

Berkshire Park Elementary
Parent Advisory Committee Meeting - Minutes
Thursday, February 18th, 2020 at 7pm (Via Zoom)

Attendees:

Executives – Tabitha Rodgers, Alexandra Eastman, Angela Benincasa

Staff – Mr Lam, Stacey J (parent as well)

Parents – Jen C, Vannie B, Kelly B, Deepak

1. Welcome and call to order: Tabitha Rodgers at 7:10 pm

2. Adoption of Agenda:

Motion to approve tonight’s agenda as presented - First: Kelly, Second: Alexandra, None opposed

3. Adoption of Minutes from last meeting (November 19, 2020):

Motion to approve previous meeting minutes - First: Alexandra, Second: Kelly, None opposed

4. Discussion:

Principal’s Report

The second term is ending soon with report cards going home on the Thursday just before Spring Break (March 11th), many teachers will be using Fresh Grade with another teacher added.

The staff continue to be vigilant with health and safety protocols, including keeping the students in their learning cohorts, hand washing regularly, and wearing masks whenever they are on the move. This is newly implemented by the district, however our school has been doing that for quite some time. Unfortunately, professional class photos that were planned for April have been cancelled due to further COVID restrictions. Unlikely, to have a Sports Day or district track and field event this year. However, planning a school-wide “Jump Rope for Heart” during the third week of May to raise money for the heart and stroke foundation. For the most part, the children still appear to enjoy being at school learning with their classmates. Thank you for organizing the Fun Snack Days for the students and for the work put into the different fundraisers to help raise funds for the kids.

Question from Jen: At-home Sports Day option in place of in-school Sports Day? Mr Lam will check with teachers how that could look. Discussion about possibly having teachers do something among their own classes/cohorts. Or possibly an in-school outdoor performance such as a magician.

Treasury

50/50 and Coffee Sale will be added in for next meeting.

Clothing Drive was very successful. Funday is doing well, with 4 more months to go should hit target.

Garage Sale/Concession: We are likely not going to be able to proceed with one this year due to Covid.

Milk Program: nothing yet, perhaps for last months of school year.

Read-a-thon: this will not be run as a fundraiser this year, but solely as a literacy incentive program.

Spirit Wear: All items had sales: masks, shirts, and water bottles. Deficit shown as PAC pre-purchased the best possible quality with lowest minimum quantities water bottles - for spirit wear resale, contests and prize giveaways through the year, due to no events in-school. Leftovers will be good for future sales/years.

Total fundraising is \$1792.10, just shy of expected \$2000 budgeted; with 4 months left.

Total Gaming Grant: \$8320.00; Overall Income \$10,112.10.

2019/2020 Expenses reimbursement due to expenses not paid out from last school year as previous Vice President unexpectedly left and not able to cover off last years ending financials.

Classroom discretionary less than expected; funds leftover from last year due to early school shut down.

Munch-a-lunch was slightly above \$300 as initially projected, due to unfactored GST charges. Staff appreciation is slightly over budget, no luncheon, PAC purchased succulents as a Thank You for all school staff including secretaries, assistants, and cleaners for everything they do especially during covid. Total Expenses: General \$2959.20, and Gaming \$173.36, and Overall Expenses \$3132.56. Total Net Income: General \$-1167.10, Gaming \$8146.64, and Overall Income \$6979.54. Bank Account ending balance: General \$18,854.12, Gaming \$12,556.11, and Overall Balance \$31,410.23.

Mention from Angela: Stay safe course was not budgeted in but was very successful. Tabitha thanked Angela for inquiring about the Red Cross course and setting up.

Neufeld, Purdy's, and Clothing Drive all much better than budgeted.

Question from Mr Lam: If people still want to buy, could they? Get a sample bottle to market around the classrooms to encourage purchasing? Tabitha response: Yes and will provide Mr Lam with Water Bottle.

Mention from Jen: Students seem to be left out of purchases, why?

Discussion: Communications go home frequently in multiple forms to encourage inclusivity of all students; perhaps due to Covid household funds aren't available for many families to be able to participate.

Angela: Explain why purchasing fundraisers are important to the school

Kelly: put into perspective 'We need to sell 1000 bars to purchase one computer', Option for non-chocolate option-fruit cup alternative.

Deepak: Blended learning students aren't in school which is likely a factor also.

