



# École Ross Road Elementary

North Vancouver School District

## PAC General Meeting Minutes

**Date/Time:** October 7, 2020

**Location:** Zoom Meeting

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### 1. Welcome and Call to Order

- a. Chairs Linda Munro and Denise Dehestani called the meeting to order at 7:04 pm

### 2. Approval of Agenda at 7:07pm – Agenda accepted as presented

- a. Introduction of PAC members;
- b. PAC Chair update (Chairs Linda Munro and Denise Dehestani)
- c. PAC General Meeting presentation (Linda Munro)
  - i. What is the PAC: role of PAC includes community building and fundraising
  - ii. FreshSchools (Denise Dehestani) – 320 families have signed up so far and we have 10 class reps; FreshSchools is a web-based platform to bring information from the school to the parents; allows you to communicate with other parents in your child's class and allows class reps to share information between school/teacher and parents; provides easy access to Munch-a-Lunch, School Cash Online and info from PAC as it's all in one place; you can keep your personal information private but you will still receive notifications from the class rep and/or other parents
  - iii. Parent involvement: ways to get involved include being a class rep, valet service parent volunteers, gardening committee, Spirit Wear sales, virtual speaker events
    1. Valet service – asking for volunteers; contact Ed Lathior if you are interested
    2. Gardening Committee – garden space in front of school by the Annex building needs some care and attention; funds available in the PAC budget for beautifying that space; need volunteers to maintain that garden space
    3. Spirit Wear sales – various items of clothing will be offered for purchase with the Ross Road logo; purchases are expected to arrive in time for Christmas; masks will be available for purchase through a different supplier and Sari Kondis is looking into possibility of masks with the Ross Road logo in the corner; more information to come!

### 3. Administrative/Principal's update (Kate Lechleiter)

- a. Kate Lechleiter (Principal) introduced herself with Jason Haywood (Vice Principal).
- b. Everyone at the school is generally very happy to be there; significant amount of work went into the new school year but things are going very well: happy families and happy kids everywhere.

- c. Meet the Staff Night: typical event could not be held as usual in the gymnasium. Instead, Microsoft Teams was used for teachers to introduce themselves and share photos/videos; parents should receive links to the presentation within the next week (if they do not have the links already)
  - d. Jason and Kate will provide a narrated school video (which will go out as a link on the Monday morning message after October 6<sup>th</sup>)
  - e. Reminder to parents to review the Handbook and school rules (set out in the Code of Conduct), which are all available on the school website; parents are asked to refresh themselves of the various school rules
  - f. Microsoft Teams: every class is sorted into Teams; if you do not know your child's login info, your child's teacher can provide that to you; please check to ensure you can login; Microsoft Teams enables continuity of education in case children become sick and have to miss school; it provides an insight as to what the children are doing in school, however it is not a substitute for a full 6-hour day of school; goal is to keep the children feeling connected through Teams if they have to miss school; it's an easy way to connect with the curriculum; teacher updates on Microsoft Teams started beginning of October
  - g. Daily Health Check has recently been updated (BCCDC has updated their rules); all families are required to perform a health check with their child every day. If your child passes the health check they can go to school; if they do not pass the health check they must stay at home. A link to the daily health check is on the Ross Road website and is a constantly updated list that parents can refer to if they are in doubt
  - h. Most communications regarding your child should be between the parents and classroom teacher, unless there is a case manager involved. Kate and Jason are receiving emails and questions that could be addressed with the child's classroom teacher. As Kate and Jason are both teaching as well, it is taking longer for them to respond to parent inquiries. Parents are asked to please contact their classroom teacher with any questions as that is the quickest way to receive a response
  - i. Jason and Kate appreciate the support from families; teachers feel that parents are being understanding, graceful, patient and supportive and it's appreciated
  - j. Kate and Jason both thanked the PAC and appreciate everything the PAC does for the school
  - k. Open question period – no questions asked.
- 4. Chair update (Linda Munro and Denise Dehesanti)**
- a. Vision for 2020-2021 – this is a different year; Linda and Denise are looking at being creative in building community within the school/families; Denise introduced herself.
- 5. Budget Discussion (Connie Young)**
- a. Connie thanked all of the parents who continue to support the school. Given the support of parents in previous years, the PAC has a "rainy day" fund in our bank account.
  - b. Balance Sheet is as of October 4, 2020. All of our expenses are paid from the Chequing/Savings account; the account balance is based on the Munch-a-Lunch refunds to parents, which came to approximately \$26,000 worth of refunds.
  - c. Budget has been revised for 2020/2021, given the new school year and what fundraising opportunities are and are not allowed given COVID-19. Very little revenue will be generated based on the current fundraising we are able to do this year (the usual fundraising opportunities are not available this school year).
    - i. Gaming Grant discussion – cannot be used for operating expenses.

