

# L'ÉCOLE BILINGUE PAC MEETING MINUTES

Monday, May 6, 2024

Parent Mingler 6:30pm-7pm, Meeting 7pm-8pm

L'École Bilingue School Library - 1166 West 14th Avenue + virtual option

*All parents and caregivers of current students are invited to attend.*

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1. CALL TO ORDER (7:09pm); 11 in person, 4 online
2. LAND ACKNOWLEDGEMENT (7:11pm): Mme Alice Jungclaus
3. APPROVAL OF AGENDA (7:13pm)  
Motion to approve by Jess, Krista Barclay seconded.
4. APPROVAL OF MINUTES from February 29th, 2024 meeting  
Motion to approve by Stina, Leah Lim seconded
5. ADMIN REPORT: Jacquie Lavoie (7:15pm)
  - a. Talent show; drumming workshop; sports day June 14th (Mme Laura, Mme Jacquie and gr 7 student volunteers) looking for grade 6 parent lead; Walk-a-thon Friday May 31st; year-end assembly Thursday June 27
  - b. Code of conduct review - highlighting note re: "racism and discrimination will not be tolerated in our school"; starting to explore the practice of restorative circles in which everyone would have a voice and the opportunity to express it in order to have a space for repair. Minor behavior vs major behavior. Tattling vs. reporting.

Tattling vs. Reporting	
TELLING ABOUT A "KID-SIZED" PROBLEM	TELLING ABOUT AN "ADULT-SIZED" PROBLEM
TRYING TO GET SOMEONE IN TROUBLE	TRYING TO KEEP SOMEONE SAFE
TELLING ABOUT SOMETHING DONE ON ACCIDENT	TELLING ABOUT SOMETHING DONE ON PURPOSE
YOU CAN SOLVE IT ON YOUR OWN	YOU CAN'T SOLVE IT ON YOUR OWN
NO ONE IS IN DANGER	SOMEONE IS IN DANGER
NO ONE IS HURT	SOMEONE IS HURT

6. REPORTS OF OFFICERS (7:28pm)
  - a. Chair: Sarah Willson
    - i. School streets started today and is off to a great start.
  - b. Treasurer: Stina Martinez
    - i. Treasurer report will be posted on fundraising website

- ii. Presentation of new fundraising document including contingency fund guidelines; full document can be found on the PAC's fundraising page <https://lebpac.ca/fundraising>; summary slides below.

**FUNDRAISING**

Goals & Mandate

- PAC fundraising model re-formed because fundraising has changed in the past few years, e.g. Grade 7 Quebec Exchange was the major focus of fundraising efforts; direct donations have decreased post-pandemic, etc.
- The initial task of the fundraising committee was to write up this model and guideline for LEB PAC fundraising activities.
- The fundraising committee will be a flexible resource / hub for information and how-to support for any parents participating in any fundraising activities at LEB

**LEB PAC Fundraising model - Hybrid**

- Funds that support the PAC budget arise from 3 sources:
  - 1) Direct Donations
  - 2) Fundraising
  - 3) Grants

**Contingency fund guidelines**

- The contingency fund is intended to fall within a minimum (\$10,000) and maximum (\$35,000) range, which is approximately 20% of the annual PAC budget.
- The PAC Executive should consider these maximums and minimums each year and make recommendations to changes that can be voted on at a PAC general meeting.
- Exceeding the maximum: PAC Exec should propose a plan to spend the excess funds.
- Missing the minimum: PAC Exec shall work with the fundraising committee to plan extra fundraising activities to raise funds for the contingency fund.
- Suitable expenses for contingency funds should focus on:
  - a) cultural experiences with a focus on French,
  - b) technology upgrades,
  - c) supporting protected activities such as the Grade 7 field trip or Grade 4 Sasamat camp experiences should unexpected issues arise with normal fundraising for these programs
- The contingency fund is not intended to be used in place of fundraising if insufficient support is offered by the families or school for the protected Grade 4 & 7 activities (eg. if sushi lunch is cancelled by the school, the school would be expected to work with the PAC and Fundraising Committee to find a suitable alternative with similar workloads and fundraising targets to make up the budgeted amounts).
- All withdrawals from the contingency fund, including for new expenses and those that were already approved in the previous budget, shall be approved by vote at a PAC meeting with quorum.
- A maximum annual withdrawal from the contingency fund is recommended to be \$5,000.

- iii. Vote on the fundraising document
1. Discussion about contingency fund (old Quebec legacy fund). Opinions/fear of this fund being drained due to lack of regular yearly fundraising efforts.

2. Discussion about the fundraising for other charities and question posed of why we (the PAC, a non-profit) are raising money for other charities. What is the criteria of choosing the charity?
  3. Reiterate that this document is meant to be a guideline and is not binding. The purpose of having this model is to have an organized plan of what parents can expect (and get excited about!) during the K-7 years. Email any questions to [fundraising@lebpac.ca](mailto:fundraising@lebpac.ca)
  4. Motion to approve by Nancy, seconded by Krista. Motion carried; document approved.
- iv. Summary of grade-specific fundraising goals (approx. costs)

7. REPORTS OF COMMITTEES (8:00pm)

- a. Grad Year (2024) Committee lead: Jeni Vlahovic
  - i. All is well, nothing to report.
- b. Munch-a-lunch: (lead Krista Barclay)
  - i. Crisis of volunteerism, looking into finding other ideas, grade 6 / incoming grade 7 parent meeting next Monday night (May 13).
- c. Yearbook lead (Jasmine Thornburn)
  - i. Last call for photos! If you have school-related photos (spirit days, field trips, etc.) please email to: [yearbook@lebpac.ca](mailto:yearbook@lebpac.ca)
- d. After school activities lead (Rose/Allison)
  - i. All is well, nothing to report :)

8. ADJOURNMENT (8:05pm)

Motion to adjourn by Krista, seconded by Stina.