

## **PAC MEETING**

**September 14, 2022 at 6:30pm**

### **In Attendance:**

Jocelyn Carter-Sim – President  
Alexandra Bomphray – Vice President  
Betsy Fulcher – Treasurer  
Mands Burnette – Fundraiser Coordinator  
Mindy Attwood – Fun Food Coordinator  
Manda Campbell – VCPAC Representative  
Kailey Witherington – Communications Coordinator  
Megan Newhouse – Past President / Acting Secretary  
Carolynne Clark – Parent  
Andrew Poucher – Parent  
Marianne Custodio Fox – Parent  
Greg Fox – Parent  
Vanessa Baylen - Parent  
Renee Pick - Principal  
Jen Fahr – Vice Principal

### **Regrets:**

Andrea Chan – Parent at Large

## **Old Business & Updates:**

Meeting called to order at 6:39pm  
Introductions

### **Administration Report:**

- New Vice Principal Jen Fahr welcomes herself to the school. Excited to work with the PAC this year. Her special interests are inclusive learning and indigenous education.
- Lkwungen Greeting and Welcome
- Parent Conferences – Fall, Student Led Conferences – May
- Clubs & Activities are starting
  - Chess Club – Thursday & Friday lunch
  - Choir – Wednesday after school
  - Field Trips – Esquimalt Lagoon, Tillicum School Pen pal visit, View Royal Park, Portage Park
  - Fun Day was June 17<sup>th</sup> afternoon, stations & freezies
  - Last year assemblies -
    - Grade 5 leaving ceremony – June 22 1pm
    - Year end assembly – June 23<sup>rd</sup> 10:30am
- No word on Strings so far. Mr. Lee will teach.
- 280 students in the school currently, 14 divisions
- Classroom Funds 2021/2022 – 14 divisions x \$200 = \$2,800
  - Purchases since May 2022 – Father's Day gift crafting supplies, Staples supplies

for class use, art supplies, Teacher Pay Teachers (math, Canadian government, citizenship, growth mindset, energy, parts of speech)

- Suggest moving all classroom funding back to the PAC (\$300/division)
- Complaint Process – start with classroom teacher, vice principal, principal and then the school board
- PAC School Accounts
  - PAC Buses - \$0
  - PAC General - \$0
  - PAC Donations - \$2,195
  - PAC Playground - \$0
- View Royal School Growth Plan, Proposed Goals for 2022-23
- New school hours: 8:45am – 2:37pm
- Teachers no longer stay in class during eating times – EAs supervise
- Grade 5 teachers are preparing Grade 5s to monitor at eating times

## **Fundraising Report:**

### *Bottle Drive*

- Next bottle drive: Saturday September 24<sup>th</sup> 9am-1:30pm
- Everything is set up with the bottle depot for drop off/pick up
- Mands & Andrew will be running
- Bottle Drive Sign is up

### *Fun Food*

- BC Food Health Guidelines – will that impact Fun Food?
- Home-made lunches are an option delivered to school
- In the past we have offered pizza, subway & hot dogs
- Other options: sushi, mexican, A&W, white spot, boston pizza
- Clean up can be tough after fun food, looking for parent volunteers to help clean up
- Looking into vendors right now
- Looking at once a month for fun food starting in October

### *Art Cards*

- Betsy is organizing
- Class numbers have been submitted and the teachers have been notified
- Supplies are being shipped
- Timeline to be determined

### *Purdys Christmas*

- Jocelyn is organizing
- November 14 deadline, December 1<sup>st</sup> pickup
- Catalogues will be ordered

### *Fairways*

- 5% back with reloadable grocery cards. The PAC has cards available.

- We also have a co-op gas account (#135898), Cobbs bread, Glenwood Meats, direct donation fundraisers.

