

Berkshire Park Elementary
Parent Advisory Committee
Annual General Meeting
Thursday, May 18th, 2021 at 7pm (Via Zoom)
Meeting Minutes

1. Welcome and Call to order by Tabitha Rodgers, President at 705pm

Attendance: Stacey Johnson, Mr Lam, Angela Benincasa, Alexandra Eastman, Jen Chahal, Gurvinder Singh, Tabitha Rodgers, Vannie Bautista, Krystle Maclean

2. Approval of Agenda

First: Jen, Second: Angela

3. Approval of last PAC meeting (February 2020) minutes

First: Angela, Second: Jen

4. Presidents Report

The second year as PAC president was equally as challenging as the first year. With uncertainty of what can or cannot be done in relation to events and fundraisers, as well as whether or not the year would carry on, or be shut down at any time, we pivoted and changed as needed. Luckily, we were able to manage different fundraisers and still bring fun to the school and kids with Snack Days and extra treats for Christmas and Halloween, as well as hold the Halloween photos outside. We were able to manage Clothing Drives, reopen the milk program, find some new exciting vendors, offer safety courses for our students, and make reading fun with our literacy read-a-thon. The hours and time to run this without coordinators was extremely challenging, however we pulled through and had a successful year. Yes, we wish we could have had field trips and in-school events, but the main goal for everything the school admin does, and the PAC is to keep our children and families safe, and we did that the best we could. Thank you all for allowing us to do what we were able. With all our efforts this year, hopefully we can manage to have some events back in school for next school year. Thank you to the PAC Executive team for all of your hard work this year.

5. Principals Report

On behalf of the staff, I would like to thank Tabitha and all the other parent volunteers for another year of countless hours supporting our school community despite the challenges Covid-19 has presented. We are hoping things will return normally to some degree in the fall.

We had a great Multicultural/Formal Day yesterday; it was nice to see all the different colours and outfits.

We are having a school wide Jump Rope for Heart fundraiser on May 26th where the children will be spread apart outside in their own classes throughout the day.

Individual Spring Photos will be happening at the end of May (Friday, May 28th) and you can order pictures on mylifetouch.ca using your portrait ID and access code which can be found on your Picture Day order form.

Three more early dismissal days: June 3rd, 7th, and 24th (1:30 p.m.)

We are not allowed to have a regular Sports Day with spectators, a food concession stand, hot lunch, or mixing of learning cohorts, so the staff has decided to do a simplified Sports Week where each class will be able to sign up for an afternoon session during the week of June 7th. The Grade 7 students in division 1 and 2, with the help of their teachers, will be creating the events/activities, setting them up, and taking them down each afternoon. The Grade 7 students will be wearing masks while facilitating

the different stations and any equipment being used will be sanitized before the next group uses them. Unfortunately, no parents or other spectators will be allowed.

Update on our technology: we have distributed mini iPads to quite a few teachers who need them to document the children's learning via Fresh Grade and have now a total of 42 student lap tops for classroom use, with 8 more on its way to give us a total of 50. The goal is to get 60 lap tops for student use by next year. We also have the use of two class sets of iPads for the students.

There will be an extra newsletter going home on Friday, May 21st with a survey for parents to fill out. The district would like to review and evaluate our pandemic communications to date, with a goal of identifying opportunities for improvement to reach their target audiences more effectively.

This afternoon, the provincial government announced that students born in 2009 or earlier are eligible to receive the vaccine. The goal is to have these students vaccinated by June 30, with second doses by August 30th. I will include this information to parents in tomorrow's newsletter.

The staff and I would like to plan for three school-wide events for next school year, if PAC agrees to help support financially: gymnastics in October (\$1,700 for 6 days of instruction); school wide concert in term 2 (about \$8,000 for three and a half months of work with a professional instructor we used for the last musical); and Hip Hop lessons in June (\$4,200 for about 7 days of instruction, which we already have set aside with PAC).

Musical Breakdown of Cost:

Instructor (for 3.5 months): \$6,500

Musical rights: \$800

Video production: \$585

Costumes and props: unclear of this cost due to so many donations and volunteer hours put in for last production

Can get back some of these costs with selling of tickets for the shows and video, and maybe have a concession

Discussion:

Need to ensure commitment for volunteer hours from teachers and parents before confirming

Cost to rent chairs for audience as well

Outsourcing and help from parents to do coordinator roles for fundraisers to raise the money to fund this, as well as to assist with costumes and props is absolutely mandatory prior to booking

Questions requested by Tabitha: none presented by attendees

6. Treasury Report

2020-2021 Financial Report

Income:

Thank you to Angela for organizing the Stay Safe courses this year that weren't budgeted. The total presented will be slightly reduced once the Babysitters course invoice is paid.

Negative amount for Read-a-thon, as was run as literacy event, not fundraiser.

