

Seaforth Parent Advisory Council (PAC)

May 23, 2024 General Meeting Minutes

Date, Time & Location:	Thursday, 23 May 2024, 7-8:30pm, Zoom virtual meeting		
Attendees:	<ul style="list-style-type: none"> • Anthony Yam • Holly Lloyd • Heather Szabo • Wendy Jang • Phoebe Xia 	<ul style="list-style-type: none"> • Céline Sutherland • Connie Hobbis • Zora Kotur • Kelly Fang 	<ul style="list-style-type: none"> • Irene Libby • Kat Mc Ateer • Luna Chakma • Rebecca

Item #	Topic	Discussion	Action Required
1. <i>Report Updates</i>			
1a	Chairperson's Report	<ul style="list-style-type: none"> • Welcome: Opening of the May PAC meeting. • Recent Event: Sports Day held since the last meeting in April. • Upcoming: Yearbooks will be distributed soon before the end of the school year. • Fundraiser: Currently there is an ongoing fundraiser with TCBY. • AGM Vote: A vote will be held to postpone the AGM to the new school year to recruit parents new to the school to PAC. 	
1b	Principal Report	<ul style="list-style-type: none"> • Upcoming Events: <ul style="list-style-type: none"> ○ Welcome to Our School (Kindergarten): May 29th ○ Online Safety Presentation for Grades 4-7: June 4th, with a session for parents. ○ Grade 7 Camp: June 5th-7th at Timberline. ○ Grade 7 Leaving Ceremony: June 26th, themed "New York." • Administrative Updates: <ul style="list-style-type: none"> ○ Class Placement Requests: Email sent out with a deadline of May 24th. Classes will be loaded in June and finalized in September. • End-of-Year Activities: <ul style="list-style-type: none"> ○ Includes trips to Playland, a ferry to Gibsons, a swimming trip, and a visit to the Nikkei center. • Pride Month Celebration: <ul style="list-style-type: none"> ○ Pride flag to be raised for a week starting June 10th alongside the Canada and BC flags to promote inclusivity and safety in Burnaby schools. 	
1c	Head Teacher Report	<ul style="list-style-type: none"> • Parent Tea Event: <ul style="list-style-type: none"> ○ Date: June 10th from 1-2pm. ○ Early dismissal at 2pm. ○ A notice will be sent home regarding this event. • Talent Show: <ul style="list-style-type: none"> ○ Date: June 20th. 	

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		<ul style="list-style-type: none"> ○ Instead of live performances, there will be video-taped entries. ○ Auditions start next week in the afternoon. • Math Festival: <ul style="list-style-type: none"> ○ Date: June 11th, all day in the gym. ○ 22 different stations with 10 activities. ○ By donation; a notice will be sent home. ○ Grade 5/6 classes will manage the stations. • Pro D Day: <ul style="list-style-type: none"> ○ Date: June 3rd. ○ Focus on school-wide goals like problem-solving and writing. ○ School-wide writing task about Sports Day. ○ Assessment will be done in grade groups. ○ Discussion about next steps for the writing goal. 	
1d	Treasurer's Report	<ul style="list-style-type: none"> • Gaming grant submission has been completed. • There is a need to finalize/close out last year's budget for 2022/2023. • The budget discussion will be pushed to the next meeting. 	Action: Céline and Alison to present closed 2022/2023 budget at next meeting
1e	DPAC Update	<ul style="list-style-type: none"> • There is a DPAC meeting scheduled next week. 	
1f	CPF Update	<ul style="list-style-type: none"> • Registration for Summer Camp has been opened, but there haven't been as many registrants as expected. The group was encouraged to share this information within their chat group to boost enrollment. • An upcoming French immersion BBQ on June 15th will be announced soon. 	
2. Fundraising & Events			
2a	School Swag	<ul style="list-style-type: none"> • Deferred to next meeting 	Action: Dan to discuss school swag at the next meeting
2b	Dine Out Night	<ul style="list-style-type: none"> • Dine Out Nights have been completed for this school year. 	
2c	Sports Day Concession	<ul style="list-style-type: none"> • Successful Concession: The Sports Day concession was a success, resulting in a significant profit margin, primarily because of donations from Coke, TCBY, Dominos, and Seaforth families. • Profit: The profit earned was approximately \$1500-\$1600 for a 4-hour duration. • Future Planning: There's a need to acquire more hot dogs for next year's concession to meet demand. 	
2e	PAC sponsored Student Event	<ul style="list-style-type: none"> • The event won't take place this year due to busy schedules in June. • A suggestion was put to the floor to start planning at the beginning of the year and create a committee to organize the event. 	

