

Langley Christian School PAC Meeting MINUTES

Wednesday, March 8, 2023

LCS PAC follows Robert's Rules for Order. Want to add something to the agenda? Make a motion to amend the agenda before it gets adopted. Want to see a change to something? Make a motion.

Langley Christian Schools are honored to operate on the unceded traditional territories of the Matsqui, Kwantlan, Katzie & Semiahmoo First Nations

Welcome, Introductions & Prayer - began at 7:07pm

1.0 Minutes - approve minutes from February 8, 2023

Petra motioned to approve as written, Sharon seconded

2.0 Agenda - additions/deletions to agenda

5.2 Mascot Feedback

5.3 Grant Update

motion to accept as amended above, Monica motioned, Karla seconded

3.0 Reports

3.1 President's Report - April Ferguson - nothing to report

3.2 Treasurer's Report - Sharon Dickens

Sharon provided an update on funds spent and received on Hot Lunch and the Elementary Fun Day. See financial report attached. She plans to apply for the gaming grant between April-June 2023, in order to receive in Sept 2023.

3.3 Hot Lunch Report - Karla Toews

Hot lunch continues to do well. Cobs Bread was today at the elementary school and tomorrow at the middle/high school. Upcoming lunches are pizza, booster juice and sushi on April 19 & 20 and May 17 & 18.

4.0 Old Business

4.1 PAC Scholarship Update - Petra Bontkes - nothing new to report

4.2 Staff Appreciation Event - May 19, 2023 -Andrea Petkau

The Coffee Caravan has been booked and a deposit made. Event was moved to May 19 (Pro-D day), in order to allow staff to genuinely enjoy their treat. The Caravan will have coffee made to order. They are a local business, who employ human trafficking survivors. We will also order baked goods through them as well, as they have a partnership with a local bakery. The Caravan will park their truck at the school and PAC executive will be on hand to encourage and lift up the staff. Exec will need to arrive, starting around 7am.

Action: Andrea will create a sign up genius for the volunteer shifts and will create an invitation for Kevin to send out to the staff. Andrea will also ensure that there is a gluten and dairy free option.

4.3 Year End Event - June 15, 2023 - Laura Vis

This year's campus wide Year End Event will take place on June 15th, from 5-8pm at the High School. We will be using the same company as last year, as they have assured us they will be more prepared. There will also be several additional stations such as a rock climbing wall, photo booth, face painters and tons of food trucks and coffee.

Looking for new volunteers to coordinate and organize the traditional jar game.
Action: Andrea, Monica, Nicole & Vanessa put their names forward to run the jar game together.

4.4 Elementary Fun February Recap

The PAC supplied elementary school kids with a fun snack (individual bags of Famous Amos cookies) for their movie day - thanks for Karla & Laura for doing this!

4.5 Ministry of Education Fund Update - Andrea Petkau

Adam provided an update on the fund, sharing that between 66-75% of total grant money has been spent so far, with a couple requests per week still trickling in. Each school has been given until June 30 to spend the grant money, with very specific parameters. It's primarily used for gas and grocery cards, as well as relief of student fees.

Despite feeling pressure of economic uncertainty, most schools are seeing less people access tuition assistance. LCS will not come anywhere near capping the assistance budget line.

5.0 New Business

5.1 Snow Days - April Ferguson

April said parents have asked for clarification about the recent decision around keeping the school open during a snow event and the delayed communication time. Adam shared there is a lot that goes into the decision to close the school or keep it open. The only two that closed were Delta and Surrey Christian. He also consults with other schools like MEI, ACS and White Rock Christian and will try to make an almost collaborative decision in conjunction with other schools, including SD35.

Whenever anything out of the ordinary happens at the school, Adam checks in with the admin at each school. Attendance was down in primary grades but normal in the middle and high school grades. LCS will always err on the side of

keeping schools open where possible. Admin will tend to hear more negative feedback when schools are closed, than when they stay open.

The bus company cancelled at 6:38am, when they usually call before 6:30am but only 8-13% of students use the bus line so it doesn't dramatically impact the school's attendance. There is no policy around "no buses, no school".

There are practices in place for how to register feedback with regards to existing policies (<https://www.langleychristian.com/policies-procedures/>), in section BD400.

5.2 Mascot Feedback

The PAC has received feedback around the proposed mascot. Adam shared again that during the re-branding in 2020, there was both community consultation and focus groups, which provided much of the input. Historically, LCS is green and Lightning as a team name is important to people, but challenging as a mascot. A design team was hired to work on a design concept and based on the reasoning mentioned last meeting, settled on a turtle. The board is now in the process of getting feedback from students in some classes. In the future, there will be small focus groups concerning communication and branding in general.

Several parents mentioned the lack of relatability to a turtle, even a snapping version, particularly in the higher grades. Adam advised that the design team is not fully set on a turtle, but that they are moving into the next stage of development and surveying/rebranding.

5.3 Grant Update - see 4.5

6.0 General discussion forum

6.1 Head of School Parent Update - Adam Woelders

It was discussed that the Head of School Report will be posted to the PAC minutes as provided by Adam. Report attached.

6.2 Open discussion Q and A

Some discussion around general communication to the school community. Click rate is 70-90% via On the Go, whereas other emails have very low click rate.

There will be a 2023-2024 school calendar survey coming out soon. Parents are encouraged to look at the proposed calendar and provide feedback.

Action: Andrea will post the link on PAC page when it comes out.

Early indication that the middle school concept design will fall within 2022 budget parameters. More to come on this.