Negative amount for Spirit Wear, prepurchased water bottles were to be sold next year too.

Purdys, Neufeld, and Clothing Drive outweighed our expectations this year, and we are grateful.

Income Budget was \$2000; Actual: \$3219.89

Grants was not projected at beginning of year as uncertain how much would be; Actual \$8320

Surrey School District funding not projected at beginning of year; Actual \$185

Expenses:

Unfortunately due to Covid, Field Trips was nearly unused this year. Outside Instruction was also equally affected.

Staff appreciation was slightly over as we purchased succulents for all staff of the school in appreciation for all their support and work during these Covid times. The PAC reason for succulents was that we wanted something to signify life.

Student holiday treats was made into its own line from Sunshine Fund for transparency and clarity for future funds use.

Technology went over budget, as passed at last meeting, to allow further laptops to be purchased for student use for computer literacy and curriculum delivery. We now will have a total of 50 laptops by year end.

Overall:

Total Income: \$11724.89

Total Expenses: \$8555.81

Net Income: \$3169.08

Balance Forward: \$27432.83

Questions requested by Tabitha: none presented by attendees.

In favor as presented: All. Opposed: None.

Be it resolved to accept the financial statements as at May 20, 2021 as presented.

6. Proposals

2021-2022 Proposed Budget

All income is dependent on ability to be back in school for all students full time in September, and parents allowed to be back helping as well. All funds and events are dependent on the new Executive Board reviewing and proceeding as they see fit, and dependant on securing coordinator roles. Without coordinators to assist, many of these activities, fundraisers, and events will likely be cancelled. This budget for 2021-2022 is a proposal only.

Income:

Scholastic may or may not have cash rewards next year, so the number has been kept lower than previous years.

Purdy's is significantly lower than current and past years as the program is changing to only be 25% funds to school.

Outside instruction is to request \$8-10 from parents in September to allow to have some of the planned events and activities for the year with a near balanced budget.

Spirit Wear will hopefully be ok to launch in September. We will be looking at hoodies, sweats, shorts, tshirts. We already have water bottles in stock and they will be included in concession sales as well when we are back in school.

Expenses:

Classroom Discretionary increased from \$100 to \$120. This fund is for teachers to use for items such as improving their classroom libraries and indoor activities such as board games, as well as incentives in their classrooms for things like stickers, pencils, awards, etc. Often times teachers put out their own money to fund these things, as the government only covers bare basic academic resources, the PAC believes to provide this for our children to give them the best experience possible.

Non-enrolling Discretionary adjusted to remove music and library as these will now have their own expense lines. The non-enrolling fund is for teachers and support staff who work with the school, instead of a classroom, such as French teacher, support workers, and counsellor.

Library increased from year to year of \$500, now up to \$600 to allow for décor, books, resources, and author visits.

Music/Band is a new addition removed from non-enrolling funds to allow for direct and increased funds to allow more opportunity in music.

PAC Expenses and Meeting Supplies are now on separate lines for clarity of funds used. Expenses are for minor incidentals, Meeting supplies are related to meetings, such as trolley draw, childminding, refreshments.

School Mural added back in for hopes of getting done next year.

Outside Instruction & School performance – set at \$1200 and \$500 respectively. This does not cover much, as costs in past have been itemized as gymnastics 6 days \$1700, drumming 2 days \$1200, hip hop 7 days \$4200, musical \$9000 without cost of props/costumes. When reviewed by incoming Board, there may be changes to these lines. To be able to provide many of these opportunities again next year for our students, we really need coordinators to help and assist with fundraisers.

Student holiday gifts if a new line, was removed from Sunshine fund for clarity of funds use.

Sunshine fund to be used for supporting students/families in need, ie. Counsellor finds a student in need for pants/shoes, Family whose father passed away last year and was provided with supporting items from PAC.

Team uniforms, hopeful for return to competition teams.

Technology set at \$2000 to allow a few more laptops to be replaced.

Proposed Income vs Expenses balances with a 2021-2022 operating net income of \$15.

Questions requested by Tabitha: none presented by attendees

In favor as presented: All. Opposed: None.

Be it resolved to accept the budget proposal for 2021/2022 school year as presented. This will be provided to the incoming PAC Executive Board to work with and present final budget at their meeting in September 2021.

5 Meetings/year: up from 4 to 5 meetings. There is a lot to cover in each meeting which can sometimes make them lengthy. They are also semi-random in the sense of having 5 would simply make them every other month. With all we hope to accomplish next year, as well as to bring our parent community together, we have proposed to increasing meetings to every other month. This will hopefully make them shorter and more available for families to attend, hopefully increasing attendance.

Questions requested by Tabitha: none presented by attendees.

Discussion: Jen, this is a great option to reduce the length of time between meetings, more frequent may mean more momentum and assisting from parents.

