



## **PAC General Meeting Minutes**

**Date/Time:** June 4, 2020 at 7:00pm

**Location:** our AGM was held virtually via Zoom

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### **1. Welcome and call to order**

Chair Linda Munro called the meeting to order at 7:07pm. This is our first ever virtual AGM meeting. The Executive Committee has conducted a few meetings via Zoom. We will be using the polling feature on Zoom, which will allow us to launch virtual polls.

### **2. Approval of the agenda - MOTION**

Agenda approved as presented - all in favour, **MOTION CARRIED.**

### **3. Approval of February 19, 2020 PAC General Meeting minutes - MOTION**

Minutes approved as presented - all in favour, **MOTION CARRIED.**

### **4. PAC Chair update (Linda Munro)**

- a. Our PAC is about community building and fundraising. It is a great way for parents to connect with each other. Each North Vancouver school has their own PAC and we are supported by both the NVPAC and the BCCPAC (BC Confederation of Parent Advisory Councils).
- b. This year we are introducing Fresh Schools. Fresh Schools is a new tool that will help us manage and automate our communications. Cleveland and Highlands Elementary are both using it and have heard positive feedback from parents. It will allow class reps to get info out to parents easily. It will also let parents communicate with each other. Parents will be able to arrange playdates, send out birthday invitations, etc. The PAC will send out information on how to sign up for Fresh Schools shortly.
- c. Class Reps will have now sent out the teacher kudo board. In previous years, we would acknowledge our teachers by having a staff appreciation luncheon. Unfortunately, this year's event was cancelled. These kudo boards enable parents to write a note to convey their appreciation for their teacher. End of the week deadline for contributions.
- d. We have a garden area at the front of the school that needs to be maintained and PAC has taken this on. If able and interested to do garden work, please

email the PAC. Would love to have a couple of volunteers. The PAC will send out more information in our upcoming newsletter.

- e. The PAC was very active this year until the dramatic shift. Things will look a little different, but we will still be active and continue to be there for parents. We will need to look outside the box to find new ways for fundraising and supporting our school.

## 5. Administration report (Jason Haywood)

- a. Ministry guidelines say that we need to add minutes to the school day. Ross Road will add minutes to the start of the day. School will start at 8:38am.
- b. June Restart: there was a lot of anxiety and tension going into Monday. We did our best to make sure everyone felt safe. Proof was at the end of day. Went to every single class to check in on teachers and all of them had big smiles on their faces. The teachers loved seeing the kids back in their classrooms. They were apprehensive in the morning, but by the end of the day all the teachers were at ease. There was a lot of background work by the district, teachers, and staff. Everyone knew the procedures and what they were doing.
- c. A couple of reminders for parents. Please no dogs on school property. We would also like to ask parents not to ride their bikes across the property.
- d. Staff are beginning to work on report cards. The process is slightly different than before and teachers will focus on what students had done prior to the spring break.
- e. Kindergarten teacher Daniel Zellweger put together a welcome video that has been sent out to kindergarten parents.
- f. Grade 7 farewell looked very different this year. Each student filmed a video receiving their diploma that was then compiled into a larger video. Teachers and Principal video taped speeches. Parents sent over baby pictures of the students along with photos of other activities from over the years that were put into a presentation.
- g. Quebec trip - the Quebec grade 7 class were not able to come to B.C., so our school will help to cover some of the costs.
- h. Soft furniture - company was shut down due to Covid, so orders were put on hold. They have just recently opened up, so we should see orders coming in June.
- i. Compliments to all of our parents. We all appreciate how much parents worked to get their children online. Heading into September is still up in the air as to how it will look.
- j. Question from the floor - Can children's grades go down for this report card? Answer: No, the Ministry says that children are able to improve their marks, but that children's marks will not go down this term.

## 6. Financial update (Connie Young)

- a. We are doing well as a PAC financially. We will need to see how we will weather the upcoming year. There are three funds: an operating fund which is at \$50,000, a savings fund which is at \$16,000 (this is to be used in emergencies), and a gaming fund which is at \$11,000.
- b. We have a \$27,000 Munch a Lunch credit that we are hoping to use towards orders in September. For students that are leaving the school, we gave them an option of receiving a refund or donating the money back to the PAC. \$560 was donated back to the school.
- c. We apply for the gaming grant from the Provincial Government each year. The amount received is based on the number of kids in the school. The money is specifically for extracurricular items and is not for items that are part of the school curriculum.
- d. Liability section includes \$5000 accrued that was spent towards the pottery program. As the pottery program was unable to proceed this year, we are accruing to next year. \$8000 is yet to be spent on furniture (rainbow tables) as production halted.
- e. We have raised \$40,000 from events and sponsorship revenue.
- f. Under Special Purchases, we spent \$17,000 on the teachers' wishlist items that were approved at our February GM.
- g. Under the teachers' wish list, we have added a new item for \$5000. If teachers come forward with an item, the PAC Exec can vote rather than waiting for the AGM. This will allow the PAC Exec to vote on smaller items. Larger items would still have to go to parents for a vote.
- h. IT purchases - we put a budget aside each year to save and build up our IT fund. Last year we spent our IT fund on new laptops.
- i. We are showing a negative balance this year. As some of our fundraising events were cancelled, our fundraising revenue will not cover our expenses this year. We will have to draw from our bank account.
- j. We have taken a conservative approach when putting together our budget this year. PAC, over the years, has created a healthy budget. We have come upon rainy days, but we are set up well.
- k. Question from the floor - have you given any thought or had discussions with the principal regarding COVID-19 related expenses? As teachers will look at different ways to do projects, there may be expenses that were not anticipated. Answer: We didn't bring it up at our last discussion, but as things are evolving, it definitely should be more of a discussion in the future. We will open up that dialogue with admin.