Tabitha to look at fruit cup option for next funday session, add on the fundraiser 'Why' to next newsletter.

Mention from Jen: In the past have sent a little bit extra money when paying for own hot lunch to allow something to be purchased and given to someone who might not have anything. Tabitha stated this is still possible, just pay for extra with your order and send an email to BerkshireParkPAC@outlook.com that you purchased how many extra items for the classroom and it will be passed on to the teacher.

Motion to approve financials as presented due to lots of discussion - First: Kelly, Second: Jen

Milk Program

PAC Executives will contact Save-On to attempt to begin Milk Program for the last months of the school year.

Hot Lunch

District Covid restrictions still do not allow Hot Lunch, and will be so for the remainder of the school year.

Student Survey

Tabitha will create student survey for Mr Lam and Ms Wilk (Grade 6 Leadership team) to collect responses on what the kids enjoy in school, what they don't, and ideas of what they would like to see or have for activities or school beautification. Looking at current contingency in bank, PAC will actively be looking at many ways to build our school for our students and will present these ideas and any plans, at our next meeting.

Parent Communication and Support

PAC wants to hear from you. What do you love? What would you like to see? Please send us your questions, comments, kudos, concerns, compliments, and/or ideas from your family (yes, kids are included) to our email at BerkshireParkPAC@outlook.com anytime! Or connect with us through the Facebook parents group.

Facebook Parent Group and Community Page – What and Why?

Community Events Facebook Page: For ease and accessibility for sharing fundraisers such as Neufeld, Purdy's, and Book Fair and community events with your family and friends with just one click, as well as cut off reminders for the fundraisers. Sharing the page and posts allows PAC to reach more people to increase our community culture and fundraisers. 'Like' and 'share' the page (and posts). To find the page, simply search for 'Berkshire Park Community Events'.

Berkshire Park PAC 'group': Closed, private parent/guardian only group. This is a safe space to discuss matters or questions relating to the school, or sharing photos of your littles, and for receiving updates, reminders, alerts, and notifications from the PAC regarding PAC, DPAC, and/or the District. This is simply one more way the PAC can ensure information is readily available for our families. Many of us are busy, and getting that 'uh oh, you are about to miss out on the 50/50' or 'no school tomorrow' reminder may be beneficial or, DPAC or district updates (especially during covid) that may not show on your newsfeed. *Simply search 'Berkshire Park PAC' in your Facebook*

Mid-month Newsletter

During our last PAC meeting it was mentioned that there was a need for more communication between newsletters - starting last month, there is now a mid-month newsletter which is a quick summary update with a briefings and reminders for ordering deadlines or any new urgent information that may come up between newsletters.

Primary grade classroom window notices

Another way to stay connected, is a Monthly PAC notice posted on each primary classroom window. When parents are picking up the kids, they can take a photo or read over what is going on in the school for the month.

All of these methods of communication are the PACs way of continuing to build our parent community and staying connected. More now that ever, we need each other. And due to covid, it has forced everything online, which isn't all bad – just think of all the trees we have saved!

DPAC meetings and presentations upcoming

What is DPAC: Surrey DPAC is about parents helping parents learn more about our education system and how they can contribute to it. The Surrey DPAC...

- encourages co-operation and communication among all the participants in the education system
- provides parents with a forum for discussion of issues affecting the health, welfare and education of our children
- advises the Surrey School District of parents' views on educational issues
- assists parents in forming Parent Advisory Councils
- informs parents of their rights in the education process, and assists them in obtaining information at all levels
- participates in the provincial parent voice through the BC Confederation of Parent Advisory Councils

Special presentation coming up courtesy of DPAC, Dolphin Kids by: Dr Shimi Kang. A Mental Health Virtual Presentation via Zoom, March 2nd at 7pm. To register, simply email info@surreydpac.ca.

DPAC meetings are held via Zoom just like ours, and all parents are always welcome. The next meetings are February 24th, April 28th, and May 26th all at 7pm. Any Surrey Schools parent can attend, simply register by visiting SurreyDPAC.ca and selecting the link for the meeting you wish to attend. You can also connect with them on Facebook by searching for Surrey DPAC, this will help you get notified of any upcoming special presentations, or important district pack notices.

Mention from Mr Lam: *There is a community forum coming up and will forward Tabitha the link to put onto Facebook group.*

Fundraisers

Spirit Wear (Past and Upcoming)

As masks currently do not have minimum purchase quantities, and we have the water bottles stocked, we will continue to have these items added to future Fundraising Campaigns.

