



**Meeting Minutes  
June 18, 2018**

**Welcome and Acknowledgement**

Judy acknowledged that the land in which we gather is the unceded territory of the Coast Salish peoples, including the territories of the Musqueam, Squamish, and Tsleil-Waututh First Nations.

**Intention**

Judy began by setting an intention: this PAC meeting is being held with respect, inclusiveness, and the understanding of others. We are gathered to create and share ideas that will enrich the education of our children through community based learning.

**May 2018 Meeting Minutes**

*Motion to approve May 2018 minutes: Cara. Seconded: Vanessa. Motion approved.*

**New Business**

New Ideas. At meetings, Judy will put out a clipboard so that people can add ideas to the meeting agenda.

Garden. Aaron discussed Fresh Roots, a non-profit that might be interested in partnership with Livingstone. They are food focused and have a successful project at Grandview Elementary; they do food prep with students and offer a healthy salad bar for the school one day a week (using produce from the school garden as well as other locations). Fresh Roots staff could also do one-hour blocks with teachers. The cost would be approximately \$15,000 with one meal a week for the whole school.

Parents had questions about funding sources. The idea would have to be approved by staff because it involves instructional time. Judy, Jillian, Maggie and Aaron volunteered to go to Grandview to do a tour, and Judy will invite Julie Paris. The group will present more info in September.

**Chair Report - Judy**

Car Free Day Fun! Thank you for all of the committed students, volunteers, and families that popped by the booth to say hello and even help out. High fives to Dave and Jo-Anne!!

Walk-a-thon. Again, a wonderful success and fun was had and a huge thank you to all the parent volunteers for making this happen!

Boundary Changes. Thank you Jon McKenzie for bringing forward a concerned and motivated voice to this issue. After all of the meetings and community discussions, the District has put these changes on temporary hold until further notice. Judy reminds everyone to do their homework and vote for VSB trustees in the October election.

Garden. Jillian and Lea are making a plan to fix the run down items in the garden. There are funds in the budget (to be discussed later). They need carpenter skills, and are looking at getting the woodworking students from Tupper to help grade six and seven students do some work.

Library. Some parents wondered how and if library time will be changed for next year. Mr. Peeters explained that Ms. Geri is a resource teacher and a librarian. Library staffing comes out of the Resource support; all schools have to decide how much of their Resource budget goes to Library. Livingstone is losing some Resource funding per student for next year because our enrolment has reduced. Staff will decide the library time allocation in the fall once final enrolment numbers are counted at the end of September. The Library space will be accessible for the school for a variety of uses, including prep, English Language Learning, space for special needs students, and other uses.

### **PAC Executive**

The PAC Executive nominations for the 2018/19 school year were as follows:

Co-Chair: Hayley Gordon & Judy McLaren

*Motion to approve Hayley and Judy for Co-Chair for 2018/2019: Cara. Seconded: Aaron.  
Motion approved.*

Co-Secretary: Jodie Siu & Cara Laudon

*Motion to approve Jodie and Cara for Co-Secretary for 2018/2019: Jillian. Seconded: Julia.  
Motion approved.*

Co-Treasurer: Helena Tse & Rebecca Clapperton

*Motion to approve Helena and Rebecca for Co-Treasurer for 2018/2019: Maggie.  
Seconded: Jillian. Motion approved.*

### **PAC Committees**

The following people volunteered for PAC committees:

- Fundraising: Jo Anne, Julia, Vanessa, Karin (additional members are welcome)
- Communications: Andrew, Mike

- Popcorn: Sophie, Julia
- Recycling Liaison: Caroline
- Fun Lunch Program: Mackenzie, Vanessa, Jo Anne
- Garden: Lea, Jillian, Judy
- DPAC: Aaron, Alisa

### **Treasurer's Report**

Lennie reviewed the Treasurer's report dated June 2018. The balance in the general account was \$23,221.87. There are outstanding cheques of nearly \$5,000.

The Gaming Grant balance was \$1,782.58, but cheques have been issued for most of the balance. Lennie will apply again for next year.

