

BERKSHIRE PARK ELEMENTARY PARENTS ADVISORY COUNCIL
GENERAL MEETING (Via Zoom)
Thursday, November 25th, 2021 at 7pm
AGENDA

- **Welcome and call to order:** Tabitha Rodgers, President at 7:07pm
- **In attendance:** Tabitha R., Alexandra E., Vannie W., Krystle Z M., Jen C., Mr. Lam, Kelly N., Kylee T., Nadine K., Sonny S., Simar L., Payal, Ashley A.
- **Adoption of Agenda:** 1st Jen C., 2nd Krystle Z M and Nadine K.
- **Adoption of Minutes from last meeting:** 1st Krystle Z M., 2nd Jen C.
- **Principal's Report:**
 - School wide curling lessons have been booked for January 17th to 20th and then the company will lend us the equipment to continue using until January 28th
 - School wide hip-hop lessons still scheduled for May 9th to 17th
 - The district has approved our application for a school garden; I'll be meeting with the grounds department on December 9th to go over site location for the garden
 - Student leadership team planning to put up a paper tree at the front foyer's bulletin board and for the first project will be using trace-out of students' hands with a kindness message to use as the leaves for the tree and then change it up with different things throughout the year
 - Grade 7 students in Ms. Chen's class are hoping to raise \$1,000 towards supporting people and families who have been displaced by the floods. The grade 5/6 students in Ms. Peters/Ms. Mahal's class will be collecting donations (good quality canned food, leashes, durable toys, cleaning supplies, garbage bags, and money) to help support the animals through LAPS (Langley Animal Protection Society). Letter regarding this might be going home tomorrow.
 - Having another Walk to School Wednesday on December 1st and will pull two names again for a free lunch with Mr. Lam; won't do WTSW in January
 - Waterworks project at the front of the school is taking longer than expected much of it due to the bad weather as well as discovering unexpected huge boulders they had to remove. They also had to sort out where they could deposit the soil since they no longer could head out to Chilliwack. Weather permitting, they are hoping to be done east side by end of next week, switching to the west side by the following week, December 6-10. A letter with updates is planned to go out to the community sometime next week.
 - We are on the city's waitlist for a flashing light for the crosswalk at the front of our school and for a crossing guard; as a back-up plan, I have found a volunteer who would take it on after the construction is done
 - First formal report card going home on Tuesday, December 14th
 - Music teacher is planning a Christmas concert with his Grade 4 and younger students on December 16th; will divide into three shows during the school day so we can have different groups of students watching it. We are only allowed to use the gym at 50% capacity at this time; will maybe allow two different showings for parents who wish to attend; masks would be required
- **2020/2021 Financial Review (year ending August 31, 2021):**

- Not finalized yet due to Covid and Flood delays as well as waiting on electronic copy from previous treasurer - Will be reviewed again at next meeting
- Current figures show \$8234 of Income during a Covid year with half students in school
- 50/50 needs to be corrected as we do have a gaming fee which was not indicated in the expenses.
- Read a thon was done as a literacy program not fundraiser resulting in a minor loss
- Slight variations in budget vs actual due to COVID restricting fundraisers and events
- Will continue to be worked on to review at next meeting
- Question: How long to use the Gaming Funds? How much of gaming funds need to be used this year? Is there a plan for using the gaming funds needed to spend?
 - There are 3 years to spend gaming funds received
 - Ideas for use – Ask to use towards the playground and can ask for extension
 - Separate account for the playground and can move funds into it to ask for a special request from gaming to go over the 3-year period
- **2021/2022 Financial Review (up to October 31, 2021):**
 - Not finalized yet due to Covid and Flood delays – will be reviewed again at next meeting
 - Highlights
 - Book Fair – Far exceeded the anticipated budget, Budget number was a holding number as unclear what the income would look like after Scholastic changing their program
 - Munch-a-lunch – need to confirm reconciliation reports from Munch
 - Halloween Pictures: Students enjoyed the great set up by Orantes Designs, Thank you to Samantha for providing photography and time
 - Meet the Teacher
 - Milk Program
- **Hot Lunch:**
 - Twice monthly like it was prior to COVID, Pre-set to be 1st and 3rd Friday monthly for ease of planning
 - Days are smooth with vendors and volunteers
 - Poll on FB and parents/guardians shows are enjoying the ability to order 3-months at a time, making it easier on the backend and for families
 - Hot Lunches can be ordered month-to-month or up to the full three months
 - Thank you to all the volunteers, we can always use more, a minimum of 3 with preference of 4 are needed for each day
 - Volunteers are needed 11:15am to 11:45am for distribution at the school
 - Mid-December will have the January to March dates and vendors ready for ordering
 - Question from Sonny: Can go out to the Volunteers to remind them of when more may be needed?
 - Tabitha advised they do go out monthly, and will make sure Sonny is on or added to the Hot Lunch Distribution Volunteer email list
 - Questions from Ashley: Can anyone volunteer? Grandparents?
 - Tabitha advised that yes, grandparents, aunts, uncles are more than welcome to come help, simply email BerkshireParkPAC@outlook.com to sign up
- **Discussion**
- **Previous Business**

