

BERKSHIRE PARK ELEMENTARY PARENTS ADVISORY COUNCIL
PAC General Meeting Via Zoom
Thursday, November 19, 2020 at 7pm
AGENDA

ATTENDEES:

Executives: Tabitha Rodgers, Alexandra Eastman, Angela Benincasa, Talia Rattan

Staff: Mr. Lam, Mrs. Johnson

Parents: Amarjeet, Jessica, Krystle, Stacey, Jen, Susan, Suzanne, Kelly, Katie, Nilima, Ethan

1. WELCOME AND CALL TO ORDER: Tabitha Rodgers at 7:06pm

2. ADOPTION OF AGENDA

3. REVIEW OF PREVIOUS MEETING MINUTES - OCTOBER 03, 2020

4. PRINCIPAL'S REPORT

Halloween: Gratitude expressed to PAC for Halloween treats provided to students and photos taken

Teaching: RCMP series will be starting soon, including topics such as "social media and relationships," "truancy," "healthy conflict management" and "positive decision making." No cost to the school.

In-School Activities: Hip hop lessons still planned with potential start date in May pending Covid-19 restrictions

Covid-19:

- Covid-19 cases increasing in BC
- Berkshire Park's first letter regarding exposure at the school sent out to families today
- Staff and Mr. Lam, will continue to be diligent with health & safety procedures, such as regular hand washing
- Gratitude expressed by Mr. Lam for keeping kids home when sick, and for keeping children home when required
- Going Forward; staff meeting tomorrow to discuss new policies, re-iterate current policies, encouraging use of masks within school grounds

Questions posed to Principal:

- Concerns raised regarding wording of letter sent out today "How is this person part of this community?"
 - Response - due to confidentiality reasons, the identity of the individual cannot be released to the school. It has been confirmed that exposure would be a student or staff member, not a parent
- Internet safety course - "Are there any courses being offered to younger grades?"
 - Response - will look to see if any courses are available

5. DISCUSSION

Treasury

- Presentation of current financial status, including Treasury handover status
 - No expenses out, awaiting treasury handover, bank delays
 - Time for questions on financials as presented - none posed

Past Business/Updates

Thank you for the support from the Berkshire Park families in sharing and participating in fundraising efforts. Covid-19 forced all fundraising efforts and payments to be online - has been well received and successful so far. All links are posted on the 'Berkshire Park PAC' Facebook group and new 'Berkshire Park Community Events' page – requested for parents to please share on own newsfeeds

- *Spirit Wear*
 - Working on sourcing companies for T-shirts, hats, masks, and water bottles
 - Searching for most reasonable minimum quantities and best prices
 - Spirit wear may possibly be done in the New Year
- *DFS Catalogue (Canadian, Holiday gifting & Décor)*
 - Brand new fundraiser to Berkshire Elementary
 - Quick launch turnaround
 - Parents that ordered voiced the quality vs price paid was a great value, and the kids loved the free gifts too!
 - Would like to run in Spring 2021
- *Purdy's Christmas Campaign (Canadian)*
 - Thank you to everyone who shared the public web link (via email or Berkshire Park Community Events Facebook page)
 - Far exceeded projected revenue
- *Book Fair - Virtual (Literacy)*
 - In talks with Scholastic to determine a date to run our book fair,
 - Potentially for Christmas orders and delivery,
 - No cash, only rewards. Mr. Lam and Tabitha will review potential benefits to the school overall.
- *Neufeld Farms (Local, Health)*
 - Orders automated into Munch-A-Lunch by Munch-a-Lunch
 - Food a great value for cost
 - Potentially running again in early Spring to prepare for BBQ season
- *Milk Program and Hot Lunch*
 - Still on hold due to logistics of managing pickup and milk delivery from Save-On Foods to the school, and not all students in school yet
 - Will re-visit once all students return in 2021, and Covid-19 restrictions potentially decrease
- *Clothing Drive (Free, Wellness (decluttering))*
 - Delivery has been set up for January 13, 2020
 - Details to come in the December newsletter
 - Encouraged families to continue decluttering gently used items and hold on to them until the Drop off dates
 - Request for volunteers to assist in loading donations on January 13, 2020
 - Request for volunteers to assist in the delivery to Value Village;
 - Krystle - has truck
 - Angela - pick up truck
 - Talia - utility trailer

- Jen - two SUVs
- In-school activities
 - *Halloween*
 - Photos were well received and Tabitha enjoyed seeing all the costumes and students faces
 - PAC provided a mini chocolate for each student; these were separated into classroom bins and picked up by the teachers when they came for photos
 - *Christmas*
 - In talks with local bakeries to make Christmas decorated nut-free cookies for the students, in place of our annual hot chocolate
 - The plan is for these to be prepacked and individually wrapped and to be delivered to classrooms in bins, similar to how it was managed for Halloween candies