Adam was asked about the school budget and fees, but nothing has been finalized. There will be a tuition increase. The board is prioritizing keeping

teacher salaries competitive in order to retain quality teachers in the classroom. Also wish to continue to provide value added programming, such as music & art..

Adam will provide an update at the end of the year with regards to any staffing changes. He anticipates there will be around 10% of turnover.

Parent feedback on the recent dinner and auction - is there alumni communication? Specifically, there are grandparents who would like to be able attend some of these types of school events. Development is working hard on this but it is challenging with anti-spam laws. People need to request to be on the communication list. Adam spoke to the success of the evening, there was approximately \$100k in donations. The board will be looking for finances for future expansions and some were aware so may not have donated as much. Every year we exceed the amount donated, from the year before..

A parent asked for more details around the Valley Conference event being hosted at the High School, which was recently posted on social media. Valley Conference is part of a student's capstone project, in collaboration with several teachers. Only just announced so more details to come.

April confirmed that PAC can still provide community feedback, outside of policy channels. Similarly, its helpful for the board to hear back from PAC because it may be outside of the typical channels within their networks. Parents are encouraged to participate in PAC meetings or connect on any items that are concerning or going very well.

7.0 Adjournment at 8:45pm

**** Next Meeting is Wed, April 12th, 2023 at 7:00pm****

Feb-23

Profit and Loss

Fundraising Activities

| | | |
|-------------|--------------|---------------------|
| Feb/Chopped | Gross Income | \$7,286.00 |
| Feb/Chopped | Expenses | (\$4,929.64) |
| | Net Income | <u>2,356.36</u> |

School Activities

| | |
|--------------------|-------------------|
| Elementary Fun Day | (299.80) |
| Grad Breakfast | (898.82) |
| | <u>(1,198.62)</u> |

Other

| | |
|--|-----------------|
| Misc - Hot lunch baskets | (36.76) |
| Bank Charge Expense | |
| Includes \$168 Change SCO from Hot Lunch To Main Account | (176.00) |
| Pac Meeting Snacks Oct/Nov/Feb | (154.73) |
| | |
| Total | <u>(367.49)</u> |

February had Net Gain of **\$790.25**

BALANCE SHEET

February 28, 2023

| Assets | | Liabilities | |
|--|---------------------|---|---------------------|
| | | Accounts Payable | - |
| G & F Financial Group-Main | 15,596.40 | Unearned Revenue/March Hot Lunch | 3,823.50 |
| G & F Financial Group-Hot Lunch | 11,888.75 | | |
| | | | |
| Total Bank | 27,485.15 | Total Liabilities | \$ 3,823.50 |
| Petty Cash | 288.15 | | |
| Accounts Receivable | - | Equity | |
| | | Beginning Balance | 23,159.55 |
| | | Net Gain (Loss) | \$790.25 |
| | | Total Equity | \$ 23,949.80 |
| | | | |
| Total Assets | \$ 27,773.30 | Total Liabilities and Equity | \$ 27,773.30 |



Head of Schools Report to PAC 8 March, 2023

VISION: A thriving Christian learning community, connected outward and inward, serving together as leaders who model best practices to empower students to have an impact in a changing world... for the Glory of God.

1. Communication at LCS

- (a) We love hearing from the community about how we can communicate better and get our message out there and tell the LCS story more effectively.
- (b) From time to time we hear concerns or complaints. We are careful that we don't generalize from these voices, and we have created clear policies around how parents or other members of the communities can be heard when there are concerns or complaints or appeals. All of these policies are outlined on our policy webpage.
- (c) From time to time, as needed we put out surveys to collect feedback on key decisions such as setting the calendar.

2. Snow Days and school closures

- (a) Our policy guidelines are published in our [AP200.004 School Closure Guidelines](#)
- (b) Decisions are typically made collaboratively with CCSTA, local independent schools (SCS, WRCA, ACS, MEI) and local school districts.
- (c) Primary factor in a closure is staff ability to get to work.
- (d) We error on side of keeping school open if at all possible due to high cost of closures and loss of a day of learning.

3. Mascot

- (a) As shared at February PAC meeting, our development team and athletics department is working through a prototype of a school mascot. Our guiding principles are that we want a character that is aligned with our approved brand guide, is gender neutral, fun and can be used in elementary, middle and high school promotional materials.
- (b) Our process is to work with our design consultant, staff and student-focus groups to collect feedback and refine our final version. We have a couple of ideas current in the design phase.

4. Family Affordability Grant update

- (a) We have spent approximately 2/3 of the grant and have largely distributed the funds in the form of grocery and gas gift cards, and student fee relief.

(b) We are still getting some applications and expect that most of the fund will be spent by end of the year.

5. Middle School concept design

- (a) In very early stages of working with an architect to maximize use of property and design a footprint that is most efficient use of space.
- (b) First iteration of the design was shared with our board committee to determine feasibility and ensure the project can be completed within the proposed budget we shared in February 2022 and was approved by the Society membership.
- (c) We hope to be able before the end of the year to share our emerging plans for the new middle school.

6. School budget 2023-2024

- (a) Expecting to finalize budget in the next month. Priorities are teacher compensation and investments in some value-added programs such as music arts at middle and high school.
- (b) Likely to be some tuition increase which will be entirely directed to salary increases for teachers. LCS will update parents as soon as possible. In previous years, tuition increases were communicated at the May Society Meeting and presentation of our draft fall budget.
- (c) Local schools similar in size and purpose as LCS have reported tuition increases of 8-20% for next fall.