*Other Ideas:*

- Walk-athon
- Kernels
- Events – Dances, Movie Night

**Treasurer Report:**

*As of August 31, 2022*

**General Account:** \$11,832.40

**Gaming Account:** \$0

**School PAC Account – Donations** - \$2,195

**Total Liabilities & Assets Balance** – \$14,072.05

- Propose new funding for inclusive education, music, library
- PAC to support teachers with a \$300/year budget
- Draft budget in progress
- Balance sheets are attached to these minutes

**New Business:**

**Survey Results**

- See attached presentations
- Thank you to everyone who answered our survey

**Events**

- Corn Roast/Meet the Teacher – September 22/22 at 5pm
  - Mindy lead PAC Food at Corn Roast – will email to discuss
- Halloween Dance?
  - Kailey to lead, Friday, October 28th- see if school gym is available
- Other ideas for events
  - move forward discussion to next meeting
- Welcome Package for parents – Jocelyn working on
- Parent Education application form through SD61- \$250
  - George Jay School PAC president had suggested possible collaboration for online education, particularly around EDI events
  - Jocelyn will apply for grant

**Website cost**

- Mands will look into alternatives to lower costs

**Teacher Representative/Liaison**

- PAC to make sign-up sheet for staff to attend PAC meetings

- Jocelyn will create sign-up sheet

### **Updating Bylaws**

- move discussion forward to next meeting
- Megan started updating in 2019
- Megan will send out draft to everyone
- Carolynne will send a draft from another PAC for us to look at

### **Elections**

Meeting handed to over to Renee Pick for elections

#### *Fun Food Coordinator*

Mindy Attwood resigns

Megan nominates Carolynne Clark

No other nominations, Elected

#### *Secretary*

Manda nominates Mindy Attwood

No other nominations, Elected

#### *Bottle Drive Coordinator*

Jocelyn nominates Andrew Poucher

No other nominations, Elected

Meeting handed back to Jocelyn

Motion called to adjourn the meeting

1<sup>st</sup> motion - Manda

2<sup>nd</sup> motion – Mindy

Meeting called to an end at 8:33pm

Thanks for joining us at our first PAC Meeting of the year!

***Next Meeting: Wednesday, October 12<sup>th</sup> at 6:30pm in the View Royal Elementary Library***



**VIEW ROYAL PARENT ADVISORY COUNCIL**  
**Balance Sheet**  
**for the period August 01, 2022 to August 31, 2022**

**BUDGET**

**ASSETS**

General account	\$11,832.40
Gaming account	\$-
Petty Cash	\$39.61
Accounts Receivable	\$0.00
School account PA-1B (Busses)	\$0.00
School Account PA-1A (General)	\$0.00
School Account PA-5A (Donations)	\$2,195.00
School Account PA-1J (Playground)	\$0.00
Coast Capital Savings shares	\$5.04

**TOTAL ASSETS**

**\$14,072.05**

**LIABILITIES**

Uncashed Cheques

**TOTAL LIABILITY**

**\$-**

**TOTAL LIABILITIES AND ASSETS BALANCE**

**\$14,072.05**

1. Money owed to us (eg -uncashed checks)
2. Money we owe (eg - coupon books)
3. Outstanding Approved Non-Budgeted Funding Requests

**VIEW ROYAL PARENT ADVISORY COUNCIL**  
**Income and Expense Statement**  
**for the period August 01, 2022 to August 31, 2022**

	<b>DRAFT BUDGET</b>	<b>ACTUALS</b>	<b>VARIANCE</b>
<b>INCOME</b>			
<i><b>Gaming</b></i>			
Annual Raffle	0.00	0.00	0.00
Gaming Grant	6,000.00	0.00	-6,000.00
<i><b>General</b></i>			
Bottle Drives	4,000.00	0.00	-4,000.00
Miscellaneous	500.00	0.00	-500.00
Purdy's	4,000.00	0.00	-4,000.00
PST Rebate	0.00	0.00	0.00
Cards	1,000.00	0.00	-1,000.00
Calendars	200.00	0.00	-200.00
<b>TOTAL INCOME</b>	<b>\$15,700.00</b>	<b>\$0.00</b>	<b>-\$15,700.00</b>
<b>EXPENSES</b>			
Babysitting	-360.00	0.00	360.00
Miscellaneous Operating	-500.00	0.00	500.00
Agendas: 1 per student (Gr 1-5)	-2,000.00	0.00	2,000.00
Arts Performances	-1,500.00	0.00	1,500.00
Fundraising/Appreciation Expenses	-100.00	0.00	100.00
Staff Appreciation	-300.00	0.00	300.00
Division fund (\$200 / division)	-2,800.00	0.00	2,800.00
Grade 5 Graduation	-200.00	0.00	200.00
Grade 5 Year-End Celebration	-1,075.00	0.00	1,075.00
Sports	-1,500.00	0.00	1,500.00
Field Trip Buses (\$200/ division + Music)	-3,000.00	0.00	3,000.00
Playground	0.00	0.00	0.00
Fun fair/ year end celebration	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>-\$13,335.00</b>	<b>\$0.00</b>	<b>\$13,335.00</b>
<b>TOTAL INCOME OVER EXPENSES</b>	<b>\$3,250.00</b>	<b>\$0.00</b>	<b>-\$3,250.00</b>

