

Capitol Hill PAC Meeting Minutes

Wednesday September 18th 2024 in-person

Notes on attendance:

Big turnout

Introductions for all attendees

Nicole, Lark, Lil, Jessica, Karla, Lorinda, Ms. Carson & Ms. Lundrigan are here

VOTES:

APPROVED: \$125/each enrolling staff member @ 16 divisions = \$2000

APPROVED: \$25/non-enrolling staff member @ 6 members = \$150

TABLED: Field trip / Gr.7 allocation / General election changes *see notes

Principal & Head Teacher Report

- First week went well
 - ◆ Summer camp theme
 - ◆ Ended the week with campfire assembly
 - Kids presented
 - ◆ Transition to classes went well
- Staffing is sorted and all classrooms have teachers
 - ◆ Newsletter was sent out - intro new staff
- Maria is currently off (office admin)
 - ◆ Julianna is in the office for the time being
- Breakfast program started today
 - ◆ Staff volunteers to provide breakfast 8:10 to the bell
 - ◆ You don't need to sign up - just drop the kids off
 - Supplied by a feeding futures gov grant
- School has funds to support families in need
 - ◆ If there are any families that you know might benefit, get them to reach out to the school
 - ◆ If there are any families who would like to access this please email Ms. Carson or Ms. Lundrigan
- Parents of MACC
 - ◆ Grd. 4- 7
 - ◆ Parent info night - Oct 3 BBy Central
 - Applicants accepted in gr 4
 - Apply in gr 3 and then start the next fall
 - Learning log
 - Info session

- There are high school MACC programs as well
 - Covered in the parent session
- Welcoming convos coming
 - ◆ This is your chance to meet the teachers, see the classroom and tell them about your kids
- Cross country started
- Pro D day - the teachers will be at Aubrey
- 27th Truth & Reconciliation assembly
 - ◆ Parents can attend
- Health and safety week is coming up
 - ◆ Different safety drills so that the students know what to do in an emergency
 - The staff is dedicated to making it fun and not scary
 - Important info for the kids to know to stay safe in the event of an emergency
- Gr 7 planning is coming up
- School goals are posted on the website
 - ◆ Reading
 - ◆ Social emotional
 - positive relationships
 - Purchased resources and have been working on this since last year
 - ◆ Reading assessments LSS dept
 - There are plans for kids who are where they should be academically
 - If this is a concern for you or your child you can talk to the teacher and make plans
 - Lots of support at the school so please reach out
- SSAs are coming up
 - ◆ Assessment from the gov
 - ◆ Provides valuable info for the school for who is on track and who is not
- X account (Twitter) BBY schools
 - ◆ Good idea to follow them if you're on 'X' because they share a lot of info
 - ◆ Follow the Cap Hill Pac socials as well
- First week
 - ◆ I am poem - a part of social emotional learning
 - Creating a sense of belonging to kick off the school year

Question(s):

Q: School cash online: young people's concert

A: the admin Maria is off and we don't have visual on the financials right now - someone from the district is coming who has access to School Cash Online. Please screenshot and send it to us so we can see what you're seeing. The system should be able to allocate it properly.