- **Grade 7 Committee:**
 - Still looking for parents to volunteer to head the Grade 7 Committee
 - Haven't been able to secure a new source yet for yearbook printing as the School District is no longer doing it
 - Vendors have been contacted but unable to firm anything up or find an option yet, Jen C. is still following up on something and we are even thinking digital if someone has any connections who may be willing to research how to print digital if possible
 - Jen C is going to research to see if she can find someone who is able to do it and costs
 - Mr. Lam asked to follow up with the Grade 7 parents to see if they want to use \$10 towards year-end lunch or something else as an option
 - Sonny mentioned Shutterfly as they have template for yearbook however more expensive as noted from Mr. Lam and has been investigated

- **DPAC:**
 - Held via Zoom and schedule can be found at surreydpac.ca
 - Ashley is our DPAC representative, however Tabitha attended in Ashley's place for this meeting due to Ashley's availability
 - Meetings are open to all parents/guardians of Surrey School students, you simply need to register ahead of time at surreydpac.ca to receive the meeting link
 - District PAC liaises between school PACs and the district and they have a trustee attend
 - Updates from Nov 24th
 - Inclusion Committee has been organized - if you would like to volunteer or learn more, please email Surrey DPAC
 - Garry Thind advised DPAC that outdoor benches for schools can be provided at the request of schools whenever we would like to investigate further. Advised Mr. Lam as the district will provide and the PAC would not have to fund this, if and when needed
 - Andrew Hollands of Surrey Schools reviewed process of School Calendars planning - they are planned 3-4 years out and went into the details on bell schedules and instruction days etc.
 - Pro-D days are a set number of days preplanned with Province, Teachers, and Districts, and are done each year - Teachers are required to do a set number of days each year
 - DPAC is having presentation by Surrey Teacher Dec 7 at 7pm on FSA's – Grade 4 or above. You can see this presentation and learn more about what the FSA's are and how they impact learning, children and be able to ask questions. Register at SurreyDPAC.ca.

- **Parent Communication:**
 - Will continue to provide weekly updates to Mr. Lam and the teachers
 - Trying to maintain reduced items going home at request of teachers about frequently of previous PAC notices, but there is a need for notices to go out for updates on PAC activities, events, ordering deadlines etc.
 - As messages still aren't making their way to planners, PAC is going to send updates going out on a quarter sheet or sticker labels with reminders for students to add to planners for ease. We will also look at changing window notices for primary grades to florescent paper.

- **Kindness Days and Activities:**
 - Ms Wilk is heading initiatives with her Leadership class after recommendations last year by the students to build kindness in the school. PAC is here to support and assist her with their ideas.

- **Fundraisers:**
 - Still working on diligently maintaining purposeful, reduced waste, and supporting local/Canadian business fundraisers
 - Purdy's will be in next week and Krystle has kindly offered to do distributing
 - Spirit Wear delivery update request is in with Vendor as we are nearing turnaround timeline
 - DFS was not as well as last year and likely not to continue with next year
 - Neufeld and Coffee went well
 - Halloween photos were an amazing time this year and thank you to Samantha and Orantes Designs for creating the backdrop and doing the photography, the students adored her dressed up as Cruella

- **Milk Program:**
 - Ms. Torres and student helpers a huge thank you for delivering on Tuesday's and Thursday's.
 - No update on Lactose free and Tabitha will update an option come the new year, pricing will likely be a bit higher, will have an option available nonetheless.
 - Jan to March will be loaded for orders early to mid-December. Next milk order segment is January to March.

- **Road Safety:**
 - Reminder to slow down, cross walks and lights.
 - Looking to see about service request to see about pedestrian control light to go in at south 96 and 156 on green belt. Service request number is 1520119. This is not by petition, but support is appreciated.
 - Jen C. to post to FB reminders about slowing down
 - Mr. L to send out in the next newsletter a reminder to parents to slow down in the residential streets and neighbourhoods.

- **Book Fair:**
 - Excellent event and Thank You to the volunteers who helped make this happen.
 - Students loved the diaries, pens and erasers and PAC is going to see if we can increase on the next order so possibly, we don't run out next time.
 - Wish List Table for teachers was well received and enjoyed by teachers being able to pick books and families able to purchase them for their classrooms. We hope to continue this for future fairs.
 - Scholastic changed their rewards programs and changed the allotment for rewards. Due to no reporting from previous PAC on how this looked for funds received, we kept giveaways conservative. We are booked and should we reach \$2,000 in sales we will look forward to bringing back door prize giveaways for next book fair.
 - Spring Book Fair is booked Feb 1st to the 4th, 2022 and volunteer request will come out shortly.
 - Planning for 50/50 for early dismissal day during the Bookfair and PAC will look

at creating a plan to use the machine for debit/credit cards for purchases.

