**PAC Annual General Meeting**

**Minutes – May, 20, 2020**

1. **Call to Order – 4:04pm**
2. **Welcome and Introductions -** Attendees: Theresa, Christina, Mike, Tara, Sandy, Brian (Eva), Patty, Kevin, Dorothy, Yen, Poonam, Vivian, Trevor Shuto, Kathy Pantaleo
3. **Adoption of Previous Minutes** – Kevin seconded by Yen
4. **Principal- Administrator report –**
* Covid 19 updates from Kathy and Trevor

Kathy: Survey out to families to find out how many children will come June 1st. Currently looking at what parts of the school need to be changed for health and safety protocols. Ie: face masks were optional, but today, it’s highly recommended where maintaining 6 feet distance is hard to manage. Admin asked from parents why they are offering school when there are only 8 days in June. Response: good time to figure things out before there are a higher number of kids in school in Sept. Expecting 25% of population attending in June. Next year (Sept) – still figuring it out, may get worse – who knows.

Trevor: Agrees on above with Kathy. Reiterated that virus and health & safety dictates next steps.

Theresa asked on behalf of parents if the guidelines by school district are required to follow for each school. Kathy says it’s site specific – tailored to schools, but also for health and safety – guided by Public Health. Harder for parents to change mind after June school begins whether it is to remove or add students after planning is completed. If parents are a maybe, recommend that they say yes and then change their minds. Notice will be sent out to parents.

* District Playground grant: possibly next year

We received $20,000 from February 2020 (seed money from School District to use towards new playground and a school board account created for Debeck playground so can only use for that, Pathway account also created for ~$3,500, so PAC can leave it there or move it to the playground account. Playground account: In past, parents wanted path created from Dayton to school ground, so this may likely be revisited; Debeck is 2nd or 3rd on the list for a new playground next year. This year a no-go. Great timing as school district now in $6M deficit due to expenses accrued. Cannot count on playground grant though as more deficits are likely.

School district now created ability to donate online.

Kathy says: $28,745 in Playground Account ($8,745 fundraised), $3,460 in Pathyway Account

**5.0 OLD BUSINESS**

* Sanitzer stations in school and personal hand sanitizers allowed?

None installed now. Possibly still pending. Likely will ask students to wash hands right when they come in. Parent cleaning protocols expected.

* iPad cart for next year – Staff voted to not have a computer lab next September and will have 90 iPads for use. Have not determined what computer lab will become yet.

Request for lease of an iPad cart – pending. Total of 2 carts expected.

* DARE – Grade 5’s participate – Drug Awareness – Graduation ceremony is Wednesday before Spring Break. Cheque was given? $500 cheque from PAC

Cheque was given but was not cashed yet. Kathy says Alexia will look into it.

* Direct Cheque Drive: October 2020 and during next year Spring Fair again

District can now accept donations and they can give tax receipts to families. Will discuss later on plan for this, likely in Sept/Oct.

* Movie night: pending, will resume once it is permitted. No need to obtain license
* Saleema Noon: rebooked for next year?

Saleema planning for virtual learning so parents can do teaching from home. Kathy says best to wait until COVID gets better, then revisit passing of info to parents then.

* Fresh Slice Grant: It is pending.

Theresa is in contact with Fresh Slice and waiting for response.

* Palmer Scholarship $500. - given to school

This was passed because high school kids are still submitting post-secondary applications to schools. We should hear by end of Sept or Oct 2020 who received it as that is when student normally sends a thank you card to Debeck. Motion to pass by Kevin, seconded by Yen.

* $300 K-POP deposit be carried forward for future school year

Instructor will hold the deposit for future booking ie: March 2021 possible

**6.0 NEW BUSINESS:**

Teacher Reimbursements

* We have also paid $2,150 to teacher reimbursement
* 9 out of 14 divisions have submitted teacher reimbursement receipts
* Due to the special circumstances, for those who haven't done so, the $200 allowance will be carried forward to next year and whatever remaining amount not used up will be carried forward.
* We will decide in October what the teacher allotment will look like

Trevor reiterated that because teachers want to spend their allotment “thoughtfully”, the money will be rolled over. Theresa says money will not be spent at the end of the year. Admin prefers that after teachers return in Fall, they will have a discussion on what is needed, then spend at that time. Kathy would like to discuss in Oct 2020 whether or not there should be a teachers wish list for next week. Things are likely going to look different for next year due to COVID, particularly because we didn’t have our 2019/2020 school year Spring Break fundraiser.

Jason – UBC Botanic Garden tree walk fundraiser – trial for next year. As an extra fundraiser for the PAC

Richmond District Grant: It has been put on hold due to covid.

* Yen says they will get back to us.