In favor as presented: All. Opposed: None.

This will be presented to the incoming Executive Board to agree on and present at their meeting in September 2021.

Coordinators – Coordinators are needed to be able to hold the fundraisers and events for next year. Without coordinators many proposed fundraisers and events will NOT happen. Being a coordinator, you are helping in a specific field and don't need to attend every meeting or to be on the executive committee. Coordinator roles needed to fill: Milk Program – Book Fair – Clothing Drive – Carnival (group) – Sports Day (group) – Christmas Market (group) – Movie/family nights – Garage Sale perhaps with Carnival (group) – Snack Days – Hot Lunch. Current PAC will send a Coordinator request form home for year end to try to begin filling coordinator roles.

Discussion:

Alexandra – to parents considering being a coordinator, these aren't long term commitments, they are just short periods of time here and there. The more volunteers we have, the less time needed from each person. Coordinators work together with the Executive team, you are not required to do it all alone.

Mrs Johnson – 'Meet the PAC' time during 'Meet the Teacher' night to engage parents at start of school year to advise them of what is hoped to be done for the school year because of the PAC.

Mr Lam – Have Leadership and Grade 7 students assist the Coordinators with events and fundraisers.

Angela – Advise parents what would be daytime vs evening roles.

Grade 7 Committee inclusion – to present at PAC meetings and allow the PAC to have an understanding as to how to help for planning and fundraising and have real time conversations as needed. For our incoming Grade 7 parents, please help us fill this coordinator role.

Questions requested by Tabitha: none presented by attendees.

7. Student Surveys

Many great ideas and heartfelt notes from students including ideas of zipline, more climbing items such as a rockwall, seesaws, swings.

They expressed how they love the Snack Days and Sports Day and Spirit/Fun Days such as pj day, movie nights.

Students would like to see a talent show, art show, dance class, classroom couches, chalkboard wall, hatchery and science world field trips, ice skating, to name a few ideas.

We asked how to build a 'kind-er' school, and it was wonderful to see many comments being against bullying and how to do that. PAC will work with school admin on ideas to have speakers come in next year to really focus on kindness, mental health, and inclusivity to address this and allow this to be actionable. Kindness and inspiration posters around the school were recommended by students, example 'no bully zone' signs.

We asked for Comments to teachers, custodians, supervisors and the comments from our amazing students included 'whenever I think of kindness I think of you', 'every teacher works hard for their students', 'I would like to say thank you to all the teachers and Mr Lam and all the PAC for teaching or helping students 24/7', 'Thank you to all of the custodians for helping us clean up our classroom during these hard times', 'Thanks for being the best teacher, most teachers get very annoyed by me but you stay calm'.

8. Nominations of 2021-2022 Executive Committee (President, Vice President, Treasurer, Secretary)

Tabitha Rodgers – President; Alexandra Eastman - Vice President; Vannie Bautista - Treasurer; Jen Chahal - Secretary

Request for any new nominations for 2021-2022 Executive Committee: Krystle Maclean self-nominated, opted as Co-Secretary with Jen Chahal.

Questions requested by Tabitha: none presented by attendees

In favor of nominations as presented: All. Opposed: None.

Be it resolved to accept the 2021/2022 PAC Executive Board as nominated.

9. Open discussion and New additions

Jen: Road safety around school. Recommendation more speed bumps leading to school, due to parent observations of speeding to/from school and double parking on street. Concerns of safety submitted to city/RCMP to review. Recommended for parents with concerns to note license plates and reach out to City counsellors/RCMP/Transportation manager, on all streets surrounding school, not just main street that school is on.

Group discussion:

'Walk to School Wednesday' Parent volunteers to be out with the Student volunteers in the parking lot to assist with reminding parents of the lot rules. Parent volunteers with 'slow down' road signs, on each end of the school zone to be a visual reminder to slow down and be safe.

'Walking school bus' to bring awareness of students travelling along these streets – multiple students to travel together to school.

Block Watch group.

Those not adhering to the rules of the school parking lot/driving areas would be noted as such with license plate, vehicle, situation, and if continuous abuse of the school lot policies x3, will not be allowed to continue to utilize the drive areas of the schools.

Reminder slips to be given to or placed on windows of those who park inappropriately as a reminder.

50/50: Thank you to all who purchased tickets! Tickets were emailed out per BC Gaming guidelines. \$60 in sales, winner to receive \$30. Hayden Rodgers drew the winning ticket live. The winning ticket #11, Stacey Johnson! Mrs Johnson was online to see her win. Congratulations!

Request for further discussion: none brought forward.

Thank you everyone for your time and work this year. Your time and care is greatly appreciated.

10. Adjournment of AGM Executive Meeting by Tabitha at 901pm.

Next Executive Meeting: September 2021 (Date and Time TBD)