Lennie has not given the funds to Ms. Cassie for recycling yet. Half of recycling funds will go to the grade 7 class trip.

*Motion to approve Treasurer's Report: Cara. Seconded: Jo Anne. Motion approved.*

Bank account signatories will be dealt with in September.

### **2018-19 Budget Update and Approval**

Jo Anne presented the list of PAC-funded initiatives for 2017/2018, available at:

[https://docs.google.com/presentation/d/1uVL5iBXtefTUI3al7XeOBg91IE4KUa0-40gVOzCnvwk/edit#slide=id.g3bf348eb0f\\_0\\_169](https://docs.google.com/presentation/d/1uVL5iBXtefTUI3al7XeOBg91IE4KUa0-40gVOzCnvwk/edit#slide=id.g3bf348eb0f_0_169)

Jo Anne then reviewed the proposed 2018/2019 budget, available at:

<https://docs.google.com/spreadsheets/d/1Xs1n7Bwg8AqmMUuWkCBh6gGlurHtfFnwZTJI3gQBY/edit#gid=0>

Jo Anne proposed that the process for managing PAC funds be changed next year. PAC would manage the literacy and class funds, and the teachers would be given a November 30 deadline to spend the funds and submit receipts. This could proactively get teachers to spend their funds.

Mr. Peeters explained that Livingstone has school funds from VSB that need to be spent first; if these funds are left unspent they may be clawed back by the District. The finance and fundraising committees (and Jodie to take minutes) will meet with Mr. Peeters in the first week of July to confirm the process and timing for managing PAC funds to minimize impact on school funds.

Jo Anne reviewed the proposed budget. Changes of note compared to the 2017/2018 budget:

- There is no technology plan. Any technology requests can be brought to meetings next year.

- Added \$250 for Susan, the new office administrator.
- The speakers and activities have been done in years past and voted in April.
- Added “Apples for Apps” so PAC can buy a box of apples for each division.
- Backpack buddies has a donor that will match our donation so we can do 30 backpacks a week.
- Admin, fundraising expenses, and community events are similar to last year.
- Walk a thon expenses adjusted this year.
- Car free day might be even less next year.

The total budget for next year is approximately \$60,000. Anticipated fundraising revenue is about \$50,000. Jo Anne and Lennie worked with Susan to reconcile old bank accounts, and found \$12,000 in the school account that was passed by PAC but never spent.

We discussed passing the 2018/2019 budget, keeping/managing the funds in the PAC account, and being very clear with teachers that district money should be spent first.

*Motion to approve 2018/2019 Budget of \$60,650.00 with understanding that fundraising and finance committees will meet with Mr. Peeters in July: Vanessa. Seconded: Julia.*

A parent proposed that 100% of the recycling funds be donated to the grade 7 trip. However, excess trip funds would also impact the school-generated funds and possibly trigger a clawback by the District. A parent then proposed that PAC may consider dropping recycling as a PAC initiative (no decision or motion was made). Mr. Peeters suggested PAC may consider slowing down fundraising efforts next year.

*Motion approved. One abstain (Cara).*

### **Principal’s Report – Mr. Peeters**

End of Year Review. Mr. Peeters enjoyed getting to know the students this year and is looking forward to more classroom time next year. There will be some staff changeover for next year; 3 new people have already been hired to join staff. Livingstone will go into next year with a full staff.

Class Casting. Preliminary casting (assigning students to grades and classes) will occur this week. However, things will be flexible over the next few weeks and into next year.

Track and Field. Thanks to parent volunteers and Ms. Scott, Ms. Gaster, and Mr. Martin. Parents felt our team did a great job.

Teacher Thank You to PAC. Mr. Peeters passed along a thank you to parents from the teachers. They appreciate our love. 😊

### **Teacher Appreciation Lunch**

The teacher appreciation lunch will be Monday, June 25. Julia will do the Google doc for volunteers, and will post to Facebook and send to Andrew.

Meeting adjourned at 8:52 pm.