FunDays & Spirit Days

Will continue to monthly FunDays with Purdy's and Kernel's. The next cutoff for orders is March 1st and delivery of FunDay is March 12th, the last day before Spring Break! The Grade 6 Leadership class has been running their School Spirit Days to coincide with FunDay and the PAC hopes to be able to collaborate with the class and possibly have some giveaways or contests for these days.

50/50

With some learning curves and guidance with the Gaming office, PAC was able to register for a gaming license and tonight we will be holding first 50/50 virtual draw. Thank you to everyone who purchased tickets. PAC hopes to have another draw before the end of the school year. Perhaps to coincide with our May Annual General PAC Meeting.

Coffee and Hot Chocolate

Visit Munch-a-lunch to order from Global Coffee who is a business in Maple Ridge. There are 3 blends, Light roast, medium roast, dark roast, plus Decaf. Also a new Premium Hot Chocolate – in case you don't like coffee, or want to order something for the kiddos!

Purdy's Easter

PAC has the campaign all set up and ready to launch! Catalogues will be going home Monday and ordering links will be available on the Facebook Page starting tomorrow.

Clothing Drive (Past and Upcoming)

Previous drive was very successful - largest donation drive yet, due to donations from Spring of last year when school closed, then we couldn't have a Fall drive, so this was a 3 in 1 drive if you will, and was elevated by everyone decluttering their homes due to being stuck at home during restrictions.

Gift Cards / Online Shopping

Neither of these is asking for money from its users. It is free for you and the PAC!

FlipGive and FundScrip links will be posted on our Facebook page and included in the next newsletter. These are super simple and easy to use and can be run year round.

FundScrip is solely for purchasing Gift Cards. Whether you purchase them to use for your own shopping, or choose to gift them, Go to FundScrip.com, Click 'support a group', enter Invitation code: EC5FTH, then purchase your gift cards. Physical cards have a shipping cost, electronic cards do not.

FlipGive is for online ordering and electronic gift cards. As I have just set this up and shared our set up link with other PACs to get them signed up, we received some bonus dollars. It's also super simple, go to FlipGive.com, click 'Find a Team', type in 'Berkshire Park', and start shopping!

Neufeld Farms

PAC will be running another Neufeld Farms campaign this Spring in time for Bar-b-que season! This will be arranged for around late April/beginning of May. Links and information will be posted in the newsletters and Berkshire Park Community Events facebook page.

Question from Angela: Was it ever determined if we are still set up with Fleetwood Bottle Depot? No response from them, PAC will follow up again with Fleetwood Bottle Depot.

Events

Book Fair (Past and Upcoming)

The turnaround was quick for last virtual book fair and Scholastic was new to the virtual delivery. PAC will have next Virtual Book Fair starting next week February 26th to March 7th. Every purchase not only benefits your homes literacy, but also earns us Book Fair rewards for the school which can be

used in so many ways! And orders are shipped direct to you! Get prepared for Spring Break and our Read-a-thon by growing your home library. Notices to be sent home.

Read-a-Thon

As mentioned at our last meeting, we are looking at a literacy program without pledging this time around. Similar to what many of you know as the Winter or Summer Reading Club with Surrey Libraries that has happened for many years. I am working diligently on creating a tracking card and there will have a bunch of prizes available for those who participate. We can't have many in-school activities or any events, so we are opting for increasing literacy in exchange for prizes 😊 More info to be sent home with tracking cards for students to participate in Read-a-thon during Spring break.

Stay Safe Red Cross Course

Our first Stay Safe course participants will be learning on Zoom tomorrow! We are excited for everyone who registered for this empowering program to help our children stay safe at home and in the community, and we look forward to parents and students feedback when they have completed it.

Babysitting Red Cross Course

Similar to the Stay Safe course tomorrow, there is also a Babysitting course, and the PAC has secured May 7th as the date. This is for children ages 11-15, is run via Zoom, and is available for anyone between those ages to register, regardless if they are a Berkshire student or not. Keep an eye on upcoming newsletter and Facebook page for details on registration.

Mr Lam mentioned this is a District Wide Pro-D Day, encourage friends and family within the district to sign up as well.

