



École Élémentaire Laronde Elementary

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Bonjour Laronde parents,

A reminder we are having our first PAC meeting of the year tonight at 7pm via Zoom. Details on how to connect are below. Please find attached the agenda, minutes from our last meeting and the financial report.

Please remember to register on <https://www.larondepac.ca/> so we can ensure we have complete class lists for future PAC communication. We have updated all class divisions since our last email. Please click on "click here to register" in the login box and follow all the prompts. The access code is LAR2020.

We look forward to seeing you tonight!

Best regards,
Laronde PAC

Topic: Laronde PAC General Meeting Sept 2020

Time: [Sep 24, 2020 07:00 PM Pacific Time](#) (US and Canada)

Join Zoom Meeting

<https://ca01web.zoom.us/j/68167638709?pwd=eG9YdFZYTDNmckdoSjN0ZEpQeElMdz09>

Meeting ID: 681 6763 8709

Passcode: \$g^s9RZP

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Find your local number: <https://ca01web.zoom.us/j/gc5hWV0g6J>



AGENDA – Parent Advisory Council Meeting Ecole Laronde
Thursday, September 24, 2020 @ 7pm via Zoom

2020-2021 Laronde Elementary PAC Executive:

Chair – Cynthia Springate Past Chairs – Tanja Phillips & Catharine Macrander Secretary - Katie Corbeil Treasurers – Marina Heidt & Caroline Thindal Communications – Elisabeth Smith Class Parent Coordinator – Alita Roberts	Members at Large – Stefanie Simpson, Amy Guelpa, Tracy Merry, Hollis Pilling, Laura Roberts, Gaby Gutierrez, Joy Rong Grade 7 Parent Rep – Catharine Macrander DPAC Rep – Michelle Hoffman CPF Rep – Julie Elliott
Principal – Sabrina Niro	

1. Welcome & Introductions 7:00pm
2. Approval of Agenda
3. Review and Approval of Minutes from June 5, 2020
4. Principal Report
5. Chair Report
6. Financial Reports
7. Committee Reports
8. New Business
9. Old Business

Important Dates

September 28 – Non-Instructional Day (no school for students)

October 12 – Thanksgiving Day

October 23 – Non-Instructional Day (no school for students)

November 6 - Non-Instructional Day (no school for students)

November 11 – Remembrance Day (stat holiday)



**PAC Meeting Minutes
June 10, 2020 on Zoom Video Conference**

PAC Committee Members in Attendance

Co-Chairs	Tanja Phillips Catharine Macrander
Vice-Chair	Melissa Wandt
Past Chair	Cynthia Springate
Secretary	Katie Corbeil
Treasurer(s)	Hollis Pilling & Susie Fang
Communication Rep	Elisabeth Smith
Class Parent Coordinator	Marina Heidt
DPAC & CPF Rep	Michelle Hoffmann & Julie Elliot
Members-at-Large	Stefanie Simpson, Amy Guelpa, Tracy Merry, Laura Roberts

Total of 29 Members present at meeting plus Principal, Mme Niro.

Meeting called to order at 10:08 am

Welcome & Introduction

1. Tanja P. welcomed everyone to the last PAC meeting of the year.

Approval of Agenda

2. No new items were added to the agenda.
3. Motion to approve the agenda was moved by Tanja P and seconded by Cynthia S. All in favour, motion passed.

Review and Approval of Minutes

4. Motion to approve minutes from PAC Meeting held May 1, 2020 moved by Tanja P and seconded by Cynthia S. All in favour, motion passed.

Principal's Report

5. In Class Instruction. Currently there are about 100 students attending on Mondays/Thursdays and about 55 students on Tuesdays/Fridays and 10 students on Wednesdays from homes with essential workers.
6. This Fall. The school does not know what September will look like, however they will share what they know as soon as they know. The school is expecting 455-460 students to be enrolled in the 2020-2021 school year with 20 divisions. There will be at least 3 combined classes but no announcement will be made on which grades will be combined until classes are announced.
7. The school is looking at a much reduced school supply list for Sept at approximately \$15-20. Unsure if student planners will be required. They are waiting for details from district.
8. There will not be any hot lunch, field studies, nor K gradual entry planned for September 2020. Further direction will need to be provided from the Ministry of Education and BC's Health Officer before commencing these activities.
9. Teachers. There will be a bit of movement amongst teachers in the fall; Mme Hatch will be on MAT leave, Mme Metcalfe will be taking personal leave and we will have a new Vice-Principal. In addition, some of the teachers currently doing a job share will be switching class/grades and teaching partners.