- ii. Expenses such as Grade 7 Farewell are in the budget in the hopes that an event can proceed next year.
  - iii. Gardening Committee: \$400 budget to beautify the garden space in front of the Annex
    - 1. **ACTION:** volunteers needed for this Committee.
  - iv. Teacher's Wish List: \$5000 was approved at the June 4, 2020 General Meeting.
  - v. IT Purchases: \$5000 set aside in savings for electronics that need to be replaced/upgraded in future. These funds are being put aside annually so that once a major purchase needs to be made in future, the funds are available.
  - vi. Total expenses for 2020/2021: \$32,535, which means we are using our savings to subsidize all of the activities for this school year. If we are unable to raise funds over this year, we will deplete the savings in our bank account.
- d. Open Question period:
- i. Munch-a-Lunch: is it going to re-start at some point this school year? The School District has temporarily suspended all Munch-a-Lunch lunches but this will be re-evaluated in 2021.
  - ii. Teacher's Wish List: have any teachers requested reimbursement for COVID-19 related items? Linda Munro discussed how the Wish List works and that the PAC is provided with a list of the items that the teachers have agreed upon, which they would wish for the students/school.
  - iii. All COVID-19 related items are provided by the School District and are not paid for by the PAC.
  - iv. Teacher's Discretionary Fund: allocation of funds to each teacher to enhance their classroom/classroom teaching. Amount increased in 2019/2020. The teachers are extremely happy to hear that these funds are available to the teachers for the 2020/2021 school year.
  - v. Question about the budget and which expenses are paid from the Gaming Grant and/or our Chequing Account. The Library Fund, Kilometer Club, and Grade 7 Farewell activities may be paid from the Gaming Grant. Any expenses related to curriculum and/or the classroom cannot be paid from the Gaming Grant (there are strict requirements for what the Gaming Grant can be used for, which is submitted to the government for their review annually).
  - vi. Spirit Wear Sales: do the sales contribute to our fundraising? The answer is "YES" (it was between 5-10% of sales from various items of clothing that were paid to the PAC in 2018/2019). The budget for 2020/2021 does not include Spirit Wear sales as we did not sell Spirit Wear in 2019/2020 (typically the funds are included in the Spring Carnival but that event did not take place in 2019/2020).
  - vii. Cobs Bread and Oliver's Labels pay Ross Road 5% of all sales to the PAC.
- e. **ACTION:** PAC asked for a vote to approve the June 4, 2020 General Meeting Minutes by vote – General Meeting Minutes **MOTION CARRIED, ALL APPROVED** at 7:55pm by 66% vote
- f. **ACTION:** PAC asked for a vote to approve the revised budget at 7:56pm – approved at 7:58pm – **MOTION CARRIED, ALL APPROVED.**
- g. Argyle Family of Schools Support donations: request from Argyle Secondary PAC for donations towards the rebuild of the school that were not covered by the Ministry (comfortable seating; lounge chairs; common area furniture; bookcases, etc., essentially finishing touches to make the new school feel welcome and warm). The donations were requested in the spirit of Argyle Secondary one day being the Secondary School for Ross Road students. PAC proposed a contribution of \$1000 to the Argyle Secondary PAC.

Three feeder schools have given donations in our neighbourhood. The donation amount is in line with other donations made by other schools in the area. Connie Young noted that there was a small surplus of \$2300, which the PAC thought could be used to make a \$1000 donation to Argyle Secondary. Thoughts, comments and questions were requested.

- h. **ACTION:** PAC asked for a vote to make a donation to Argyle Secondary at 8:04pm – approved at 8:05pm (21 out of 24 approved donations). **MOTION CARRIED, ALL APPROVED.**

