



Lord Beaconsfield PAC Minutes

Wednesday, June 10th, 2020 @ 7pm (on Zoom)

The purpose of the Council is to support, encourage and improve the quality of education and well being of students at Lord Beaconsfield Elementary School.

Zoom Meeting Link:

<https://sd43-bc-ca.zoom.us/j/7482635848?pwd=RjRCbDR3WHhRR3JheEZ3OHZlZWhtdz09>

Meeting ID: 748 263 5848

Password: PAC

INFORMATION ITEMS (ADVOCACY & COMMUNITY ENGAGEMENT)

1. **WELCOME : In attendance** - Rose N, Lani Morden, Petra, Kathy T, Lisa W, Aaron N, Carlene, Julia L, April D
2. **Principal's Message – Lani Morden**
 - May 18-26th was a busy week for prepping for school re-start, including survey sent to parents that culminated along with Heath & Safety, VSB, Staff input, etc to form 5 Step Plan
 - Smooth Restart happened Monday June 1st
 - Accommodating about 50% population of K-5's on Mon/Tues
 - Accommodating about 50% population of 6-7's on Wednesdays
 - Already accommodating 3 essential worker groups (primary & intermed) with most of them attending school 5 days per week.
 - Staff excited to welcome students back, and both staff and parents were well prepared for the new protocol which made for a smooth transition
 - Admin and Staff now also focussed on closing the year for the Grade 7's wrap up / medals made and celebrations will be different this year. They are putting together a video to be shown June 23rd
 - Also this year there are three long time staff retiring: Ms. Epp, Ms. Carney, Ms. Wilting
 - Looking for new hiring for September, and also focussing on year end reports
 - Emails went out to new Kindergarten parents with the handbook - the Welcome To Kindergarten event that usually is held in May was cancelled and hopefully there will be something in the fall
 - so far there are 283 returning students to Beaconsfield (13 in the Aldergrove program)
 - Lani thanked the PAC for the support over the year
3. **Student Photos** – Lani mentioned that Mountain West Studios inquired if the school would like to move to fully online ordering for school photos, but she wanted parent feedback. Consensus was to continue with paper and digital option hybrid so as not to have any parents miss out on the opportunity
4. **Teacher Appreciation Gifts: Carlene**
 - usual budget is approximately \$400 for a year end luncheon for staff/engineers/etc (about 40-45 participants) but with COVID this would not be possible
 - discussion about providing individual care packages valued at approximately \$10 per person that may include a gift card for \$5 + some other non perishable goodies like chocolates, nice pens, teas, post-its, etc. PAC members who have any ideas to add can contact Carlene
 - Lani suggested best to deliver these would be Mon or Tues (tues most staff) the last week of school
 - Carlene has offered to put these together and even tag them with the names once Lani provides a list of staff (*approximately 50 people*)
 - **MOTION TO INCREASE THE STAFF APPRECIATION BUDGET TO \$600 and to use some of this to also include a slightly larger gift item for the three retirees: by Carlene, Seconded by Julia and April --- APPROVED unanimously**

5. **a) Fruit and Veggie Program** : April Davies has been doing this for the past 2 years and will need another parent to help with the program next year. She will go ahead and sign on for another year this September 2020 with the hopes that a new parent will assist. The program involves receiving the fruit/veg at the school one or two Mondays per month, washing the food and distributing it to the classrooms in a timely manner
- b) After School and Lunch Programs** : Rose asked Lani if these will continue in September and as it stands right now, those coordinators who look after such programs have been laid off due to COVID. The only person remaining right now is Scott Deyel. These programs are currently suspended and will have to wait and see what things look like in the fall
- c) School Performance Fees \$10** : Rose inquired about the school performance fees and if the performances would happen or not. Lani suggests that we wait and see what happens for the spring in hopes that performances might be able to be scheduled for later in the school year. There is no plan yet for booking anything this fall, but the fee remains intact for now.