Positions to be filled:

1. Secretary for 2020/2021

Duties: To attend all PAC meetings and take notes through the meeting. – Could be a shared position

There are 8 meetings / school year. May be less. Contact Theresa if interested. Meetings are every first Thurs, starting Oct, none in Dec. In April it’ll be either 1 PAC or 2 Spring Fair meetings. There is a possibility that the week # could be changed. Evening meetings are currently the way meetings are held and this is based on the majority of when parents are available.

1. Snack Coordinator (all sealed snacks), or popcorn

Duties: Choose 2 or 3 days in a year. Afterschool for 15 minutes. Required to do all purchasing. Count money. Recruit 2-3 volunteers to assist

1. Spring Fair Co-Chair (if it permits)

Duties: Work alongside Theresa this year to take over next year.

1. Raffle Ticket Coordinator

 Duties:

* Main helpers: Cindy and Vivian
* Photocopy dates:
* Assembly team:
* Purchase of golden basket:
1. Popcorn Coordinator: Jo-Anne will fill this role for one more year - $3/bag now. Depends if we run munchalunch
2. District PAC Rep to attend meetings – Can share with another parent – Eva and Kevin split role?
3. Lunch Coordinators for next year – Corrina and Dorothy will be stepping down next year
	1. will be updated by Theresa after being in contact with Chloe
	2. Dorothy contacting LUNCH LADY (Low risk, no volunteers required and doesn’t have to be full school): will be a lower profit for PAC but will not need munchalunch
4. Fruit and Veggie Coordinator - Runs a september to may program (starting 2021/2022)
	1. Food Safe Certification (PAC funded)
	2. Duties and responsibilities: Annual registration occurs in: May Website: <https://www.bcaitc.ca/>

Monthly commitment to: coordinate volunteers via email, clean and deliver products to classrooms, complete survey on satisfaction of delivery and quality of product received, ensure safe food handling procedures are followed by all volunteers

Inform PAC Chair if supplies are required:

* dixie cups
* latex gloves (Size M and L)

Theresa says splitting roles are okay. Turnover occurs every 2-3 years and it’s ok for fresh ideas.

**Fundraising items**

1. Popcorn Fundraiser? Part of the snack attack fundraiser- once a month?
2. Bubble Tea Option (TeaGo): Brian will spearhead - $2 cost and we can charge $3-$4
3. Raffle Fundraiser: this can still move forward without the Spring Fair if we are still not permitted to run a fair.

1. Spring Fair:
	1. Notices
	2. Punch cards, for the day of the fair, cake walk and for the cheque drive donation
	3. Booking bouncy castles and other vendors
	4. BBQ food/ Bubble tea
	5. Popcorn Machine
	6. Music? Mr. Warbenuk and his student band from McNeil?
	7. Highschool volunteers?
	8. Setting up of the online volunteer system –

1. Any additional ideas for fundraising?

Kathy agrees that putting fundraising events on hold is okay, but also may be a good idea to focus on a fun activity that brings joy to kids.

Kathy says a grad video is being created currently and is wondering if PAC can contribute with the school, funds towards a memory keep sake care package for the grade 7’s who are graduating. It’d be an individual package.

* 38-39 grade 7 students. Ie: gift bags with a few items inside: memory stick with pics, lock for locker, pic of all the kids, etc Other ideas: DQ gift card, Staples gift card. Mike says he can send the owner of DQ a request for coupons.
* Theresa suggests $25 pp or $1000. Motion to pass: Patty and seconded by Yen.

Mike is wondering if a group of grade 7’s can get together, so he can take a group photo. Kathy says she cannot plan a group gathering. Mike understands that teachers cannot help. Kathy concerned that some kids cannot attend. Perhaps parents can send an individual photo for a collage.

**7.0 Nominations for 2020/2021 school year**

Chair – Theresa

Treasurer - Patty

Secretary – Christina (NEW)

Fruit and Veggie Coordinator - TBD

Hot Lunch – TBD

Kathy recommends that we put Hot Lunch on hold because it’s undetermined as to how many kids will return to school. MunchaLunch will be discontinued for now.

Popcorn/Snack - TBD

**8.0 Treasurer's Report**

General operating budget – $15,875.34

Gaming - $ 8198.19

Total – $24,073.53

Pending – teacher reimbursement and $500 cheques for Palmer Scholarship and DARE. Theresa says we have a comfortable budget but most of the money was scheduled for the playground. In Oct, we will discuss how best to spend. Will ensure that PAC funds are in best interest of teachers

NOTES:

School hot lunch (Munchalunch) generated approximately a net profit of $5,500 for the 2019-2020 school year.

**9.0 Questions and Answers**

Clarification on 50 Person Limit for Events WHILE at school: Christina asked how does the 50 person minimum rule play out seeing as school is reopening? Does it not apply which means we are able to plan a fundraising event?

Kathy says, currently, we are moving towards Stage 3 where K-G5 students are grouped together. We will not gather in assembly’s and on the field. Priority is to make sure everyone is away from one another and can maintain their space.

**Adjourned:** 5:14pm

**Next meeting:** TBC