- **New Business:**

- **School Garden:**

- Approved by district
- Thank you to Ms. Le who has taken the lead on this and submitted the request. Ms. Le is working hard on finalizing the costs and applying for grants to make this happen. Thank you also to Mr. Lam for connecting us with Ms. Le.

- **Playground Additions:**

- Site evaluation being done, and quotes are on their way to see about ground prep etc. Items in consideration for quote are climbing, new style merry go round, and outdoor large musical instruments.

- **Carnival and/or Family Outdoor Movie Night:**

- District is still saying no for the carnival. We are still hopeful that we may be able to do something even if small, planned date of Friday May 27th.
- Possibly family movie night outside and would be an approx. cost of \$1200 to \$1500. The vendor set up and take down is included in this cost.
- This is a great way to have a community event which we haven't been able to in a few years. Could look at having a concession, 50/50, raffle for front viewing seating for fundraising to offset cost if wanted or needed.
- Tabitha advised before confirming or planning such an event with such a cost, need to vote on the option and budget as there isn't currently an expense line for this.
- Tabitha motioned to approve discussion on a Family Outdoor Movie Night to be added to the budget for \$1500 and open for discussion
 - First: Tabitha
 - Second: Nadine
- PAC Chair opened floor for discussion
 - Jen noted wants to have a firm quote review from vendors for costing and policies such as cancellation – Tabitha noted this would be provided once planning has begun, this motion is solely to see if general PAC population are interested in this idea, and to approve up to what budget amount to look at planning. Tabitha mentioned there would still need to be a final vote on this.
- PAC Chair requested for any other questions or discussion to floor as floor still open for discussion.
- There being no more speakers for questions or requests, PAC Chair motioned to vote to approve a Family Outdoor Movie Night of \$1500 be added to the budget
 - All in favor: All present (8 attendees with voting privileges)
 - Any opposed: None
- The motion carries and we will have the expense added to the budget.
- Tabitha will now continue to work on plan with Mr Lam and district and will advise to PAC further once more information is available.

- **Chuck E Cheese Family Night**

- We used to have Family Night at Funky Monkey but it is no longer, so Tabitha reached out to Chuck E Cheese
- Hoping to plan for early in the New Year, will depend on Covid restrictions

- Chuck E Cheese Family Night, this will be a ticketed event on a weekday evening
 - Tabitha working with the vendor on details for planning
 - Tickets would include pizza slice and drink
- **Fundraisers:**
 - Holiday Gift Guide notice went out with links and information for all the offerings available from PAC for supporting local businesses fundraisers
 - Art Cards – thank you to the teachers for allowing our students to do this. PAC will look at pre-planning for next year with mid September rollout, so teachers have time to work into their learning plan.
- **Ongoing: Cobs, TruEarth, Bottle Returns:**
 - Cobs Guildford you can say you are from Berkshire Park Elementary, and portion of your purchase is donated to our school.
 - TruEarth is an Eco-Friendly company. Canadian and local business, manufactured here. They provide many eco-friendly options including reduced waste, no-plastic, hypoallergenic laundry detergent and reusable produce bags.
 - Fleetwood Bottle Depot you can drop off your bottles at the depot, just type in the school phone number at the express kiosk, label your bag, drop and go. Your donation will go directly to our school.
- **Gift Cards: Ralph’s Market/Meridian Meats, Chuck E Cheese Art Cards:**
 - Chuck E Cheese gift cards available on Munch-a-Lunch, these can also be used during our Family Night event
 - Gift Card purchases through FundScript is ongoing
 - FlipGive is for doing your online shopping through and will provide a small donation back to school with each purchase.
 - Ralph’s Market/Meridian Meats minimum gift card fundraiser order is \$500. This fundraiser was set up by request of a parent. If sales do not reach \$500, we will have to refund current orders as it won’t be fulfilled.
- **50/50:**
 - Looking at options for having 50/50 every other meeting or in May at AGM, as each license costs \$10
 - Tabitha will look at logistics on how this can work within Munch-a-Lunch
- **Clothing Drive:**
 - Contact is in with a vendor and looking to run the last week of December and 1st week of Jan and have pickup the following Wednesday. PAC will be looking for volunteers.

Open Discussion and New Additions

- **Floor open for discussion:** No speakers requested floor
- **Hot Lunch Draw:** Congratulations to Nadine K.
- **50/50 Draw:** Drawn via Live video by Hayden Rodgers at PAC President home at 8:54pm, Congratulations to the winner is Mrs. W, Ticket #62

Adjournment of General Meeting: There being no further request for discussion, Tabitha thanked all attendees and meeting adjourned at 8:57pm