

Topham Elementary PAC Meeting Minutes

Meeting held in person

September 9, 2024

Meeting commenced: 7:02pm

In attendance:

Emma, Caroline, Vanessa, Lindsay, Sam, Caitlin, Andrea, Tanya, Patricia, Sarah B, Sarah D, Mathura, Dhananthi, Sunny, Phil

1. Call to order and welcome - Emma
 - Territorial acknowledgement
 - Roundtable introductions by members
2. Housekeeping
 - Brief review of Robert's Rules of Order
 - Reach out to Emma if you have any questions about Robert's Rules. We will be using this format to keep the meetings on time
3. Approval of agenda
 - *Motion to approve agenda:* Phil
 - *Seconded by:* Caroline
4. Approval of previous meeting's minutes (AGM minutes from June 3)
 - *Motion to approve previous minutes:* Phil
 - *Seconded by:* Sarah B
 - Previous minutes (and future) can be referenced on Vanessa's blog and soon on our new website in the future
5. Overview of PAC - Emma
 - Suggestion to circulate executive reports and updates in advance and bring items which need discussion to PAC meetings to make meeting time efficient
 - Parent survey: Feedback from parent emphasize a focus on community building
 - Aligns with purpose of PAC - "promoting school community"
 - 2024/2025 fundraising efforts will focus on community building at Topham
 - Funds raised will be directed to supporting the development of school community and helping teachers and students

6. Principal's Report – Vanessa

- Review on process for class composition and approval from District
- All of our classrooms have teachers at Topham (not the case for all Langley schools)
- Music program update (see email from Vanessa Sept 9th) and update about hiring new PE teacher
 - Amy Jang (music teacher on education leave) will be back next September
- New process for parents who volunteer in the Langley district (see newsletter).
 - PAC will need to encourage parents to apply in advance (approx. 5-6 days for clearance) so we have enough parent volunteers for events and hot lunches
 - Suggestion to reach out to past volunteers (i.e. hot lunch) via email to let them know about the process.
 - **Action:** Sarah B will export past volunteers and will add the links to volunteer clearance in sign up forms
 - **Action:** Add information to PAC website about the volunteer process (Emma/Lindsay)

7. Treasurer's Report - Phil

- \$150 per teacher for resources, library, ELL, etc.
- \$300 field trips per classroom (can be used for transportation, admission fees, etc. and not limited to busses)
- 7 anticipated fundraisers, 7 hot lunches
- **Action:** Phil needs total number of students for funding applications from Vanessa
- Kindergarten teachers submitted a proposal for resources, was approved in principle at the last AGM.
 - See attached proposal for details of requests
 - It has been many years since the funding has been provided to Kindergarten teachers
 - Request approx. \$3500
 - Discussion around fiscal responsibility and any new resources purchased belong to Topham

 - Motion: To approve the Kindergarten teachers to purchase up to \$3500 in classroom resources as per their proposal

Approved by: Sarah B

Seconded by: Caroline

- \$10000 in budget for school improvement costs
 - Discussion around purchase of a sandbox (noted as a priority from parents' feedback survey and teachers)

- **Action:** Vanessa will find out how much it costs for a sand box.
- **Action:** Caitlin will find out about community grants available for community gardens box and will send info to Vanessa

8. Welcome Back BBQ: Sept 26

- Time: 5:30-7:30pm (families will visit classrooms/meet the teacher between 5:30-6pm)
- This is a community event, not a fundraiser. No donations can be collected for this event (and the pancake breakfast) due to funding requirements (gaming funds).
- Volunteers Needed: require completion of form, and volunteer security clearance
 - **Action:** Sign up form is needed (Sarah B) and communication sent about volunteer security clearance
 - **Action:** PAC members, please sign up on the online form so we can track volunteers and encourage others to sign up
- Shopping
 - **Action:** Patricia to share shopping lists with Sarah D
 - If anyone is interested in helping out with BBQ shopping, please reach out to Sarah D- she welcomes all help
 - Reminder to include all dietary needs (vegan, GF) when shopping
 - While there is no cost for families to participate in the BBQ, discussion was had that credits can be added to Munch-a-lunch for families in need (hot lunch)
 - Budget approx. \$1000
- Coupon Book collection/info tables
 - Emma: Suggestions from Jamie (Coupon organizer) to leave a box in the office to collect returned coupon books, booth at the welcome back BBQ to showcase coupons and order forms.
 - **Action:** Seeking PAC volunteers to be at the booth.
- BBQ storage
 - Caroline can drop the BBQ off Sept 25th but will need someone to take the BBQ home for 5 days until it can pick it up. BBQ cannot be stored at the school.
 - Sarah D: volunteered to transport BBQ after the event or the next morning to where it will be held
 - **Action:** need to confirm where the BBQ can be stored, Emma to inquire further at home

9. Coupon Book Fundraiser

- Sales Sept 18th - Oct. 2nd
- Promote coupon book fundraiser early to give families advance notice before they are sent home with students

- **Action:** Emma to connect with Andrea about logistics
- **Action:** Need PAC volunteers at tables in mornings to collect returned books
- **Action:** Sept 18th have a table in the morning to promote and explain the fundraiser
- **Action:** Lindsay to promote coupon books on social media and give a heads up they are coming on Sept 18th
- **Action:** Include info about coupon books in Vanessa's Friday newsletter.

10. Hot lunches for 2024

- Thank you to Tricia for leading this in the past and Sarah D for coordinating this year
- **Action:** Emma to share survey results with Sarah D of parent interest in hot lunches
- Discussion: how can we minimize the waste/garbage related with hot lunches. Ask vendors to provide less waste and encourage use of compostable packaging, students to take home recycling/garbage.
- Suggestion we can do polls on social media to ask about hot lunch preferences (Lindsay and Sarah D to connect)

11. Room Parents

- In the past PAC coordinated the process for Room Parents and we moved away from it last year due to the lengthy coordination and new process for sending monthly/biweekly newsletters from PAC
- Vanessa has informed teachers who will coordinate directly with classroom parents.
- PAC can draft communication of suggested ideas to share with teachers/parents.

12. First Aid Training

- Families appreciate offering this service in the community
- Action: If interested, need to schedule and book asap and coordinate with Vanessa in regards to room and staffing requirements (school staff required on site)
- Sarah D volunteers to help with coordination and connecting with Vanessa about feasibility
- Suggestion to offer at cost (approx. \$65) or \$70 to raise some money for the school
 - Options: Gr 4-5 Stay at Home Safe course and Babysitters course
 - **Action:** Put on agenda for next time if further discussion needed. Sarah D to chat with Vanessa first about feasibility.

13. Giants Game Fundraiser:

- Date booked for Jan 19 at 2pm
- Community event, fundraiser

- Approx. \$6.50 profit per ticket, possible 50/50 profits, minimum 50 tickets must be sold
- Start to promote early leading up to the holiday break
- Sam and Lindsay to take lead on coordinating

14. Spirit Wear

- Vanessa will be bringing this topic to the staff meeting this week
- **Action:** Lindsay to forward vendor info to Vanessa

15. Music Program – put on agenda for next time

- **Action:** PAC members brainstorm how we can support teachers and Vanessa will ask teachers
- Not specific to just music but includes all fine arts, dance, etc.

Meeting Adjourned

Approved by: Phil

Seconded by: Tricia

Next meeting on Zoom: October 7th at 7pm

Action: Need to set up Zoom link and promote to families, put on blog, website, etc.

Parking Lot Items carried forward from June:

- Additional car washes