

Norgate Xwemélch'stn Community School PAC MINUTES

Monday, April 14th, 2025, 7 pm

Present: Morag Crocker (PAC Secretary), Cristina Padres (PAC Communication Executive), Vicki Burrows (PAC Treasurer), Michelle Bean, Glenda Robertson (Principal)

Guests: Tamara

Regrets: Bahar Adel (PAC Chair), Hannah Tikkanen (PAC Fun Lunch Coordinator)

1. Minute approval

- Morag mistakenly circulated the February (rather than March) meeting minutes in advance of this meeting so there was no opportunity to review the March minutes ahead of time
- Morag will circulate both March and April minutes ASAP, with a plan to approve via email

2. Treasurer update:

- Vicki shared statement of revenue and expenditures
- Gaming grant revenue of \$3,500 remains, not utilized so far this year
 - Gaming grant revenue can be carried over for up to two years so at minimum, the \$2,400 carried forward from 2023/24 school year should be used up by end of the 2024/25 school year
- Fun Lunch revenue of \$5,966 to the end of March
 - Gross Fun Lunch Revenues so far is double what was budgeted for the year
 - Direct Costs have been entirely related to Fun Lunch expenses with our target profit margin being maintained at 50%.
 - \$1000 budgeted for fun lunch subsidies this year, with only \$150 used so far, meaning there is room available to contribute the remaining funds to the school, possibly to support the cost of the Fun Day lunch.
- Net revenue is over target so far, which means the excess be rolled over to be included in next year's budget
- Current combined bank balance is \$23,678
- In order to gauge anticipated claims, line items under Education Enhancement Program Expenditures budget were reviewed and potential needs were discussed, with feedback from Glenda:
 - \$1000 for music program could be used to refresh guitar supplies but plan to hold for now as teachers have not expressed a strong need to update equipment – PAC agreed to shift this to support sports program
 - Fewer student activities are being covered by ISPARC grants this year and the school is hoping to get support for the possible shortfall from PAC.

- There is an existing \$600 budget for student activities that has not been utilized.
 - The PAC also voted to reallocate the \$1,000 of unused funds from the music program budget towards student activities.
 - Library is also well supported this year due to a large Indigo grant of \$7,600 so smaller budget lines such as library, arts program etc. funds could also be reallocated
- Very few expenses claimed so far (only \$950 for Grade 7 hoodies and a few additional classroom expense requests), with \$1,400 budgeted for transportation for field trips
 - Field trip costs have been covered by a generous Pembina grant (not held by PAC) so PAC funds haven't been required yet.
- PAC is happy to support additional sports programming, based on feedback from Glenda and the school about where the support would be most beneficial.

3. Principal update

- Outdoor learning space development is paused for now due to single high quote for concrete pouring
 - Vicki has a contact who can provide a second quote, if volume of concrete can be provided
- Talent show coming up on April 24th with great staff support!
- Large numbers of students coming out for track and field (grades 4-7), which is great to see more students excited about sport programs
 - Finals will be held at Swangard stadium this year
- Student population at school seems to be stabilizing so likely won't see as much fluctuation as last year (180-190 is anticipated typical student body number)
- Staff and teacher appreciation breakfast – could this be scheduled for June 27?
 - Glenda to check with staff and get back to Cristina

4. Fun Lunches

- One pizza fun lunch scheduled for June, with another potential fun lunch scheduled for May, but the date is very close to the school's Fun Day
- Need to confirm with Hannah if there are plans for an additional Fun Lunch in May

5. Guest speaker

- Safer Schools workshops set up for grades 4-7 on May 20
- Morag confirmed that Technology Management webinar (for parents of children of all ages) presenter does not have a maximum number of attendees for a webinar
- Discussed the potential to open the webinar up to other schools in the Carson Graham family of schools, such as Capilano, Westview, Queen Mary, Braemar etc. but it is unclear how much interest that might generate and if that could negatively impact parents' ability to interact during the presentation

- Morag will try to connect with the PAC's from the other Carson feeder schools to get an idea of which schools might be interested and what they anticipate for level of interest
6. Spring plant fundraiser
- Orders are coming in, with \$600 in sales so far (goal of \$1200 in sales)
 - Last day to order is April 23rd
 - Cristina has posters to help promote the event
7. NVSD Update
- Minimal updates as Bahar unable to attend meeting
 - Walking School Bus survey went out to all parents via email but progress has stalled for now without a parent coordinator
 - Cristina will send out another email communication to try to find a coordinator, as none of the PAC members are able to provide this support at the present time
 - Potential to start next year, if a coordinator could be found before then
8. North Shore Safety Council resources (from Vancouver Coastal Health):
- Screen Use for Children aged 5-12: www.vch.ca/en/media/31456
 - Social and Emotional Learning (SEL): www.vch.ca/en/media/31466
 - Mental Health & Mental Health Literacy: www.vch.ca/en/media/31451
 - Body Image: www.vch.ca/en/media/31446
 - Eating Well: www.vch.ca/en/media/31751
 - Sleep: www.vch.ca/en/media/31756

Meeting adjourned: 7:58 pm