10. Class Placement. If you intend on submitting information for consideration on the class placement for next year, ensure you talk about your child's personality, strengths, needs, friendships, best way he/she learns and not which teacher you are hoping your child gets.

11. Welcome to Kindergarten. Our kindergarten teachers are preparing a Welcome to kindergarten video and information package that will be sent out to all of our new Kindergarten families by June 30, 2020 via email.

12. Remainder of this school year. The school is working on a way to include both in class students and those from home on a virtual Sports day on Friday 19 June. More details to follow.

13. All families will need to pick up their CSL (Communicating Student Learning / Report Card) as per the schedule on the Around Laronde. No sign up genius is required.

14. For the Indigenous Workshop on 15/16 June, students will participate either from home or from the classroom. More direction will be provided.

15. Question was asked if the school Teams accounts would remain active throughout the summer to allow kids to continue communicating with their friends. Mme Niro expects they will be.

Chair Report given by Co-Chairs Tanja Phillips and Catharine Macrander

16. Hello everyone. Thank you for taking the time to join us today for our AGM, our final PAC meeting of the 2019/20 school year. This is a very important one. In a few moments we will be reviewing and voting on the PAC operating budget for the coming school year. We will also be holding elections for 20/21 PAC executive. This will also be our final meeting as your Laronde PAC co-chairs. Our two year term had come to an end and it is now time for us to pass to the torch. However, we will still be present on the executive as your past chairs and look forward to offering support to the new executive if needed.

17. The AGM is traditionally a time where we begin to wrap up the current school year while turning our eyes to the year ahead. It is both a time of review and planning. The 2019/20 school year has been an unusual one. We started out strong with the Welcome Back coffee and Laronde t-shirts for all our incoming kindergarten students and first aid training for our student lunch monitors. We've had great events supported by the parents, such as craft fair, book exchange, hot chocolate with deck the doors days, Christmas Hampers, outreach providing warm clothes to our sister school. We've had hot lunches on almost every Friday, lost and found being taken care of, continual upgrading on our emergency preparedness, social media presentations and then lots of sports for the students.

18. Then, there was no return to school after Spring Break and we were forced to abandon our usual routines and begin an experimental journey in remote online learning. We salute the parents, the teachers and the support and admin staff for all the hard work they put in to keep the learning and the school community alive. We do not know what September will bring, so it becomes challenging to look ahead and flexibility has become a key operating word. It appears that the 20/21 school year will be once again fluid and we will continue to adapt to the changes.

19. We have had no major PAC sponsored events since before Spring Break, when school was in session. However, we are happy to report, that for Indigenous week in June, we will be sponsoring virtual First Peoples Dance workshops to be presented to all the classes. We look forward to your feedback on this event. Although we obviously prefer live events, the likelihood is that current restrictions will continue into the fall. Virtual presentations may be a way for us to continue to provide programming that will enrich the lives of our Laronde students.

20. In closing, we would just like to say thank you to our wonderful executive, our amazing principal Mme. Niro, and acting vice principal Mme. Burden, our hard working committees, and of course, the incredible Laronde community. It has been a pleasure serving as your co-chairs.

Committee Reports

21. Emergency Preparedness. Gaby started by stating it has been a great 3 yr experience however is stepping down at the end of the school year. The position is responsible to ensure 50% of students looked after in case of an emergency. Marina H has volunteered to take on the position.

