

Seaforth Parent Advisory Council (PAC)

September 2023 General Meeting Minutes

Date, Time & Location:	27 September 2023, 7-8:30pm, Zoom virtual meeting		
Attendees:	<ul style="list-style-type: none"> • Allen & Yuki • Liyuan An • Char Black • Dan Cabral • Catia • Caroline • Emily Cronk • Alison Cuvier • Neetu Gujral 	<ul style="list-style-type: none"> • Connie Hobbis • Wendy Jang • Kim KajiYung • Kchangfoot • Zora Kotur • Irene Libby • Holly Lloyd • Tiffani Nixon 	<ul style="list-style-type: none"> • Pary Rocchetti • Brea Sami • Shilpi Shah • Céline Sutherland • Heather Szabo • Sheena Vail • Aliyah Walji • Phoebe Xia • Anthony Yam

Item #	Topic	Discussion	Action Required
1. <i>Report Updates</i>			
1a	Welcome to 2023/2024 School Year and New Families	<ul style="list-style-type: none"> • Welcome and introduction to past PAC members. 	
1b	Principal's Welcome Note	<ul style="list-style-type: none"> • Calm/smooth start to date – kids are settled in and doing well. <p><i>Playground Update</i></p> <ul style="list-style-type: none"> • Bylaw problems this summer delayed construction of parking lot, which in turn held up the playground. • Permits have gone through, and playground/ parking lot construction will take 4 months to complete – hoping playground will be completed in early spring. • Cost of parking lot absorbing cost of drainage. • Cannot remove gate in parking lot/ playground area as area is not safe due to infrastructure and holes from portables – area needs to be fenced off until crew can do the work. • PAC members expressed disappointment with delay and pointed out the delay will reduce playground equipment warranty. • Construction company aware the Seaforth community is disappointed with the delay. • PAC members inquired whether there was any possibility of a guarantee that playground will be completed by early spring. • Anthony responded there is nothing PAC or school can do at this time but will pass on that Seaforth community needs firm dates for completion. • PAC members requested school reach out if there is anything PAC can do to move things forward. 	

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		<p><i>Grade system changes</i></p> <ul style="list-style-type: none"> • Anthony distributed letter a few weeks back regarding changes in school grade system. • Over the last 8 years Seaforth has been grading on a proficiency scale, instead of letter grades. • Lots of media releases about this during the summer, but Burnaby is not in that situation as Burnaby has been doing it already. • Required reporting is as follows: <ul style="list-style-type: none"> ○ 3 formal report cards in December, March and June; and ○ 2 informal reports. • Seaforth school and staff go above reporting requirements – if parents to reach out to teachers to discuss their child’s learning, teachers will respond. • Students also continue to self-assess core competencies. • Teachers work with students throughout the year on core competencies, and let the students tell them where they are at. • Will not see a lot of change in reporting and communicating with teachers this year – if you notice something, please communicate with your child’s teacher as soon as possible. 	
1c	Head Teacher’s Welcome Note	<ul style="list-style-type: none"> • Held Amazing Race first week of school with whole grade groupings – grade 7 students took on leadership role and team was given tasks to complete – overall feedback about event was positive. • Terry Fox run held September 22 and raised \$1,500. • Holly expressed her thanks to parent helpers at the event. • Terry Fox run changed a bit – lengthened intermediate grades’ run to Charles Rummel and back – first runners completed it in 10 minutes. • Celebrated orange shirt day September 27. • Lots of students in orange and some class presentations. • September 29 is first Professional Day where teachers come to school to build community. • Every school in the district must have growth plan – last year focused on research which identified decreased adult intervention on the playground and writing as learning goals. • On September 29 will examine writing goal and ways to solve problems peacefully. 	

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		<ul style="list-style-type: none"> Plan to hold a school write – will leave it up to staff as to identify needs for each grade. 	
1d	PAC Overview	<ul style="list-style-type: none"> PAC supports the school with fundraising to reduce price of school programs, and bring fun events to school. PAC initiates functions such as Holiday Marketplace, hot lunch and popcorn day to fundraise. 	
1e	DPAC (District Parent Advisory Committee) Overview	<ul style="list-style-type: none"> DPAC representative acts as liaison between the school PAC and district PAC. DPAC representative reports on district matters that can trickle down to our school. 	
1f	CPF (Canadian Parents for French) Overview	<ul style="list-style-type: none"> Main role of CPF representative is connection between school and CPF. School needs CPF representative to obtain grants for French literature and resources. Socio-cultural grants bring in French performers. Main role of CPF representative is to attend CPF meetings and report back to the school. 	
1g	Hot Lunch	<ul style="list-style-type: none"> First hot lunch session is underway. Any parents interested in volunteering please contact the hot lunch team at seaforthpachotlunch@gmail.com. School also has monthly fruit and vegetable distribution. <p><i>Apple fundraiser</i></p> <ul style="list-style-type: none"> Apple fundraiser announced September 21. Raised \$460 thus far. Hot lunch team to assist with distribution of orders – fundraiser will continue until October 23 or November 11, depending on success. 	
1h	Popcorn Fridays	<p><i>Popcorn machine to be ordered late August/September.</i></p> <ul style="list-style-type: none"> Popcorn Fridays to start October 13 with new machine. 	
2. Fundraising & Events			
2a	2023/2024 Fundraisers and Events (see list below)	Possible Upcoming Fundraisers and Community/Education Events:	
2b	Art Cards	<ul style="list-style-type: none"> Art Cards is a PAC fundraiser where cards are created from students' artwork. 	