**Statement of Changes in Financial Position**

Beginning funds balance, August 1, 2022	\$11,877.05
PLUS: Current excess (deficit) of income over expenses	0
Ending funds balance	<u>\$11,877.05</u>

**VIEW ROYAL PARENT ADVISORY COUNCIL  
DRAFT BUDGET 2022-2023**

Category	Budget	Notes
<u>Income</u>		
Annual Raffle	\$0.00	Will this happen? (need gaming license)
Gaming Grant	\$6,000.00	
Bottle Drives	\$4,000.00	
Miscellaneous (mabels labels, Glenwood, other)	\$500.00	Fairway, Glenwood Meats, Cobbs, etc
Monk School Supplies	\$0.00	not in 2022-23
Purdy's	\$4,000.00	
PST Rebate	\$0.00	removed from budget based on conversation with Katrina (district)
Art Cards	\$1,000.00	
Calendars	\$200.00	should we leave this in?
Total Projected Income	<b>\$15,700.00</b>	Halloween Dance? Fun Fair?
<u>Expenses</u>		
Babysitting	-\$360.00	2 sitters per meeting, \$40 per meeting, 9 meetings
Miscellaneous Operating	-\$500.00	
Agendas: 1 per student (Gr 1-5)	-\$2,000.00	
Arts Performances	-\$1,500.00	will these happen?
Fundraising Expenses	-\$100.00	
Staff Appreciation	-\$300.00	
Division fund (\$200 / division)	-\$2,800.00	14 divisions *200 per
Grade 5 Graduation	-\$200.00	
Grade 5 Year-End Celebration	-\$1,075.00	43 grade 5 students 25\$ each
Sports Programmes	-\$1,500.00	
Field Trip Buses (\$200/ division + Music)	-\$3,000.00	14 divisions +music *\$200
Playground	\$0.00	start a campaign?
Total Projected Expenses	<b>-\$10,475.00</b>	

# Survey Results



# Overview



## 01.

### Reconnecting with Parents

Having the survey helped us reconnect with the parents & guardians

## 02.

### Informed Decisions

Parent feedback will help us make informed decisions on what parents & guardians value & where to place our energy

## 03.

### Aligning To Common Goals

Aligns us with the parents & guardians to have a common goal for the year

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parents & guardians submitted the survey

- 11% Kindergarten
- 33% Grade 1
- 28% Grade 2
- 24% Grade 3
- 13% Grade 4
- 16% Grade 5

# Where would you like to see us focus our school fundraising money & budget this year?

01. More field trips & in school events
02. More funding for the teaching staff & their classrooms
03. Large Playground Equipment
04. More after-hour school events
05. Small Playground improvements



## What would you like to see from the PAC this year

- 79% More fun events for students
- 62% More resources for teachers and classrooms
- 33% More transparency
- 16% More information about what the PAC does
- 1.9% Other



## Do you feel the current methods for purchasing school supplies are a good fit for your family?

- 50% I'd prefer to pay a set amount
- 20% Hybrid approach
- 16% I'd like to bring my own supplies
- 15% PAC fundraiser

...

**Is fun food days something you and your child/children would be interested in taking part in?**

**80%** Yes

**18%** Maybe, it depends on what it is

**3%** No



# Do you feel the current methods for purchasing school supplies are a good fit for your family?

- 50% I'd prefer to pay a set amount
- 20% Hybrid approach
- 16% I'd like to bring my own supplies
- 15% PAC fundraiser

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## What Fundraisers have you participated in in past years?