22. Hot Lunch. Angela and Stacey are willing to stay on as hot lunch coordinators in whatever capacity that will be.

23. Playground Committee. Cynthia S held a meeting late 2019 and planned to visit different school playgrounds in the area once the cold weather cleared up to see how children are using the equipment. Project was put on hold in March but will start up in a different way now. If interested in helping, contact Cynthia at pastchair@larondepac.ca.
24. Parking lot Committee. Cynthia S and Mme Niro are looking for parents to assist with the plan for the parking lot safety upgrades, next Wednesday or Thursday, time TBD. If interested in helping, contract Cynthia at pastchair@larondepac.ca.
25. Year Book. Tracy reported it is done.
26. Outreach. We will keep the committee although not sure what it will look like next yr.
27. Lost & Found. There are a lot of items in the lost and found and we will advise on a plan when known.
28. Grade 7 Rep. Amy G has a meeting scheduled with Sabrina to discuss details for the grade 7s. They are hoping to have some sort of grad on June 24th and a celebration at a later date. Tanja P added that EMS is posting daily pictures/videos for grade 7 students as a way of introduction.
29. Canadian Parents for French (CPF) & District PAC (DPAC). Nothing to report.

Financial Report

30. Hollis P presented the proposed 2020-2021 operating budget. A lot of discussion was had on the fiscal responsibility of having a balanced budget with reduced funding for activities versus having a transparent plan with a planned shortfall. It was noted that the PAC is in a position to have a shortfall without impacting future years. There is much uncertainty on the amount of the Gaming Grant and the potential income from the Cheque Writing Campaign (CWC) and also what activities will be approved next year if any, which makes it difficult to forecast. It was noted that the budget can be reviewed again throughout the year and amended as events unfold.
31. A motion was made to accept the budget as proposed with a forecast of having a balanced budget. Tanja P seconded and motion passed.
32. The report included the up to date 2019-2020 accounts. Hollis advised that the hot lunch amounts had not been finalized and therefore is not included in the report.
33. A motion was made by Hollis P to transfer 10% of the CWC total to the playground/technology fund. Melissa W seconded. Motion passed.
34. Hollis advised that there will not be any carry-over of balances in the hot lunch accounts this year. Treasurers are working to return credits to families either through paypal or cheque. It will take some time to complete. All negative balances will also need to be paid.
35. Lastly, Hollis and Susie will be stepping down from the Treasurer position.

PAC Executive Elections

36. Tanja P, the Elections Officer, gave a quick overview of the role and responsibility of each position. The following nominations were accepted:

Chair	Cynthia Springate
Vice-Chair	Melissa Wandt
Past Co-Chairs	Tanja Phillips Catharine Macrander
Secretary	Katie Corbeil
Treasurer(s)	Marina Heidt & Caroline Thindal
Communication Rep	Elisabeth Smith

Class Parent Coordinator	Alita Roberts
DPAC & CPF Rep	Michelle Hoffmann & Julie Elliot
Members-at-Large	Stefanie S, Amy G, Tracy M, Hollis P, Laura R, Gaby G, Joy R

37. A vote to accept the nominations was passed.

New Business

38. Kindergarten t-shirts. As done last year, the PAC would like to present each Kindergarten student with a Laronde t-shirt to welcome them to the school. Tanja P made a motion to spend up to \$500 to purchase t-shirts for the K class of 2020-2021. Motion seconded by Cynthia S. All in favour, motion passed.

39. Grade 7 parent rep 2020/2021. Tanja P described the role of the Grade 7 parent and explained how it is not chosen or dictated by the PAC. Catharine M expressed interest in taking on the role and will contact the grade 6 parents to advise and seek others who may be interested.

40. EMS Scholarship. Veronica Phillips was awarded this year's EMS Scholarship from Laronde. The Laronde PAC is not involved with the nomination of candidates and is solely decided upon by staff at EMS.

41. Closing Remarks. The Co-Chairs thanked the Executive for another successful year. Mme Niro thanked everyone for the hard work throughout the year and looks forward to working with the new Executive next year.

Adjournment

42. End of Meeting. Tanja P. motioned to adjourn the meeting at 11:49am. Catharine M seconded the motion, All in favour. Meeting adjourned.