Chair's Report

- Welcome back to students, parents and staff!
 - ◆ We're not sure whether the meetings will be online or in person or a variation
- Acknowledgment and **thank you to Valentina**, a key member of the PAC for more than 10 years
 - ◆ 10+ years on the PAC
 - ◆ Many of those as Chair
 - ◆ Amazing job and so missed
- PAC Executive Election on October 9, 2024. Positions available:
 - ◆ Chair
 - ◆ Vice Chair
 - ◆ Treasurer
 - ◆ Secretary
 - ◆ DPAC Rep
- Health & Safety fee – collection to start in October, \$10 per student
 - ◆ Storage pod with emerg supplies
 - Beginning of last year
 - We need someone to take on the supplies list
 - Put it on SM to call out for volunteers
 - Leena has a master list
 - Thinking of using the snacks for sports day so that we don't have to throw them out when they expire
 - ◆ We also use the money collected for lice checks and air filters
 - Just after COVID we bought air purifiers and the filters need to be changed periodically
- Teachers' consumable: last year we did \$100 per division (17), do we want to do the same this year? Do we want to increase the amount? We are expecting 16 divisions this year.
 - ◆ We put it up last year from \$50 to \$100
 - ◆ **Proposal** to put it up by \$25 this year
 - Total per enrolled staff (teacher with a division) = \$125
 - ◆ **VOTE: \$125/classroom @ 16 divisions = \$2000*** see above
 - ◆ What about non-enrolled staff members?
 - The school is giving them \$100 each for supplies for the year
 - There are 6 of these staff members
 - **Proposal** to give them \$25 each from the PAC funds to equalize it
 - ◆ **VOTE: \$25/non-enrolled staff member = \$150*** see above
- Field trip allocation \$15 per student from the Gaming Grant?
 - ◆ **Tabled until the next meeting** - funds haven't come in yet
- Gr7 allocation: still \$15 per gr7 student from Gaming Grant?
 - ◆ **Tabled until the next meeting** - funds haven't come in yet
- Changing the general election from Oct to May/June
 - ◆ **Tabled until November** so that we have the new PAC Execs in place

Fundraising

- [Apple Fundraiser](#)
 - SunOka Fruit
 - Open now, ends October 9
 - Cancelled and saved for grade 7 fundraising after a committee gets decided
- Popcorn Fridays
 - November
 - Organizers are working on getting it up and running
- Purdy's
 - order in November
 - pick up early to mid-December
- Pancake breakfast
 - December 20 - maybe the week before
 - We would need someone who has food safe
 - Jackie has food safe and could help out
 - Husbands can make the pancakes
- Movie night
 - October date TBD
 - Licence expires - \$450 to renew
 - Popcorn and candy no pizza
- Spirit Wear Sale
 - April date TBD
- Sports Day
 - Treats at the concession
 - May/June Direct donation letter?
- Direct donation letter?

Bell Schedule

| | |
|---------|--------------------|
| 8:50am | Welcome Bell |
| 8:55am | Instruction Begins |
| 10:30am | Recess |
| 10:45am | End of Recess |

| | |
|---------|--------------------|
| 12:00pm | Lunch Begins |
| 12:45pm | End of Lunch |
| 12:50pm | Instruction Begins |
| 2:47pm | School Dismissed |

Important Dates

- September 20
 - Professional Development day - no school
- September 24
 - Welcoming conversations
- September 26
 - Welcoming conversations contin'd
 - Early dismissal (1:47 pm)
 - Cross country meet at 3pm (Burnaby Lake)
- September 27
 - Photo Day
- September 30
 - National Day for Truth and Reconciliation - no school
- October 25
 - Professional Development day - no school
- November 22
 - Professional Development day - no school
- December 22 to January 7
 - Winter Vacation

Treasurer's Report

| CAPITOL HILL ELEMENTARY BUDGET BREAKDOWN | |
|---|--------------------|
| as of Sept 1st, 2024 | |
| Description | Amount |
| Opening Balance | \$13,485.80 |
| Funds In: | |
| Gaming Grant* | \$7,000.00 |

| | |
|--------------------------|---------------------|
| SD41 PAC Grant | \$178.69 |
| | |
| Fundraising | \$16,001.87 |
| Health and Safety Funds | \$3,267.00 |
| Interest | \$0 |
| TOTAL FUNDS IN | \$26,447.56 |
| Funds Out: | |
| Expenditures | -\$20,683.15 |
| Misc | -\$1,933.84 |
| TOTAL FUNDS OUT | -\$22,616.99 |
| | |
| TOTAL AT EOY 2024 | \$3,830.57 |
| Closing Balance | \$17,316.37 |

*Current amount in Gaming Grant account ~\$2,300.00 | applied for Gaming Grant this year - funds allocated at the end of September beginning of October | expecting ~\$7,000 (\$20/enrolled student)

Meeting ended at 7:45pm

Next PAC meeting will be held in September in person at the Cap Hill library at 6:30pm