- 69% Bottle Drives
- 57% Purdy's (Holiday Season)
- 49% Purdy's (Easter)
- 49% Monk's School Supplies
- 47% Art Cards

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## What Fundraisers have you participated in in past years?

- 31% Cobbs
- 13% Fairways Cards
- 13% Glenwood Meats
- 12% It's my first year at View Royal
- 11% Co-op Gas
- 5% Other



# Event Feedback

Fun Fair

Movie Nights

School Dance

Guest Speakers & Workshops

# Great Ideas from parents

"Organize a kiss and drop area at the school to reduce traffic and parking issues"

"Events to get kids moving or fun creative events. Eg family yoga class or art class."

"Please do the art cards again this year. We loved it so much last year."

"I would love some sort of guest speaker for kids (or something) that teaches kids about inclusion and that clothing doesn't need to be gendered."



## Great Ideas from parents

"I would like more support for neurodivergent kids, my daughter has ADHD and some a support group would be beneficial."

"Host safe use of technology and/or sexual health sessions"

"Language Classes during or after school"



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## What is your preferred method of communication with the PAC

- 77% Direct Email from the PAC
- 55% School Newsletter
- 52% Facebook Page
- 43% Twice a year survey
- 32% Sending Paper Home with kids

• • •

"I would like to strengthen the relationship between the teachers and our support staff and the PAC."

"Bring back the fun"



# Thank you!

Let us know if you have questions or  
clarifications.



# Teacher Survey Results



# Overview



## 01.

### Reconnecting with Staff

Having the survey  
helped us reconnect

## 02.

### Support Parents & Guardians

Support the feedback  
we received in our  
survey

## 03.

### Aligning To Common Goals

Aligns us with the staff  
to support the over all  
goal of supporting the  
children

# Is there anything you currently need for your classroom?

"Personal Whiteboard for students"

"A wish would be to update my listening station"

"Alternative Seating"

"Fidget toys & class set of paintbrushes"

"Visual Timers, headphones for chrome books, iPads "

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## Are there other ways we can support you with classroom or your student's educational needs?

"Some teaching supports/manipulatives"

"Funds to support guest speakers and presentations that come to the school."

"I would love a list of volunteers that might have specialized skills to support classroom projects"

"Would love to be able to request funds directly from the pac for "extras" "



## Do you feel the current methods for purchasing school supplies are a good fit for your classroom?

- 50% I'd prefer to parents to submit a set amount
- 13% I have no preference
- 13% I'd like to parents bring in supplies
- 25% Other

# Is there something you feel the entire school could benefit from having?

"Guest presentations/programs/classes that introduce students to experiences that they may not get outside of school. "

"Indigenous Teaching Kits"

"Outdoor physical activity circuit painted on concrete"

"A few school wide events this year to bring the community feeling back"

"More chromebooks, more silent bikes, birthday pencils to be given out on student birthdays, a whole school event "

## Do you enjoy the Art Cards Fundraiser?

"Yes. The children were very proud of their cards!"

"The art cards seemed successful. Thanks for the heads up already. "

"Yes, with enough notice"

"Yes- but would like a bit of a longer timeline this year"

# What would you like to see from this PAC this year?

- 100% More fun events for students
- 88% More Resources for teachers & classrooms
- 25% More information about the PAC
- 25% More transparency about how much was fundraised and where the funds go

# What could we do the end of this year to make it special?

"yes! The year-end fun fair was great for bringing families together free of cost"

"The children love the freezies. Adding a bouncy castle and additional activities to our fun afternoon would be fun!"

"Yes, any end of year or during school year activity to help build a sense of community again"

"PAC organized Fun Fair"

"Year end bbq picnic would be fun!"

# Good Ideas From Teachers & Staff

"volunteer coordinator that helps get volunteers from the community, does the criminal record checks,"

"Appreciation days (parent, teacher, student)"

## What is your preferred method of communication with the PAC?

- 88% Personal email from the PAC
- 88% Twice a year survey
- 62% Sending paper home with students
- 50% Admin/Staff member liaison
- 50% Facebook Page
- 13% A PAC member attending staff meetings

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"Would love to see the PAC and staff come together and feel a sense of community again"





# Thank you!

Let us know if you have questions or  
clarifications.