New Business

- Fundraisers for rest of school year: will depend on Covid-19 restrictions and the school being open)
 - *FunDays* - Kernels Popcorn & Purdy's Chocolate via Munch-a-lunch will continue monthly
 - *FlipGive* - Website/app; register before you shop (for example on Amazon, Home Depot); Share the link, no cost to PAC, or to the individual using this link
 - *Bookfair* - Tabitha is in discussion with Scholastic for Christmas and Spring
 - *Read-a-thon* - Considering more of a literacy program instead of as a fundraiser; Tabitha will be doing further researching and planning, hopefully for Spring Break
 - *Clothing Drive* - Currently planned for January 13th, and will organize another for Spring
 - *Coffee* - Potentially to be run in the spring
 - *Neufeld Farms* - Potential to run in April, so orders will be available in time for summer BBQ season

- Grade 7 Funds
 - PAC Executives have decided to rework the way funds are allocated to the Grade 7's to provide an equal amount for every grade 7 year after year - Proposing to offer a 'cost per student' - the end cost would differ year after year depending on how many Grade 7's are enrolled
 - The 'cost per student' would replace the 'flat rate' which does not change year to year based on how many are in enrolled in grade 7
 - Having a 'cost per student' instead of 'flat rate' is a more fair and streamlined process
 - PAC intent to move to this platform is to have this money used for memory mementos for the students by way of something such as yearbooks and medallions, For students to have as keepsakes. The current quote for medallions was \$6.86, and for yearbooks \$4.50. This would be \$11.36 per student.

- PAC anticipates this change will help reduce the strain on Grade 7 parents having to plan events and fundraisers, as well as act as some financial relief for Grade 7 parents. This increase in funds and method of calculating is an appreciation from the PAC for all the years the students and parents have helped in the school and with fundraisers
- The PAC would like to present a motion to approve a change in expenses from \$500/year, to \$15/Grade 7 student, year over year. This would allow some extra money after the medallions and yearbooks, to be put towards something such as a pizza party or luncheon.
 - Any questions?
 - No questions posed
 - In favor:
 - Passed by: Jen Chahal - first; Krystle McLean – second
 - None opposed
 - Motion accepted by all in attendance
 - Be it noted that the request for change in Grade 7 funds was accepted by all in attendance
- Student Survey
 - Similar to the VIParent Survey started last year
 - PAC will create a short student survey for students to find out their ideas and thoughts on things such as fundraisers, spirit days, activities, or new equipment
- 50/50
 - It has been found that it is possible to hold a 50/50 via munch a lunch
 - PAC will research further and consult gaming office
 - Discussed having a live FB or ZOOM event to watch the draw live
- Spirit Days
 - Grade 6 leadership - heading spirit days
 - PAC have ideas to suggest to the Grade 6 Leadership class and Tabitha will correspond with Mr Lam and Ms Wilk
 - Monthly Spirit Days
 - Playing Christmas music on PA the last day before Christmas break
- Technology presented by Mr Lam - Due to covid and online/blended learning the school would like to increase the laptop inventory to two full class sets of laptops; currently there is one full set plus 10 more which would be a need for 20 more. Purchased in bundles of 5 the cost is \$1000/laptop. Current Technology budget is for \$2500, PAC will consider financial status for next PAC meeting and readdress any possible increase in technology funds for this
- In-school Instruction presented by Mr Lam - Idea of Curling; Cost is 4 days \$980 + gst for 4 days of Covid safe instruction

QUESTIONS

- Posed by Krystle – Is there a Valentines Purdy’s Campaign?
 - Tabitha does not believe there is a Valentines campaign, but will research

- Posed by Katie - Idea to do pledging for something like an Obstacle Course - Similar set up to the Terry Fox Run
 - PAC Executives will review idea and options
- Posed by Mr. Lam - Requests a meeting with Grade 7 Parents regarding budgeting
 - Grade 7 Chair – Suzanne present and aware
- Posed by Tabitha - Could we potentially gift more to the G7C than discussed
 - No response given at this time, need to discuss with executive team and review financials
- Posed by *** - Will we be continuing coffee and gift card fundraiser?
 - PAC Executives will be reviewing options for holding these fundraisers in New Year
- Posed by *** - Will physical notices be provided for PAC fundraisers?
 - Response from Mr. Lam - Will consider sending letters home with the youngest in the household, or “half-letters.” Discussed that sharing online links is cheaper and better for the environment.
 - Discussion with Mr. Lam and Mrs. Johnson - regarding school to home communication; letters vs online - Discussed potentially sending home physical letters every three months – Execs will review
- Mr. Lam to Suzanne - discussed sending email regarding communications to parents; requested information regarding current revenue/status of fundraising.
- Posed by Nilima - When can the grade 7 students expect their sweatshirt orders
 - Response from Suzanne before Christmas

6. Adjournment of General Meeting: There being no further requests for discussion, meeting adjourned at 8:26pm by Tabitha Rodgers

Next PAC Meeting: February 18, 2020 @1900