## Location: Microsoft Teams

## Date: Wednesday, 14 October 2020

## Time: 6:30 pm

## **PAC Annual General Meeting (AGM)**

## **1.Call to Order**

## Quorum is recognized.

## - Approval of 25 June 2020 Minutes - Adoption of Agenda (including accepting other business submittals)

## Damien: motion to approve meeting minutes of 25 June 2020. Pinder motions, second Delreen, motion carried

## Damien: motion to adopt the AGM agenda? Alma motions, second Carol-Ann Hart, motion carried

## **2.EC Administration**

## - Principal’s Report

## Hot lunch: it was a success, the kids all loved it. Comes in bins and bags, separated by division and labelled by child, all garbage picked up by vendor (environmentally friendly)

## COVID is a daily reminder: daily health check has changed. Key symptoms have changed. It was confusing around regular cold and flu conditions. Now there are 7 symptoms “daily health check”, which went out in the last email out. Please do a daily health check, please do not send your children to school if they are sick. The school will immediately send home kids who say they are sick. We’ve had 90% of the kids come back for in person learning. There is a lot of joy in the halls. The kids are doing well at handwashing. There are 10 handwashing opportunities through the day. The staggered start and end of day is going smoothly. We’re doing well to not block traffic. Our TTP has about 10% of our families remaining to transition in. Some are coming in October and others in January as it is a temporary plan, it is not intended to run all year. WVSD can only send out letters once VCH instructs the school to do so. We must follow the VCH direction. We cannot set mandates or rules, such as making masks mandatory. Privacy is of the utmost concern and is respected by VCH. The school administrators are not told who tested positive. All contact tracing is handled by VCH as per privacy rules. WVSD is advocating for more transparency, better and faster communication. Cedardale teachers/administrators mask themselves if they are not the regular teacher for the cohort. Grade 4 and 7 Foundation Skills Assessment (FSAs) will be postponed until later in the year. The tests that are done online and there will be time to work out the health and safety protocols.

## Staffing: Our counsellor is on maternity leave and is due back in January. She will work virtually to ensure individual education plans will be created. Maureen Lee, District Principal of Student Support and registered clinical counsellor, will also be working with us 2 days a week now in the interim. She is the best of the best. We continue to search for a counsellor that suits our kids needs.

## Parent database: link will be sent out again in our ebulletin. We would love a robust database on which to draw. Please complete the form. It does not have to be a career, it can be a passion or an interest.

## Kindergarten registration opens tomorrow: no in person drop off, please send them virtually. It sound like we will have a very full kindergarten class.

## Questions:

## Gabriela: what education opportunities are available if a child has to self isolate? ML: there will be authentic learning opportunities for any child impacted by COVID, similar to when a child misses school as a result of any illness or injury.

## **3. Treasurer’s Report**

Treasurer’s Update

-  Presentation of 2019/2020 Year-end Financials and vote for approval

We didn’t meet our revenue goal of $138,255 for two reasons: (1) Fun Lunch stopped due to COVID and (2) we did not have our fall fundraiser (also due to COVID). However, our expenditures were also less than budgeted mainly because we did not incurred in as much expenditures for fun lunch and we did not incurred in the outdoor expenses approved on February 21, 2020. In total we had $68,308 in revenue and $89,416 in expenses for the year.

Before COVID, we were in a good financial position, and for that reason we carry a cash position of $104,175 in out bank accounts. From that, $15,083 are restricted funds (for gaming grant expenses, school beautification and school technology upgrades). From the remaining $89,092 we are considering using a percentage of it for the outdoor classroom if approved by PAC today.  If the Outdoor Classroom Project is approved, we still have to fundraise an approximate of $20,000 to have as a contingent beginning budget for next year.

## Questions: none

## Damien: motion to approve the financials: Pinder moves, Stacey seconds, motion carried.

## **4. EXEC PAC Business**

## - Nominations for ExecPAC 2020/2021 - vote for approval

## - Pinder Basra, Chair

## - Stacey Boothman, Secretary

## - Alma Lizarraga, Treasurer: continuing treasurer

## - Cintia Martins, DPAC Representative: continuing on as DPAC rep

## - Lyndsay Charles, Fun Lunch Coordinator: continuing from last year

## - Leila Goharian, Member-at-Large (DPAC): continuing on and her daughter is in grade 4

## - Damien Clapa, Member-at-Large (Capital Projects); kids in grades 5 and 3, co-chair and offering to stay on as capital projects lead, including outdoor classroom