In-school activities

Still hopeful for Hip Hop instruction for this year, and looking forward some ideas for next year (pending covid and variants) are Hip Hop, Yoga/Mindfulness, Gymnastics, Curling, and we will look at our Student Surveys when those are completed to find out what the students have in mind as well.

Mention from Jen: PAC is doing a fantastic job bringing a variety of fun things to the school and kids.

Technology

As presented at the last meeting (November), the school is working to get two full class sets of workable laptops for our student use. To review, two sets would be 60 laptops. There are currently 40. For best pricing at \$1000 each, these are best purchased in groups of 5. Our current technology budget is at \$2500, meaning we would need to add \$2500 to be able to purchase a 5 quantity. Based on our current financial status, PAC sees this as possible and a welcome addition to assisting our students with computer studies. We would like to make a motion to approve an increase in technology by \$2500 to \$5000.

Questions or concerns requested by Tabitha, none presented by attendees

Motion to approve as presented - First: Kelly, Second: Jen, None opposed

Passed unanimously to increase technology from \$2500 to \$5000

Mention from Mr Lam: School will match PAC funds, allowing school to purchase 10 new laptops instead of 5

Mention from Mrs. Johnson: Teachers are very appreciative of these additions, perhaps parents aren't aware that the government/district doesn't provide these things for the school, or many of the items purchased from fundraising. Tabitha will include this in the 'Why we fundraise' section of the next newsletter.

Discussion about what is funded by the government/district: Government only funds schools anything that is necessary for the basic delivery of the BC Curriculum that would be standard for all schools in all districts. Having PAC Executive Committee (minimum Chair, Treasurer, Secretary) allows school to apply for yearly Gaming Grant to receive approximately \$20 per student each year from the government, however funds are

very specific as to how they can be used. Specifically, funds cannot be used for anything relating to delivery of the curriculum, such as books for the library or classrooms, or technology. Teachers personally purchase books, games, clipboards, and reward items just to name a few things for their classrooms.

Question from Mr Lam: possible to increase discretionary funds by \$100 to allow teachers to purchase games and books for their classrooms. PAC will review this idea.

Grade 7 Committee

Presented by: Mr Lam

In process of collecting photos for the yearbook

Thankful PAC is providing \$15/student to cover cost of medallions and yearbook.

Raising money within Grade 7 families for year-end event such as White Spot food truck.

Teachers are planning day camp, \$80/student – pending Covid restrictions.

Tabitha reminded of Sunshine Fund for teachers to advise PAC of families who may need assistance.

Annual General Meeting and Nominations

May 20th will be AGM and is not the same format as a routine general PAC Meeting. AGM reviews budget for current year and creates a proposal for the coming year, as well as holds voting for new PAC Executive Committee for coming year. For school to receive the BC Gaming Grant, at least 3 positions must be filled.

President – Organizes meetings, fundraising coordinating, liaising with teaching staff, ensuring staff, families and students feel supported, running all the things in the PAC agendas

Vice-president – Supports president in all of the above roles, and acts as the President if/when the President is unable to perform duties or attend meeting(s)

Treasurer – Manages finances including cheques/banking, and works with President on budgeting

Secretary – Taking meeting minutes and providing to President for review to pass to Principal, supporting overall functioning of PAC

Executive Committee is required to hold Executive meetings prior to General meetings, resulting in a minimum of 8 meetings/school year.

Email PAC Executives nominations for yourself or someone you know, to BerkshireParkPAC@outlook.com.

Nominations will be presented and immediately voted on for our next PAC Executive team at the AGM.

Questions requested by Tabitha: none presented by attendees

5. Open discussion and New additions

Jen: SAFE (Surrey Anti-Gang Family Empowerment) program attended last week, very empowering and informative, and will send Tabitha a link to share with families on Facebook group and newsletter. An excellent resource for supporting our children and families to keep them safe.

6. 50/50 Draw

Thank you to all who purchased tickets for first online 50/50! Hayden Rodgers drew winning ticket live. The winning ticket of \$87.50 is ticket #5, Vannie Bautista! Vannie was online to see her win. Congratulations!

Thank you for taking the time to attend tonight's meeting. Your participation and input are extremely valuable in the success of our PAC, and in growing our fabulous Berkshire Park school community. When your children see you stepping in to make a difference, they notice!

Next Meeting: AGM on May 20th at 7pm

7. Adjournment of Meeting: There being no further requests for discussion, meeting adjourned by Tabitha Rodgers at 8:55pm.