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2f	Fundraisers Discussed last meeting (Cookies, Garden Works, TCBY)	<ul style="list-style-type: none"> The TCBY fundraiser will be available until May 31st, with pickup scheduled on June 11th at the school from 2:30 to 3:15. Flyers will be distributed to the school for promotion. 	
3. General Updates & New Business			
3a	Hot Lunch Team Updates	<ul style="list-style-type: none"> Lunch Sales for Support: There was discussion about using the money from lunch sales to support classes that have contributed throughout the year. Anthony approved this idea, and Céline confirmed that it is financially feasible. Triple O's Orders: Teachers will be ordering from Triple O's for an upcoming staff lunch. Anthony has the necessary information and will be sending it to Phoebe. 	<p>Action: Phoebe to send Munchalunch invoice to Céline</p> <p>Action: Anthony to email Phoebe the teachers Triple O's orders</p>
3b	BC Fruit and Vegetable Program	<ul style="list-style-type: none"> A person with a food safe certificate is required to lead this program. Seaforth currently has enough funds to support the this program. There's also a proposal for an expanded program that would offer more options. Anthony has submitted the application for renewal already. 	
3c	Yearbook	<ul style="list-style-type: none"> Yearbook sales ending on May 23rd with 220 copies sold, the highest in recent years, projecting \$3k in sales. Yearbook submitted, aiming to have it ready for the last day of school. Challenges faced this year in gathering photos, discussed the idea of a dedicated committee to assist and explore parental involvement (constrained by privacy laws). Privacy laws restrict parents from helping directly with photos due to uploading group shots of children whose parents have not provided photo consent. Suggestion to set an earlier deadline and start the process earlier next year, planning to revisit the topic at the beginning of the year. Other suggestions include creating school photography club or having teachers submit photos monthly for a slideshow which will then be submitted for yearbook. 	<p>Action: Wendy to put on meeting agenda for first meeting next year</p>
3d	Popcorn Fridays	<ul style="list-style-type: none"> Popcorn Fridays on hold due to a broken popcorn machine. Plans are in motion to have the machine repaired; it will be taken to Harland's for assessment. Approval for funding to purchase a new machine has been secured. 	<p>Action: Amy to take the machine to the Harland's</p>
3e	Staff Lunch	<ul style="list-style-type: none"> White Spot Triple O's is generously donating meals for the staff lunch on the June 3 Pro Day. 	

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3f	Special Events Committee	<ul style="list-style-type: none"> Many volunteers are required for each event – early planning is critical. Plan is to create a list of events for the 2024/2025 school year with dates, aligning with previous years' timings – from there can organize committees to plan each event. Holiday Market is typically scheduled for the first Friday in December. 	<p>Action: Connie to put together a list of dates for 2024/2025 school year</p> <p>Action: Wendy to put on agenda for the Fall meeting</p>
3g	Welcome to Kindergarten	<ul style="list-style-type: none"> There's a "Welcome to Kindergarten" event on May 29th, taking place in the gym from 10 AM to 12 PM. Plan is to have PAC table with 3 PAC representatives available at each session to promote PAC. 	
3h	First Day of School Welcome Event	<ul style="list-style-type: none"> A banner is needed for the first day of school, both for regular classes and for kindergarten. Those interested in volunteering can reach out to Heather directly or email the PAC email address. Volunteers will receive contact information two weeks before the event. 	
3i	Phase 2 of the Playground	<ul style="list-style-type: none"> Discussion about creating an outdoor learning space with various activities, extending the current playground. The committee has been meeting consistently to plan the layout and activities for this space. The aim is to create both a learning area and a gathering place for students. Funding for the learning space is still under consideration and will likely involve coordination with the PAC. A suggestion was made to include a remembrance plaque for Mr. Crawford, likely as part of this new outdoor area. 	<p>Action: Bring this to the next PAC meeting in September. Holly will compile a list of items with cost and PAC can decide what can be done</p>
3j	Class Photos	<ul style="list-style-type: none"> Currently waiting on delivery to the school. 	
3k	Musical	<ul style="list-style-type: none"> Mr. Clift to confirm whether the concert for the 2024/2025 school year will be held in the Spring or Winter. 	
3l	AGM (Annual General Meeting)	<ul style="list-style-type: none"> Heather put forth a motion postpone the AGM to the new school year (Irene, Wendy, Connie and Céline seconded - none opposed) Motion carried to postpone AGM to the fall of 2024/2025 school year. 	
4. General Housekeeping			
4a	Next Meeting	Next Meeting – September 19, 2024	