

## A.R. MacNeill Parent Advisory Council (PAC) Meeting

Tuesday, April 18, 2017

### MINUTES

**Present:**

Executives: Borg Chan (Chairperson), Angela Soon (Dry Grad Representative), Yokin Tsui (Co-secretary), Tom Wells (Incentive Representative) and Phoebe Xie (Treasurer).

Administrator: Ms. Marcy Timmins, MacNeill School Principal.

Parent: Dale March

The meeting started with Ms. Veronica Lo, Business Education Program Teacher and two groups of Marketing 11 students and their presentations from 7:05 to 7:48 p.m. The first presentation is an Introduction of Business Club (currently has approximately 40-50 student members). The students have learned how to get involve in the communities; prepare and participate in the Case Competitions, which will be held on MacNeill this May. The second presentation is Cray-cycled Program and the students have collected the used crayons from the vendors (donors); recycled and reconstructing the crayons for selling purpose. They also presented some trophies and winning awards that they won in the past. Afterwards, parents from MacNeill PAC asked several questions, which were well answered by Ms. Lo.

1. The Chairperson called the meeting to order at 7:53 p.m.
2. Approval of February 21, 2017 meeting minutes: Motioned by Dale. Seconded by Tom.
3. Approval of agenda for April 18, 2017 meeting: Motioned by Dale. Seconded by Tom.
4. Administration Report – Ms. Marcy Timmins
  - This year is Canada 150. They had a TV filming the entire Grade 9 class in pairs a month ago and it is about the history, geography and multicultural of Canada. This short commercial clip will be available to view on the TV but the broadcast could not guarantee the show date/time.
  - On April 13<sup>th</sup>, a group of MacNeill students and herself were over at Steveston-London Secondary for a visioning session. Trustees, K-12 students, teachers were present from many schools. Ms. Sherry Elwood, Superintendent asked students in table groups; speak and collect their thoughts on visioning process for the district; they highlighted the importance of social responsibility, collaboration, experiential learning and environment awareness.
  - On April 27<sup>th</sup>, Grade 12 students are organizing a dance performance; selling ticket at \$5 each; \$4 each for group tickets. The theme is Tropical Hawaiian and the students will donate the revenue to the Dry After Grad.
  - On April 28<sup>th</sup>, Government General is coming to 4 schools in Richmond. She will come to MacNeill from 11:30 a.m. to 12:30 p.m. Ms. Sherry Elwood, Superintendent is also invited as well as City of Richmond Mayor and Council, Trustees. Wendy, the MacNeill music teacher is coordinating a performance in the theatre for Singing O Canada! and God Save the Queen. There will be 10 minutes of Q & A afterwards.
  - A teacher has a Grade 10 group submitted a proposal; it's been accepted to receive grants from Chevron for supporting the materials/supplies of social responsibility, mental health, design and thinking projects.

- Ministry of Education has made a decision to provide the priority funding for hiring more co-teaching staffs, resources in library for current school year and increasing classes in 2017/18 school year. A survey will be available on school website soon.
- There is a Year-end Council on May 17<sup>th</sup>. City of Richmond and 10 schools will be participating the planning with student leaders.
- A lady who works at Election BC contacted Marcy and offered the application form to share with her students. She is offering youth to work at the booth on the election day, May 9<sup>th</sup> (also a school day). Work location is in the Public Market (by the old Pub). The target is Grade 12 students who are interested and available to work from 7:30 a.m. to 8:30 p.m. as greeter; helper; guide etc. The youth (worker) will be paid approximately \$250 on May 9<sup>th</sup>. A paid training will be provided before the election day; approximately \$30/hour for training. Students and their parents will require to receive a permission from Marcy when applying the position.
- The Valedictory Ceremony is scheduled on Wednesday, June 7<sup>th</sup> at church; expecting several hundreds of people to attend the ceremony. Marcy will write up a statement of rules and notify the attendees before the ceremony. School is considering to hire a security guard for this event.
- Marcy will confirm and provide a list of students in receiving a scholarship letter to PAC by June 7<sup>th</sup>. PAC will issue the scholarship funds in Fall 2017.

5. Chairpersons Report – Borg Chan

- Borg and Dale attended the RDPA meeting on April 4<sup>th</sup> with the presentation on 2017-18 School Board Budget by the Richmond School Board staff.
- The Learning and the Brain Conference was held at MacNeill on April 1<sup>st</sup>. It was well attended. There was over 250 people and the conference finished at 12 p.m.
- The next RDPA meeting is on May 2<sup>nd</sup>.

