

William Watson Elementary Parent Advisory Council (PAC)
General Meeting Minutes – June 10th, 2020
William Watson Elementary (WWE) Gymnasium

Welcome, Aboriginal Territories and Call to Order: Rebekah P calls the meeting to order at 6:00 pm.

In Attendance: Anne Smith, Rebekah Paul, Rochelle Arlitt, Farid Salji, Teri Parker, Anissa Rimer Ly (6 members).

Approval of Previous Agenda and Minutes: March 11, 2019 Agenda and Minutes, Rebekah P motions to approve, all 6 members in favour, none opposed, Rochelle A 2nd the motion.

Principle's Report: given by Anne Smith

Thank You – to the PAC Executive and all parent volunteers for their exemplary work this year.

Return to Face to Face Learning – Due to Covid-19 restrictions, our school has re-opened its doors to reduced class room numbers, social distancing and enhanced cleaning protocols. 10 % of our student population has chosen to participate in onsite studies 2 days per week accompanied by home studies. The remaining 90 % of our student population has chosen to continue home studies.

Cleaning Protocols – Due to Covid-19 restrictions and the expectation of clean surfaces; WWE has considerably enhanced its cleaning routine. We now have 3 individual custodians working 3 separate shifts, Mondays, Tuesdays, Wednesdays and Thursdays & providing a deep clean of the whole school on Wednesdays.

Staffing – Since the beginning of Covid-19 restrictions Anne S has been at WWE, working on behalf of the students and teachers. She has spent every day filtering new information and implementing change to make our school safe for everyone. Terry, our only onsite secretary, has been doing an outstanding job of her own and as Anne's right hand. Our amazing teachers and EA's have been both teacher and student over the last few months. Each having to help develop their own on-line school platform for students and families to follow at home. And now, they are also providing onsite teaching to students at school.

School Supplies Collection – Due to Covid-19 restrictions, students have been unable to enter the school. A message was sent out by all teachers asking parents to pick up their children's school supplies at WWE today June 10th, 2020. At end of the day only a few dozen student supplies remained. Thank you to everyone for making an effort to be there. Parents will have until tomorrow to pick up their children's supplies.

Loaned Devices – Due to Covid-19 restrictions, students have been unable to use school resources. WWE has loaned over 48 devices to our students for at-home schooling. The devices will be returned over the next few weeks. If any of the devices are damaged or lost, they will need to be repaired or replaced by the school.

Grade 7 Graduation – Due to Covid-19 restrictions only 50 people are allowed to gather in the gym at any one time. Therefore, there will be no school wide assemblies of any kind. To celebrate our grade 7 graduating class, small ceremonies of 10 students and their parents will gather in the gym. Individually, the graduates will cross the stage and collect their diploma and any awards earned over the year. A special photo opportunity will be available for parents and students to enjoy. A slide show will be held in the library for all anxiously awaiting graduates.

School Supply Packages – Due to Covid-19 restrictions, pre-made student supply packages will not be available to order next September. A detailed list of supplies will be available and parents are welcome to purchase the supplies at a location of their convenience.

Donations – Donations made to William Watson Elementary can be done through the Surrey School District online at <https://surreyschools.schoolcashonline.com>

How to donate: Login or create a new parent login.

Select “make a donation”

At the drop down menu select “William Watson Elementary School”.

Select the amount you’d like to donate: \$20 \$50 \$100 \$250 \$500 \$1000 or other.

Include a personal message if you wish: Such as please make the donation to William Watson Elementary School towards their Kitchen Renovations or New Playground Equipment.

Select if you’d like a tax receipt.

Thank you for your kind support of William Watson Elementary School.

President’s Report: given by Rebekah Paul

Thank You - to the PAC executive team for their tireless work this year, and to all parent and student volunteers that have contributed to making our school great.

Records Keeping – We have reviewed, organized and filed all historical PAC documents and established a new catalog system for all current PAC records going forward. We have reviewed all financial records and established a new worksheet to keep detailed records going forward. These improvements allow for readily available documents for future PAC Executives use.

Review of PAC Spending Programs – We reviewed Spending Platforms, kept the best ones and eliminated cost exorbitant ones. Partners in Reading will not return in September, allowing PAC to put more funds directly into the school library. The off-site school bus trip program now has restrictions, supporting advance bus reservations at much lower cost, saving PAC thousands of dollars.

Health and Safety – We certified 3 hot lunch coordinators in Food Safe. We conducted a deep clean and overhaul of the kitchen, upgrading the sink and faucet via corporate donation of \$1,900.00. And, we implemented new procedures for food handling and fridge temperature monitoring.

Fundraising – We revamped our Fundraising Platform introducing new fundraisers like Smencils and our ongoing Bottle Depot and Mable’s Labels to freshen up our fundraising platform. We worked with RBC to ensure WW is considered for the service grant they provide; however, due to Covid-19, the program is closed. We worked with local Nurseries to get donations for our school garden; however, due to Covid-19, the programs is on hold. And, we applied for additional grants available from Canada Post, Best Buy and Walmart; however, due to Covid-19, all programs are on hold.

Governing C&B of PAC – We attended the DPAC (our District PAC) Constitution and Bylaws workshop. We reviewed and revised our school PAC Constitution and Bylaws, bringing it to current requirements and making it more beneficial to our specific school needs. The new WWE C&B will be voted on tonight.