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		<ul style="list-style-type: none"> Pary expects to have orders in by first week of November, and cards distributed by second week of November in time for Christmas. 	
2c	Family Photo Night	<ul style="list-style-type: none"> Family photo night is a PAC fundraiser which arranges a partnership with a photography vendor - PAC charges seating fee for family photograph, and family can order prints from vendor. Photos are usually taken in the gym or library – tends to run in October but would like to bring it back in March. Anthony will pass Artona contact information to Shilpi to discuss arrangements for family photo night. Anthony and Shilpi to discuss dates. Allen and Dan provided feedback that recent family photos taken in the gym were poor quality. 	Action: Anthony to pass on Artona contact information to Shilpi and discuss Family Photo Night dates that work for school.
2d	Holiday Market	<ul style="list-style-type: none"> Holiday Market scheduled for December 1. Volunteer assistance required to organize – sign up at https://site.seaforthpac.ca/pac-activities/ or email seaforth.pac@burnabyschools.ca if interested. 	
2e	Santa's Breakfast (21 December 2023)	<ul style="list-style-type: none"> Aliyah and Sandra Mankoo planning this year's Santa's Breakfast – Aliyah taking over role from Sandra. Anthony reported \$1,500 donation received from generous parent to fund Santa's Breakfast. 	
2f	Spirit Day/ Carnival	<ul style="list-style-type: none"> Majority of PAC members in attendance would like to hold Spirit Day, instead of Carnival. On Spirit Day, school hosts external vendors who run hour long workshops with students, such as soapmaking, karate, SFU Science. Students attend 3 workshops throughout the school day which they choose from a catalog. Anthony and Holly will reach out to staff about this. 	Action: Anthony and Holly to reach out to staff about planning Spirit Day.
3. New Business			
3a	PAC/School to discuss emergency kit organization.	<ul style="list-style-type: none"> Water and granola bars have been replaced in emergency kit. Fencing moved so school can access kit. Holly and Anthony discussing placing kits in each classrooms as well. 	
3b	Rainy day/ outdoor recess toys	<ul style="list-style-type: none"> Emily created price list of toys for inclement weather, shared during the meeting. Total cost is \$2,420 – Alison confirmed this will be included in new fiscal budget. 	Action: Alison to include rainy day toys in new fiscal budget.

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		<ul style="list-style-type: none"> Budget proposal will be circulated prior to AGM – can purchase following. 	
3c	New item – Funds for guest author	<ul style="list-style-type: none"> Holly would like to bring Peggy Janicki, author of The Secret Pocket, to speak to the students. Cost is \$300/ half day or \$600/ full day – Holly thinking 2 full days would be needed to speak to whole school. Alison will add a line in budget for this – budget items tend to be general and can go to anything - library receives \$2,000 on average. Holly awaiting confirmation as to whether guest author speaks French – if so, we can take advantage of CPF grants. 	Action: Alison to include guest author funds in new fiscal budget.
3d	School swag	<ul style="list-style-type: none"> Will need school swag ordered by the second week of October to sell at Holiday Market. Open online shop early October and consider options for spring apparel. 	
3e	Pizza/ Dine Out Night	<ul style="list-style-type: none"> Brea has yet to organize, but thinking we could do this once or twice a term. 	
4. 2023-2024 PAC Executive Nominations and Annual General Meeting (AGM)			
4a	2023-2024 PAC Executive Nominations	<ul style="list-style-type: none"> Nominations for the following PAC executive roles were received at the meeting: <ul style="list-style-type: none"> Chairperson - None. Vice Chairperson (1 nomination) - Brea Sami. Treasurer (2 nominations in joint role) - Alison Cuvier and Céline Sutherland. Secretary (1 nomination) - Wendy Jang. CPF (Canadian Parents for French) Representative (1 nomination) - Zora Kotur. DPAC (District Advisory Council) Representative (1 nomination) - Connie Hobbis. Members at Large (5 nominations) - Emily Cronk, Neetu Gujral, Melia Kincade, Sheena Vail, and Phoebe Xia. All parents are welcome to nominate themselves or another parent for any PAC role - sign up at https://site.seaforthpac.ca/pac-activities/ or email seaforth.pac@burnabyschools.ca if interested. 	
4b	Schedule AGM	The Seaforth PAC AGM is scheduled to be held on Thursday, 26 October 2023 at 7pm.	