veterans.
- 4) Design & Assessment Day (Nov. 10) – Teachers spent the morning working with Wix Brown Teachers on Student Inclusive Conferences (SIC), which is coming up for Term 2. More details will be shared with families in the new year.
- 5) Action Plan for Learning – Our one-pager Action Plan for Learning (APFL) has been complete. Please keep in mind that as a staff, we align our teaching and learning, including how we fund for opportunities in the school with our APFL. This is what we work towards as a staff, and we want to ensure our families understand what our goals are at Coghlan. Any questions, please feel free to connect with Isabella. Our one-pager is attached.
- 6) Vancouver Warriors Presentation – We enjoyed having the Vancouver Warriors Lacrosse Team join our school last Thursday. We learned about the history of lacrosse, its Indigenous connection, the first people's perspective of learning and the rules of the game. We also had several of our students participate in some lacrosse drills/games. It was a lot of fun! We sent home ticket offers to families with the newsletter on Friday.
- 7) Craft Fair – A big thank you to Kirsten for organizing the Craft Fair this year! It was a huge success, and wonderful to see so many vendors selling a variety of unique items.
- 8) Michael Bartoletto – Guest Speaker, Michael Bartoletto will speak about Inclusion for our students this Friday. This presentation will connect back to our SEL goal. School-Wide Writes – Students are participating in our annual School-Wide Writes led by our Literacy Steering Committee. Literacy is one of our school goals. This is an opportunity for teachers to see where students are at early on in the year, and build an understanding of how to best support students throughout the rest of the year.
- 9) Report Cards – Report Cards will be made available on the MyEdBC Portal on December 4th for parents to review. Please note that Term 2 will be SIC, and Term 3 will be back on the MyEdBC Portal.
- 10) Clubs/Sports Coding Club (Robotix) – Thank you again to PAC for funding the Robotix Kits for our Coding Club for our Intermediate students that started last Friday. We had about 15 students attend, and it went really well. Coding Club will take place every other Friday, with the next one being on Friday, December 1st. A special thank you to Ms. Nicolson, Mrs. Jdi and Mr. Hegquist for leading and running this Club!

- 11) Volleyball Season – It has been a fantastic volleyball season! Students played in the Jamboree at DW Poppy last Wednesday to end off the season. A special thank you to Mrs. Jdi, Mr. Hegquist and Mrs. Okada for coaching the boys and girls volleyball this season!
- 12) Basketball Season – Will commence in January 2024. More details to come in the new year.
- 13) Technology Tech Itemized List – Ms. Nicolson is still working on this list, and will share the list once it's all ready.
- 14) Other Updates Christmas Hampers with Buddy Classes – Classes will be collecting items with their buddy classes to fill a hamper for a family supplied to us by the Langley Christmas Bureau (only food/grocery items). If students are able to participate, each student will be responsible to bring in one requested item to fill the hamper. This letter went home to families with the Giving Tree letter on Friday.
- 15) Feeding Futures Program Update – Thank you to Michelle, Brenda and Emily for meeting with Isabella last month to discuss how we could use the Feeding Futures Program funds to support healthy foods, and access to healthy foods for our school community. We are pleased to share that students have really enjoyed having access to healthy foods in their classroom throughout the day as needed. A big thank you to Mrs. Kadagies for being our Feeding Futures Coordinator who has been taking the lead with ensuring that there is always a healthy supply of foods/snacks available in the classrooms every morning. The staff and students have been really enjoying this!
- 16) GaGa Ball Pit Update – Following our PAC meeting last month, Isabella got in touch with Maintenance, and one of the Grounds Foreman visited our school for the location of the GaGa Ball Pit. Happy to share that we will be placing the Ball Pit beside the TEX bin. Groundwork prep has already been completed on November 9th, we are now waiting for the Ball Pit to arrive at Coghlan, so that Maintenance can begin the installation process. Currently, the eta for the GaGa Ball Pit is showing January 2024, as there are different parts to be shipped.
- 17) Darby Photos – We are looking into transitioning out of LifeTouch Photos the following school year, and working with Darby Photos. Darby Photos was highly recommended by other schools in the District. They would love to work with us in the upcoming school year!
- 18) BBQ Lunch - Winning School! We are pleased to announce that Coghlan is the winning school for the Kids Helping Kids Clothing Drive! We collected the most clothing on a pounds-per-student basis, and we will be treated to a BBQ lunch served by Langley Firefighters. Thank you for all of your generous clothing donations to support the Firefighters School Snack Program benefiting Langley students. We are looking forward to our BBQ lunch on Friday, January 19th. More details to come in the new year!
- 19) Upcoming Dates Dec. 4 – Report Cards Issued via MyEdBC Portal Dec. 8 – PAC Hot Lunch Dec. 13 – Milk/Cookies & LFMSS Christmas Caroling in Foyer @9:20 am Dec. 15 – Christmas Crackers & Gingerbread People Dec. 19 – Christmas Concert; Rehearsal @10:45 am, Afternoon Performance @1:00 pm & Evening at DW Poppy