Communication – We designed 2 new Communication Platforms for parents and students to use alongside the existing WWE School Website, Monthly Newsletters and the Parent Face Book page. In January, we installed a WWE School PAC Board in the school foyer to encourage communication with all parents. Posted are such things as; the Executive Team, Constitution and Bylaws, Monthly General Meeting Minutes, Next General Meeting, Fundraising and Spirit Raising Events, Petition for New School, Volunteer sign-up sheet, WWE Monthly Newsletter, etc. And in February we launched the school’s first website (wweschoolpac@gmail.com). Posted are such things as; Our Role, Executive Team, Mission Statement, What is Happening this Month, Fundraising, Our Contact Information and much more.

Spirit Raising – We established a Spirit Raising Platform to reward and encourage all students to participate in school spirit activities. We funded Jayna Simpson (website: Painted Planet) a Vancouver artist, to create beautiful front window art for our school and whole neighbourhood to enjoy. We funded a Red Spirit Day Pancake Breakfast, preparing and serving over 2000 pancakes and rewarding the best 3 costumes with a gift. Teachers, faculty and volunteers were also provided coffee, tea, hot chocolate and lemonade. And we utilized half of the new WWE PAC board to provide teachers and students with detachable positive motivational sayings.

Treasurer’s Report: given by Farid Salji

Due to Covid-19 restrictions and school closures, there are no changes to our financials from the last General PAC meeting.

PAC Fundraising Account:

Opening Balance (Sept 2019)	\$29, 059.40
Closing Balance (June 2020)	\$33,483.74 (includes \$20,000.00 GIC)

PAC Gaming Account:

Opening Balance (Sept 2019)	\$9,533.30
Closing Balance (June 2020)	\$7,459.80

Proposed Spending for Sept 2020 – June 2021:

4 School Spirit Days (events to be determined)	\$2,000.00 (\$5.00 per student)
Health and Safety (cleaning supplies, gloves, masks)	\$500.00 - \$1,000.00
20 Division Classroom Allotment (with receipts)	\$300.00 - \$600.00 (by request only)

Rebekah P motioned to approve the financial items presented by the Treasurer Farid S, all 6 members in favour, none opposed, Teri P 2nd the motion.

Vice President's Report: given by Rochelle Arlitt

Volunteer Recognition – Our Hot Lunch volunteers are being recognized in the WWE School Newsletter and on the PAC Website. PAC has purchased a new Keurig Coffee Maker for the volunteer parent kitchen. PAC is creating a recognition board outside the volunteer parent kitchens. And a thank you letter and gift card will be sent to all regular Hot Lunch volunteers.

Fundraising and Covid-19 - Due to Covid-19 restrictions, all fundraisers will adhere to physical distancing rules and the majority will be facilitated online. New and face to face fundraisers may be added if the pandemic ends. Taking into account that 90% of school fundraising comes from the Hot Lunch program and will most likely not proceed in September, we are faced with very limited ways to fundraise. Therefore, our fundraising efforts during the school year will be allocated towards our main goal of a new playground.

Mabel's Labels Fundraiser – Running 08 Sept – 30 Sep, 2020. Custom Name Labels for your child's belongings can be ordered on-line at https://mabelslabels.ca/en_CA/fundraising/support/ with free shipping right to your home. Flyers will go home with each student.

Smencils Fundraiser – Running 2nd week Sept – end of Sept, 2020. For KINDERGARDEN STUDENTS only. Scented smelly pencils in delicious flavours like donut, blue berry, marsh mellow, strawberry and chocolate. New scents coming September, have fun collecting them all. Order form to go home with each student.

Purdy's Chocolate Fundraiser – Running 02 Nov, 2020 – Dec, 2020. Scrumptious dark and milk chocolate delights. Purdy's will wrap the chocolates and provide free shipping to the school. Booklet and notice to order online to go home with each student.

Spell-A-Thon – Running 18 Jan – 29 Jan, 2021. The spelling words are selected by each classroom teacher. There are rules to follow and opportunities for students to win prizes.

TRIVIA – Running 01 Apr – 30 Apr, 2021. Details to come.

Return-It-Express Fundraiser – Running 03 May – 28 June, 2021. Using clear or light blue plastic bags, students collect empty recyclable containers. Drop the bags at Return-It-Express (Fleetwood or Willow Brook location) with our WWE school phone number (604-574-4141) written clearly on the bag.

Panago Pizza – Dates undetermined - 2020/2021 school year. Vouchers for a Medium sized Pizza. Order one for yourself, or a few for the family. Pre-order form will go home with each student.

Old Business:

Constitution and Bylaws (C&B) 2020 – The PAC has successfully reviewed and revised our C&B. At our 3rd PAC general meeting the new C&B was presented and members were asked to take it home and review. It was also posted on our school website for the convenience of everyone who did not attend the meeting. We scheduled a voting meeting for 28 April, but due to Covid-19 restrictions, all school dealings were cancelled. This gave parents extra time to review the new constitution.

Rochelle A motions to approve the revised WWE Constitution and Bylaws, all 6 members in favour, none opposed, Rebekah P 2nd the motion.

New Business:

Playground Funding – We will request donations from big business, small business, local community, and William Watson families. We will investigate available grants, including district and provincial. We will post an incentive based playground fundraising plan on the PAC bulletin board. We will discuss alternate forms of outdoor play, taking Covid-19 and social distancing into account (obstacle course, parkour, etc.).

Adjournment: Motion made to adjourn the meeting by Rebekah P at 8:10 pm. Rochelle A 2nd the motion.

Next General Meeting: Wednesday September 23rd, 2020

Respectfully submitted by Teri Parker (WWE PAC Secretary)