## 6. Fundraising/Social Events (Jen Bryan)

- a. Typical PAC Programs and Events were listed in the presentation.
- b. Cannot rely on traditional forms of fundraising and need to consider new ideas that have been brought forward. PAC has been busy considering new approaches to fundraising.
- c. Many families are unaware of the activities and equipment that the PAC supports each school year.
- d. **ACTION:** Ask Ross Road families to make a donation to the PAC. If parents consider \$40/child, we would be able to proceed with all of the planned activities without the PAC running a deficit.
  - i. Donations can be made by cheque (payable to Ross Road PAC), E-transfer and/or online.
- e. As the future is unknown, if we want to be able to provide the PAC-funded activities, experiences, and equipment for our children in 2021/2022, then we need to be able to raise donations for the 2020/2021 school year (otherwise we will have a deficit with limited means for raising additional funds).
- f. Discussion regarding ongoing fundraising (Cobs Bread, Two Rivers Specialty Meats, Well Fed, and Oliver's Labels)
- g. Survey Results on fundraising:
  - i. 96% of parents who responded said they were very likely to participate in these types of fundraising options
  - ii. Most popular suggestion for fundraising was a grocery store gift card and the Christmas sales of Poinsettias, Christmas Wreaths, Hanging Baskets and Strawberries, as well as Purdy's (since Quebec students will not be using this fundraiser with the Quebec trip cancelled for 2021). Parents are familiar with these fundraising options and would like to see it again this year, until the Quebec trip is held again, at which time this fundraiser will be taken back by the Quebec students.
  - iii. Save-on-Foods gift cards received the most votes as being a good fundraising option that parents would be willing to support (PAC receives up to 6% back on total sales of Save-on-Foods gift cards). PAC will consider offering this type of fundraiser a couple times a year.
  - iv. Fun Script allows you to provide gift cards from a multitude of different retailers; this may be a good option around Christmastime as the gift card purchases could be used as gifts. If a gift card is purchased, the purchaser receives the full value of the gift card but a portion of the sale benefits the PAC.
    - 1. **ACTION:** PAC needs to work out how to provide gift cards and Spirit Wear to parents given COVID-19 restrictions at school (need to work out the logistics in a socially distanced way). Survey asked if parents would be comfortable picking up Spirit Wear/gift cards from a person's home

and 81% of parents said they would be ok with picking up their purchases from someone's home.

- h. Events: virtual events are being planned for 2020-2021 such as a Bingo Night, talent show (online) and Family Trivia Night.
- i. Open Questions – bottle drive suggested as a possible fundraiser; drive-in movie as a possible fundraiser; messages of support for gift cards and poinsettias received from parents on chat.
- j. Parents are asked to contact Jen Bryan and Dana Shah-Samis by email with any thoughts, comments, questions or suggestions for fundraising ideas for this coming year.
- k. **ACTION:** call for donations to parents and a letter will go home the week of October 13, 2020 regarding options for making donations to PAC.
- l. **ACTION:** find a way to provide parents with their PAC purchases (example, gift cards, poinsettias, Purdy's, etc.) in a safe and COVID-19 friendly way. PAC to sort out the who/where/way to enable these fundraising options to proceed.

#### **7. CPF Update (Alana Prashad)**

- a. Information provided about this national organization, which has local chapters. The local chapters are completely volunteer-run and all of the donations that CPF receives goes back to the students.
- b. Due to COVID-19 pandemic, CPF is waiving the membership fees (for both new members and returning members). Joining CPF is free!
- c. Discussion of what CPF does for members, such as a Film Fest annually (on hold for 2020/2021). CPF has an annual summer camp for families.
- d. CPF provides access to various tools to help children who are studying French, which includes resources, research and tools for students, parents, educators and French second language advocates.
- e. Refer to main website ([www.cpf.ca](http://www.cpf.ca)) in order to join CPF with no fee for 2020/2021.

#### **8. DPAC update (Alana Prashad)**

- a. This is Alana Prashad's first year representing Ross Road PAC.
- b. North Shore Safety Council (NSSC) meeting held Sept 10<sup>th</sup>, 2020 where CNV Mayor Buchanan provided an update of CNV's safe mobility strategic plan.
- c. RCMP has a safe return to school video out.
- d. "Be Bright, Be Seen" curriculum available for Grade 3-4 teachers. Each student receives a package upon completion. No cost to teachers to present this program to students.
- e. Linda Munro provided a description of DPAC and the role it plays at Ross Road School. Every district has a District PAC ("DPAC"), which each school's representative attends (for Ross Road, Alana Prashad is the representative). After each DPAC meeting, Alana Prashad provides our PAC with information shared at the DPAC meeting. The DPAC offers speaker events to DPAC representatives. The DPAC is a great resource and a way for DPAC representatives to share ideas and bring fresh ideas back to their school's PAC.
- f. Open Question Period – no questions regarding DPAC.

#### **9. Update on rescheduled Guest Speaker: Colleen Drobot (Linda Munro)**

- a. Two-part speaker series was offered in 2019/2020; due to COVID-19, only one of the two speaker events was held. A grant for each family of schools was provided by North Van PAC to put together a two-part speaker series with Colleen Drobot, who is a child psychologist on the North Shore.

- b. The event was coordinated by Upper Lynn Elementary. An event is being planned to replace the second part of the two-part series. More details to follow shortly.
- c. This parent education night being is being planned for parents to enjoy virtually from their own home via Zoom
- d. Provided by PAC as a learning opportunity for parents and as an opportunity for the PAC to thank parents for all they do for the school.

**10. Open Question Period**

- a. Is there a way to reinforce parents to wear masks at school drop off/pick up?
  - i. **ACTION:** Linda Munro will follow up with Kate Leichter to see if a reminder can be put into the Monday Morning message.
- b. **ACTION:** Reminder for all parents to do the Health Check every morning and ensure everyone is washing their hands and keeping their distance.

**11. Adjournment at 8:37pm**