## - Pardeep Basra, Member-at-Large (IT): children in grade 4 and grade 1

## - Corrine Hewgill, Member-at-Large: children in grades 5 and 2

## - Sherry Keane – Member-at-Large: continuing from last year: children in grade 4 and kindergarten

## - Azadeh Farzin – Member-at-Large: children in grades 4 and 1

## - Toktam Rouhani – Member-at-Large:

## - Michele Tung, Immediate Past Chair: children in grades 4 and 2, she was the chair for the prior two years.

## Motion to approve the PAC nominees as presented in the agenda: Lisa motions, Dee Unal seconds, motion carried

## - Present proposed 2020/2021 Budget and vote for approval

## Motion to approve the proposed budget 2020/2021: Michelle LaBounty motions, seconded, motion carried.

## Outdoor classroom budget is shown as a line item in the proposed budget. If the outdoor classroom is voted down in a special meeting, then this proposed budget will be revised.

## We will need to do fundraising of about $20,000 for the outdoor classroom. If fun lunch goes well, there will be more money than what is shown in the financials so we have been conservative. We were approved for the gaming grant. However, the gaming account is for specific items. Outdoor classroom budget was approved last year and is carried forward. We incurred expense on the survey.

## - Present Outdoor Classroom Design and vote for approval

## Michelle: our PAC balance has been very healthy. We are a not for profit so can’t carry a balance for long, it is to be used for a capital expenditure.

## Damien: presents the concept plan of the classroom. Proposals is to go with this design. We will seek approval of this plan and our budget in a couple of weeks. We do need to do $20,000 of fundraising most likely by a cheque drive. We’ll share information by email this week. We have a project manager, project estimates and we believe this can be built over the summer 2021. Damien shows the budget of $85,000 that includes a 13% contingency. This will be sent to the parents in a package hopefully this week.

## Questions:

## ZM: can this budget be emailed? Yes, it will be emailed with the package.

## Pinder: are there any other ongoing costs? Michelle: the District will assume responsibility for upkeep.

## - Other business

## No other business

## **5. DPAC Report**

## Delivered by Leila on behalf of Cintia, who attended the DPAC meeting:

DPAC Meetings generally take place the first Wednesday of each month and will be held virtually this year.  Zoom details can be found on the meeting agenda which is posted on the DPAC Website (<https://westvancouverschools.ca/dpac/resources/>). The next meeting is scheduled for Wednesday November 4, starting at 9:15am.  All parents/guardians of students in West Vancouver are welcome to attend.  If you miss a meeting but would still like to know what happened, all meeting agendas and minutes can be found on the DPAC website.

Traffic & Safety – DPAC is actively seeking a representative to fill this role. Commitment is 4 meetings annually plus attending DPAC meetings to report to the DPAC. They are seeking a parent who can represent the interests of all of the schools in the district, and has an interest in traffic issues and student safety. If you or a parent you know would like to learn more about this opportunity, please contact DPAC at [dpac@wvschools.ca](mailto:dpac@wvschools.ca)

Parent Education Event – DPAC is hosting a free online event for West Vancouver Schools families: Tech, COVID & Kids with Dr. Shimi Kang, M.D.

October 21, 7:00 pm

The poster with all the information was sent out through the school eBulletin, Hawks Highlights. Anyone interested in attending this virtual event must register in advance.

Health Protocols and Covid

• WVS will only send out letters once VCH has instructed so, as VCH is in the lead regarding COVID communications and protocols

• WVS cannot set any mandates and rules as this is governed by the province. For example, WVS cannot set a mandate to make masks mandatory

• Privacy is crucial and will be respected by VCH. The school district & administrators are not advised on who tests positive – notification and contract tracing is handled by VCH according to rigid privacy rules

• WSV is advocating with the health authorities for:

- Better parent information for discussion on symptoms at home

- Requesting better and faster communication

- Feel that information to parents should be better and more clear

- If kids are sick, please keep them at home. Parents are responsible for screening kids every day at

home – this is to be reinforce this within school community.

- PACs – as school leaders, please reinforce social distancing and keeping sick kids at home.

## **6. Adjournment**

Michelle says thank you to last year’s PAC members, thank you for the parent attendees at tonight’s meeting.

Questions: can the PAC meeting be via Zoom? Teams is the meeting software by choice so we will stay with that.

Motion to adjourn the meeting: first and second, motion carried.