



P.A.C. GENERAL MEETING MINUTES

November 6, 2024

7:00 – 8:00 pm

Meeting held via Microsoft Teams

Present at the Meeting: 31 attendees

P.A.C. Team:

Stephanie Clark – Co Chair
Stephen Smart – Co Chair
Vanessa Mitchell – Events
Erin Alexander – Treasurer (Absent)
Lindsay Carlson – Secretary
Sarah Andrews– Fundraising Chair (Absent)
Julie Hebb – Volunteer & Class Rep Coordinator
Jocelyn Chang – After School Programs
Joyanne LeBarron - Hot lunch Coordinator / Safety Rep
Catherine Kowalski– Hot Lunch Volunteer Coordinator
Amanda O'Reilly – District PAC Rep (Absent)
Saman Hamidi – Communications & IT
Kendra Low – Safety Committee Lead & Past Chair (Absent)

Canyon Heights Administration:

Kevin Ward – Principal
Sarah Dawson – Vice Principal
Andrea Waich
Anita Pathak-Fox
Cheryl Wood

Meeting Members:

There were approximately 18 additional parents in attendance

1. Call to Order

- **Speaker:** Stephen Smart (PAC Co-Chair)
- **Time:** 7:00 PM

2. Land Acknowledgement

<ul style="list-style-type: none"> • Speaker: Sarah Dawson (Vice Principal) • Acknowledged the unceded territories of the Squamish and Tseil-Waututh people and reflected on the importance of gratitude for the land.
3. Introductions
<ul style="list-style-type: none"> • PAC Executive members introduced themselves and described their roles for the 2024-2025 term.
4. Approval of Previous Minutes (June 2024 AGM)
<ul style="list-style-type: none"> • Motion: Vanessa Mitchell • Seconded: Lindsay Carlson • Vote: Unanimous approval
5. Principal's Update – Kevin Ward
<ul style="list-style-type: none"> • Acknowledged the life of the Honorable Murray Sinclair and reiterated the school's commitment to reconciliation and education on Indigenous issues. • Enrollment Update: 378 students with 16 divisions; actively onboarding new students. • School Activities: Celebrated Diwali, two Welcome Back assemblies, Terry Fox assembly and run, Thanksgiving assembly, and planning for upcoming Remembrance Day assembly. • Upcoming Events: <ul style="list-style-type: none"> ○ Math Festival: Grade 7-led activities with school wide participation. ○ Fused Glass Workshop: School-wide art project. ○ Winter Performance: School-wide event with rehearsals beginning in November. ○ Professional Development Day: December 6th
6. PAC Updates
<ul style="list-style-type: none"> • Hot Lunch (Joyanne): Hot lunch is running smoothly, occurring three times a week (most weeks). The program continues to serve as the PAC's main fundraiser. Always looking for more volunteers. • After School Programs (Jocelyn): Current programs include arts & crafts, lights up, basketball, multi-sport, Farsi language and potential for board game program in the future. Next round of programs come for January. • Fundraising (Vanessa): <ul style="list-style-type: none"> ○ Purdy's Chocolates: Ongoing until November 20 with early December pick up ○ Canyon Heights Merch: New items include crewnecks, sweatpants, and toques, available for online ordering – COMING SOON ○ Kulture Krave: Percentage of purchase donated to the school when you mention you're from Canyon Heights. • Events (Vanessa): Recapped recent events, including the Ice Cream Social and Halloween Movie Night. <ul style="list-style-type: none"> ○ Upcoming events include: <ul style="list-style-type: none"> ▪ Winter Market: Third annual – free event. Scheduled for November 27, with young entrepreneurs from grades 5-7 participating. ▪ Winter Dance: December 11, featuring a kids' DJ, with separate times for primary and intermediate students. ▪ Pancake Breakfast: January 17 ▪ Movie Night: February 21 – New popcorn maker coming soon ▪ Music Fest: Spring 2025 (May) • Safety (Stephanie): <ul style="list-style-type: none"> ○ Discussed ongoing traffic safety concerns, particularly around the school drop-off zone.

- Safety committee is actively working with the District of North Vancouver (DNV) and RCMP for improvements.
- Potential addition of a second crosswalk further north on Highland Blvd.
- Proposal to involve grade 7 students in safety patrol for service hours.
- Looking for more volunteers.
- Reminders:
 - SLOW DOWN – 30km/hr
 - No U turns or crossing center lines
 - Drop-off/Pickup area is not for waiting - “kiss & go”
 - No parking or dropping off in the south and north side (staff) parking lots
 - Do not block driveways or intersections
 - No dogs on school grounds – district bylaw
 - Report a violation: <https://www.dnv.org/report-a-problem>

7. 2024/25 Budget Approval

- **Income:** ~\$60,000 anticipated, with contributions from hot lunch, fundraising events, and a gaming grant.
- **Expenditures:** Focused on school programs, such as fine arts workshops, new musical instruments, outdoor basketball hoops and upgrades to classroom technology.
- **Specific Questions:** treasurer@canyonheightspac.org
- **Motion to Approve Budget:** Lindsay Carlson
- **Seconded:** Julie Hebb
- **Vote:** Unanimous approval

8. New Business

- **Next Meeting:** Scheduled for late January 2025.

9. Close of Meeting

- **Time: 7:39 PM**

Submitted by Lindsay Carlson, Secretary:



Signed by Stephen Smart, Co Chair:









PAC Meeting Minutes Nov 6 2024

Final Audit Report

2024-11-13

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