6. Treasurers Report - Phoebe Xie

- The account balances are: General account: \$280.45  
Gaming account: \$15,506.18
- Phoebe is pending to receive the invoices/receipts from the fund requesters (school staffs) in order to pay out the approved gaming fund budget of \$11,000. The deadline in receiving the invoices/receipts by mid May and pay out by mid June. Marcy will send a note to remind the staffs of these submission deadline.
- Phoebe is also waiting to receive two invoices (one from Dry Grad and one from MacNeill).
  - We have 150 Grade 12 students and they are entitled to receive \$20 each from the gaming fund towards Dry Grad event. Angela Soon will provide an invoice (probably the Inflatables invoice) as a supporting receipt to Phoebe for her process and issue a payment of \$3,000 payable to Dry Grad.
  - We received an Invoice from MacNeill to pay Green Thumb Theatre. The invoice amount is about \$1,000 for the school wide performance on Mental Health and Teen Brain. This expense is on request; in addition to pay from PAC gaming fund account. PAC has agreed to pay full. Motioned by Dale and seconded by Tom. All in flavors.
- Phoebe will arrange to apply gaming fund for 2017/18 school year and submit an application by end of June 2017.

7. Incentive Representative – Tom Wells

- The musical performance (Beauty & the Beast) is scheduled for April 25<sup>th</sup> & 26<sup>th</sup>. Video presentation is scheduled for April 28<sup>th</sup>. Parents and friends are welcome. Tickets are available at the door. Each incentive student has 5 or 6 tickets to sell on their own for families and friends. A license is ready for games. 50/50 draw during the shows.
- Incentive has raised some funds and bought a new iMac computer and a second printer to put in the science room. There is a small amount of funds left but it is not enough to buy another computer. Will reserve for next year computer equipment sale.
- 6 students in different grades attended the French Competition. They passed the entry level and will go to next level. It is a 3-5 minutes of speech competition. Students attended UBC science fair. Some skiing/snowboarding electives are in session. Tennis and some sports are coming up in May.
- End of May Outdoor Adventures are the highlights of the year - a sailing boat event for Grade 9 and 10; and a Strathcona trip for Grade 8 and 9. These outdoor trips include canoeing, camping, kayaking, hiking and rock climbing etc.
- Incentive has received 40 applications for 2017/18. There are limited class sizes for the regular classes and elective classes starting 2017/18. Marcy, Principal has provided the class size numbers. The magic number per class should be 25 for Grade 8; 24 for Grade 9 and 10 in elective classes; video can take up to 30 students. The maximum of English and Science classes can be 29; Food program can be 25.
- Incentive participated in Open House this year and it was a very good turnout.

8. Dry Grad Representative – Angela Soon

- Angela provided the notes from Evelina and shared with us.
- 75 students have committed to join dry grad and the number is still growing. 26 parents have committed to help but still need more parents to come for decorating as volunteers.
- Dry Grad will be able to reduce the use of inflatables from 6 to 4 hours so this could bring down the cost in expenses.
- Dry Grad raised some funds successfully from selling Krispy Kreme donuts. 120 boxes were sold.
- They contacted some vendors/sponsors in receiving some donations to support the Dry Grad. The donations will be given as prizes to Dry Grad attendees. The variety of 40 prizes are grocery/dining gift cards, cookies, sport passes, gift baskets and more.
- Angela contacted the Richmond BMW company and the owner has committed to donate \$6,000 for all 10 schools (only 8 schools have Dry Grads); and \$2,000 for advertising. This BMW sponsor is required to sign a contract for each school which is interested in receiving the shared donation amount among the schools and committed to thanking the sponsor at their Dry Grad. The contract must be signed by both School Principal and Dry Grad Chairperson.
- Dry Grad is planning to organize “Do a demo for Nails” for a fund raising event. Angela will arrange the students to sign-up and get a full nail done with a cost. This nail treatment will be lasting and ready for Dry Grad.

9. The last date of 2016-2017 Monthly PAC meeting:

- The last 2017 PAC meeting: May 16<sup>th</sup> (AGM).
- A call for PAC Executives 2017/18
- A list of Executive Roles and Responsibility is provided at the meeting and will be posted on the school website.

- Nomination are needed to receive before the AGM or nominates are required to attended the AGM.

10. Meeting adjourned 9:14 p.m.

Co-secretary: Yokin Tsui

Reviewed by Borg Chan

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