6. BUDGET Report for June – Julia Lu

- The Gaming Account saw an expense of \$400 (\$200x2) for Gladstone Scholarships that were issued online to Gladstone's account via Kathy Tenta. Usually we send on to VanTech and one to Gladstone, but this year it seemed that there weren't any grads from Beaconsfield at V.T. so both were issued to Gladstone
- The General Account saw an expense of \$114.24 for the back order of Music Books from Long and McQuade
- Noted that we will need to pay out all our expenses (especially from the GAMING acct by end of June so that the Gaming Summary Report can be sent out -- via Julia)
- expenses to follow up with and write cheques for if needed:
 - i. Field Trips: was any of the \$4035 designated for field trips used this year? can we get an invoice for this from Tracey/Lani -- teachers usually save trips to end of year and much of it might not have been spent yet = possible to roll this over to next year and re-evaluate in Sept
 - ii. Teacher Gifts: from general account.. Carlene will advise what spent and Kathy can issue chq
 - iii. Ms. Neibel Tap Dance: Lani to inquire if any expenses need paying? usually saves money for end of year party, but this won't be happening this year
 - iv. Grad Expenses for Party: gaming account... Lani will talk to Ms. Wallace on what expenses she may have for the planned distanced picnic and individual food items for students and parents, etc. Need to get invoice from Tracey on this, if any.
 - v. Invoice for Childminding from the Grade 7's for the PAC meetings: \$25 x 5 meetings (6 months, but one was snowed out and remaining year meetings on Zoom)

7. BUDGET 2020/2021

- Copy to be given to Ms. Bell when finalized (september)

8. **Parent Survey** – done biannually, was last done Sept 2018 -- April will give Rose a copy to look over and we can discuss in September to change any questions or revise it in any way.

9. PAC Executive Team for 2020/2021

- Looking ahead... new Chairs & Treasurer
- Current Structure:
 - i. PAC Chair/Vice-Chair/Co-chair (Rose & Ali)
 - Organize & chair monthly meetings
 - a. create agenda & meet with Lani once a month
 - Review & help form Annual Budget
 - One of the Signing Officers

- Check PAC e-mail
- Create monthly PAC notice using Mailchimp
 - a. Advertise upcoming PAC meeting & events
 - b. Updating parent e-mail addresses
- Provide a monthly blurb for Lani for school newsletter
- Update PAC Bulletin Board
 - a. include Meeting Minutes & Upcoming events & reminders **** this can move to the Co-secretary (Kathy currently updates website with special login)**
- PAC Storage Room – keep it organized and tidy
- Empty out PAC Mailbox

ii. Secretary (Kathy & Petra) ******* KATHY AND PETRA OKAY TO CONTINUE TOGETHER BUT IF SOMEONE NEW IN SEPTEMBER IS INTERESTED, WE CAN HAND IT OVER**

- Upload PAC agenda to PAC website in advance of meeting
- Record minutes & post to PAC website
- File all PAC documents
- Review & help form Annual Budget
- One of the Signing Officers

iii. Treasurer (Julia, Kathy) ******* NEED A NEW PERSON TO TAKE THIS ON**

- Handle financial transactions (e.g. Cheque writing & depositing money)
- Report on monthly financial transactions at meetings
- Submit & file monthly financial statements
- Review & help form Annual Budget
- One of the Signing Officers

iv. DPAC Rep (Ali)

- Attend monthly DPAC meetings

**** DISCUSSED HAVING A “COMMUNICATIONS DIRECTOR” TO TAKE CARE OF EMAILS AND PAC MAILBOX, NEWSLETTERS, ETC. *** also to divide up the responsibilities among parents so the work load is not overbearing.**

10. TABLED ITEMS DUE TO SOCIAL DISTANCING MEASURES

- PAC – Role- Community Building - Ali
 - i. Coffee/Tea Parent Mingle Mornings starting FALL 2020
- PAC Publicity Table Top Rolling Board – Rose
- Beaconsfield BBQ ?

OUR NEXT PAC MEETING:

Wednesday, September 16th @ 7pm on Zoom. (unless otherwise confirmed by Principal)