@6:30 pm (doors open at 5:45 pm); more details to come! Dec. 21 – Last Day Prior to Winter Break; Pancake Breakfast & PJ Day! Dec. 22 to Jan. 7 – School Closed for Winter Break Jan. 8 – School Reopens/Welcome Back! Upcoming Events/Presentations in the New Year Art Starts Ndidi Musical Performance – January 12 Firefighters BBQ Lunch – January 19 Vancouver Giants Visit – January 24 Questions/Comments/Follow-up PAC Meetings on Fridays for Library Space for January and April?

- 20) Questions for Ms. Lam - Parking issues – a parent asked if this could be addressed as issues continue to arise at drop off and pick up in the drive through portion of the school. Safety and effectivity issues are a concern. Parents are to remain in vehicles and to keep the flow moving. Circle around if students aren't out verses waiting. Make a second round if children leaving in the same vehicle aren't all out together verses waiting in front of school.

Emergency Coordinator Report:

- 1) Comfort kits complete, water and granola bars restocked.

Fundraising Report: as per Kirsten

- 1) Need to sell Giants Tickets – this is important for gaming account. Looking into the possibility of partnering with Poppy or Betty Gilbert if we can.
 - a. Need to consider if we don't hit our numbers of tickets sold for the 50/50 portion of this event, do we decide to take the money out of our account to pay for the remaining Giants tickets in order to receive the money from the 50/50 portion of the event?
- 2) Craft fair – roughly \$4000. 00 in profit. Went really well, it's been hard to get volunteers to fill spots.
- 3) Purdy's pick up is around the 11th or 12th / mid-December.
- 4) Growing Smiles Winter arrangements was great!
- 5) Thanks Kirsten for all of the effort that goes into organizing and running these fundraisers!

Special Events Coordinator Report: As per Christina via Skype

- 1) Pancake breakfast- need a Santa – Tara and/or Ms. Lam may have a contact. Details need to be finalized. Run similar to last year. Need to secure BBQ's and cook tops.
- 2) Fun Fair- would like to start organizing soon! Need a committee to work on this. Need to pick a day also.
- 3) Sports Day – If ribbons or buttons are wanted, need to look into this as well sooner than later.
- 4) Thanks Christina for coordinating these events!

Treasurer's Report: as per Erin. Budget reported in person and posted online.

- 1) Budget has been posted and is available online to review
- 2) As of November 20th 2023
 - a. **General Account:** \$ 46,211.54
 - b. **Gaming Account:** \$ 3,490.74
 - c. **Grade 7 Account:** \$ 306.35

- 3) Need to get Gaming Account funds up!

DPAC Report: as per Serenna's notes. These are personal notes, official meeting minutes can be found on the District PAC website.

DPAC General, November 16th, 2023 @ 7pm, DRAFT Agenda, School Board Office – In Person

- 1) Call to Order: 7pm
- 2) Establish Quorum (44 schools total 20% needed)
- 3) Welcome and Housekeeping
 - A. Territory Acknowledgment
 - B. Speaking instructions (2min max)
 - C. Introductions / MAL
- 4) Adoption of:
 - a. Agenda November 2023
 - b. Minutes from October 2023
- 5) Special Presentation
 - a. Abran Johnson, Resource Social Worker Re: Fostering Presentation – They shared information on how you can become a Foster Parent in our Community.
- 6) Report: Trustee Report – he was away so no report at this time
- 7) Superintendent Report – Lots of discussion about the boundaries of schools (which is currently in review)
 - Staffing challenges are still high, but they are hoping to secure new Teachers in February after SFU's graduation.
In regard to staffing next September they will be more prepared as they are planning to hire as many teachers as possible in 2024.
- 8) Old Business
 - a. Noel Booth – Motion Update – This will be finally decided and discussed in January 2024 meeting.
- 9) New Business – No new business currently
- 10) Presidents Report
 - a. BCCPAC Update – Coghlan has already applied so we are good for this year!
 - b. Some PACs have a "Long term FUND Committee" so they have goals set for what the PAC is fundraising for. PACs have found that once parents know the purpose of the fundraising then they are more likely to give their time and money to support the events.
- 11) Treasurer Report
- 12) Open Forum Q&A (15min)
 - a. Lots of great questions about the boundaries (which I believe do not affect Coghlan)
 - b. But the question that pertained to Coghlan was..... What are some of the best Fundraisers to do that make the most money?
 - c. Christmas raffle baskets (at Langley Fundamental they have made over