## Financial Voting

Approve financial statements for 2019-2020 - Motion for a VOTE

- Treasurer Young reviewed the financial statements with the AGM attendees. Chair Munro requested that the poll be launched to approve the financial statements for 2019/2020. - **all in favour, MOTION CARRIED.**

Approve Teachers' Wish List Items - Motion for a VOTE

- At our February AGM, we voted on teachers' wish list items. We have relooked at the list and we have some additional items that we would like to put forward for a vote.
  - Gymnastics/PE equipment (new mats) - \$2000 - **all in favour, MOTION CARRIED.**
  - IT refurbishment - \$2000 - **all in favour, MOTION CARRIED.**
  - Art Supplies - \$500 - **all in favour, MOTION CARRIED.**
  - Storage Containers - \$500 - **all in favour, MOTION CARRIED.**

Approve budget for 2020-2021

- Treasurer Young reviewed the budget for 2020/2021 with the AGM attendees. Chair Munro requested that the poll be launched to approve the 2020/2021 budget. - **all in favour, MOTION CARRIED.**

## 7. PAC program and events update (Linda Munro & Dana Shah-Samis)

- a. Our first ever Ross Road family school dance was a great success.
- b. After school programs - in 2018/2019 we had multiple programs per day. 2019/2020 we decided to scale this back and offer one program per day. Programs were mostly full to capacity. Fall offerings were Grit for Girls, Bricks 4 Kidz, Light Up Musical Theatre, 3-Point Basketball, and Indigenous Art with Gordon Dick. Winter offerings were Chess Club, Indigenous Art with Gordon Dick, Mad Science, Lights Up Musical Theatre, and 3-Point Basketball. Spring after school programs were cancelled due to COVID-19. One of the new programs that was going to be introduced this spring was Saplings Outdoor. If parents have any ideas for future offerings, please contact the PAC at [rossroadpac@gmail.com](mailto:rossroadpac@gmail.com)
- c. A Grit for Parents session was held this fall. All parents from our family of schools were invited to the session. 30 parents attended this fun event.
- d. Kudos to all that were involved in putting on events this past year. These events are what makes the school a community. This is where students and families create lasting memories.
- e. Our valet service is always looking for volunteers. Please contact Ed Lathioor at [e.lathioor@gmail.com](mailto:e.lathioor@gmail.com) if interested in helping out with crossing guard duties.
- f. We are looking into Family Photos for next year and how we can do this safely with social distancing.

## 8. Canadian Parents for French update (Alana Prashad)

- a. The Canadian Parents for French provides support, information and resources for parents with children studying French.
- b. CPF funds and organizes a range of events to promote the French language. Events were cancelled this year due to Covid. It will be interesting to figure out how to run events next year.
- c. Concours Virtuel - the speaking contest was done virtually this year. Students were able to submit a video.
- d. Ms. McAllister, our librarian has decided to run with the illustrated books program. Students will have access to these high quality books from France.
- e. Every child in grade 7 that completes the French Immersion programme receives a certificate of completion. Currently working with Principal Kate Lechleiter and Administrative Assistant Jessica Falandysz to send out the certificates.

## 9. Election of PAC Executive Committee for 2020/2021 - Motion for a VOTE

### Ross Road PAC Executive

Linda Munro - Co-Chair

Denise Dehestani - Co-Chair

Connie Young - Treasurer

Nikki Cutura - Secretary

Beck Williams - Class Rep Coordinator

Barbara Crystal - Website & Communications

Jennifer Bryan - Fundraising & Social Events

Christy Gold - Emergency Preparedness

Dana Shah-Samis - After School Program Coordinator

Chair Munro requested that the poll be launched to approve the 2020/2021 Executive Committee - **all in favour, MOTION CARRIED.**

## 10. Other Business

- a. We do have an opening for our DPAC representative. The representative is our connection to the NVPAC and represents Ross Road at their meetings.
- b. We are looking for coordinators for the Welcome Back Coffee event, Winter Fair, Spring Fair, etc. with hopes that we will be able to go ahead with events next year.

## 11. Adjournment [RESOLUTION] - Chair Linda Munro adjourned the meeting at 8:45pm