\$20,000 on their baskets)

- d. Having school dances
- e. Candy Cane Lane – where families of the school bring in donations (new and used) for the students at the school to walk through to make purchases for their own families.
- f. Reindeer Lane – families donate new/used books and then the kids walk through to pick out books to give as gifts to their families. This one makes a lot of money at the school that does it as they sell each book for \$2.00 or 5 books for \$5.00 and kids leave happy with a bag of books.
- g. “Candy Grams” – the PAC makes up candy bags/candy canes/suckers with nice messages on them (the grade 6 and 7’s writes the nice card or message) and the students can buy the candy grams to be delivered to their friends. They can also buy a candy gram bouquet for their entire class. Payment is also set up online so the parents can make the purchases.
- h. *** Front row seats are sold for the Christmas concert which also come with a parking spot*** I like this one! And they said it was very profitable as there is no cost.
- i. Fun Fairs but they take a lot of work
- j. Lastly there is a school that does Facebook auctions online. They get donations from the community or families from the school and then post the items on their school Facebook page to auction the donations off. They make the money the company gets the free advertising. Win/win

13) Announcements

- a. Next School Board Meeting: November 21st
- b. Next DPAC General Meeting: January 2024!

In addition to these meeting minutes, Serenna also touched on boundary re alignment, foster children/students and the need within schools for families to consider this, further discussion on fundraising ideas- Miranda offered put on/and or pass on some of these suggestions with the grade 7 grads, and the food safe certification- 2 per school are paid for by DPAC, perhaps Alisha and Clare?

New Business:

- 1) Costas motioned to add \$3000 to the budget to be put towards technology for things like the Coding Club. Karyn and Michelle seconded the motion.

Costas motioned to put to vote, \$3000.00 to be spent towards technology.

VOTE

11 in favor

0 opposed

Motion Passed

- 2) Costas motioned to spend up to \$3500 for the entire school to go see Frozen the Musical at Langley Fundamental Secondary, April 29th. The cost would be covered by PAC which includes \$10 per ticket and busing. Karyn and Michelle seconded motion.

- a. Discussion around the cost of this event was had and who should cover the cost. Some parents felt as though this was a lot to spend by PAC in one day. The field trip is a great idea but suggestions on parents paying a portion of the cost was discussed. Tickets are \$10 – roughly \$2300.00 and busing an additional \$600.00 approximately.

Costas motioned to vote on spending up to \$3500.00 by PAC to pay for the school wide field trip to see Frozen the Musical at Langley Fundamental Secondary.

VOTE **5 in favor** **3 opposed**
Motion Passed

- 3) Motion to spend \$300.00 as a onetime cost on seasonal décor for the front entrance was brought forth. Parents can also donate décor to the school.

Costas motioned to vote on spending \$300.00 to update the school seasonal décor and purchase additional decorations.

VOTE **9 in favor** **0 opposed**
Motion Passed

- 4) PAC needs to purchase thank you gifts/cards for coaches. This has been mentioned before in meetings. PAC to contribute \$25 dollars to each coach's season end gift. Parents of athletes on each team will also be asked to contribute in addition to this contribution.

- a. Discussions around the teachers that have volunteered their time include track and field as well as volley ball coaches. Mrs. Jdi, Mr. Hegquist, Ms. Hunter, Ms. Keller, Mrs. Okada. PAC to look into which teams have wrapped up and which teachers need to be recognized now and going forward.

- 5) Motion to add \$3000.00 to field trip, classroom presentation line in budget. Discussion on this was had. At this time, it is not necessary to do this as there is money for teachers to use that hasn't been used in the budget yet.
- 6) Mrs. Conway has proposed a week long in line skate workshop for the whole school. The cost would be approximately \$4000.00. Discussion around this was had and it was noted that the new gym floors could be affected as well as other, a little less expensive options could be considered. Yoga was suggested. There is \$1800.00 in the budget already that could be used for a school wide activity.
- 7) PAC would like to make some effort into making Coghlan more sustainable. Discussions around the existing garden beds and who is using them, composting, food waste, Ms. Nicolson's interest in making paper, Gr. 7's encouraging everyone to bring a fork from home to pancake breakfast,

Kwantlen link with horticulture in the community, was all ideas put forth. This to be followed up on at a later date.

- 8) No PAC meeting in December. – Ms. Lam Suggested changing daytime meetings to Fridays in the new year, so the library is free to be used.

Meeting Adjourned: 7:58am.