Laronde PAC

Approved Operating Budget Summary

School Year 2020-2021

Source of Funds

Hot Lunch*	-
Gaming Grant	9,100
Spring Fair	-
Cheque Writing Campaign	17,458
Misc (logo wear, school supp, int, passive fundraising)	1,295
Total Fundraising	27,853

Actual School Year 2019-2020	Target School Year 2020-2021	Actual YTD 2020-2021	Variance YTD 2020-2021
-	-	-	-
9,100	8,960	-	(8,960)
-	-	-	-
17,458	15,000	-	(15,000)
1,295	500	-	(500)
27,853	24,460	-	3,830

Use of Funds

Artist in Residence	1,311
Cultural Performances	800
PE Activity	-
Social Media Education	-
Body Health	1,623
Iguy/Igurl *alternate years	2,803
First Aid	1,313
Science Enrichment	3,445
Grade 7 Grad (ceremony related)	-
Teacher Classroom Funds	1,216
LST/Library/Music	-
Emergency Preparedness	-
Classroom Books	499
PAC Admin	655
School Activities	193
EMS Scholarship	500
Kindergarten Shirts	437
Miscellaneous	470
Total Uses of Funds	\$ 15,264

Actual Expense School Year 2019-2020	Budget School Year 2020-2021	Actual Expense YTD 2020-2021	Variance YTD 2020-2021
1,311	1,400	-	(1,400)
800	1,000	-	(1,000)
-	1,000	-	(1,000)
-	1,575	-	(1,575)
1,623	1,625	-	(1,625)
2,803	-	-	-
1,313	1,325	-	(1,325)
3,445	3,500	-	(3,500)
-	825	-	(825)
1,216	3,000	-	(3,000)
-	450	-	(450)
-	5,179	-	(5,179)
499	500	-	(500)
655	1,000	-	(1,000)
193	500	-	(500)
500	500	-	(500)
437	475	-	(475)
470	500	-	(500)
\$ 15,264	\$ 24,354	\$ -	\$ (24,354)

Notes:

1. Emergency Preparedness balance carried over from year to year

*** Pending final totals for Income: Hot Lunch / Expenses: Grade 7 Grad (medals)

Laronde PAC
 Budget Summary as of August 17th, 2020
 School Year 2019-2020

Source of Funds

Hot Lunch*	12,200
Gaming Grant	10,776
Spring Fair	-
Cheque Writing Campaign	22,375
Misc (logo wear, school supp, int, passive fundraising)	1,439
Total Fundraising	46,790

Actual School Year 2018-2019	Target School Year 2019-2020	Actual YTD 2019-2020	Variance YTD 2019-2020
	15,000	13,258	(1,742)
	8,960	9,100	140
	10,000	-	(10,000)
	18,000	19,262	1,262
	800	1,295	495
	52,760	46,790	3,830

Use of Funds

Artist in Residence	3,891
Cultural Performances	6,245
PE Activity	906
Social Media Education	
Body Health	1,623
Iguy/Igirl (alternate yrs)	-
First Aid	963
Science Enrichment	4,311
Grade 7 Grad (ceremony related)	1,500
Teacher Classroom Funds	1,500
LST/Library/Music	-
Emergency Preparedness	2,426
Classroom Books	351
PAC Admin	310
School Activities	-
EMS Scholarship	500
Miscellaneous	1,310
Total Uses of Funds	25,836

Actual Expense School Year 2018-2019	Budget School Year 2019-2020	Actual Expense YTD 2019-2020	Variance YTD 2019-2020
	4,000	1,311	(2,689)
	3,000	800	(2,200)
	4,000	-	(4,000)
	1,575	-	(1,575)
	1,518	1,623	105
	2,500	2,803	-
	1,050	1,313	263
	6,380	3,445	(2,935)
	825	155	(670)
	3,000	1,282	(1,718)
	450	-	(450)
	2,753	-	(2,753)
	500	499	(2)
	1,000	1,330	330
	500	193	(307)
	500	500	-
	1,500	200	(1,300)
	\$ 35,051	\$ 15,452	\$ (19,902)

- Notes:
- Emergency Preparedness balance carried over from year to year
 - Misc income from School Start and Cobs Bread sales commission donations
 - PAC Exec voted on April 9, 2020 to provide up to \$1000 in emergency funds for families affected by COVID-19 who are in need of support. Expensed under Miscellaneous Use of Funds.

Laronde PAC
Funds Balances
as of Aug 17, 2020

Assets			
Account Balances at 17/08/2020			
General Funds			
Gaming Account		11,061	
Cheque Writing		19,262	
Operating Account		<u>49,336</u>	
Available funds		<u>79,660</u>	
Held in Trust			
Fundraising		108,777	
Fundraising: Playground and/or Technology	24,727		
Fundraising: Playground fund	84,050		
PayPal		-	
*Hot Lunch	-		
*Gr 7 fundraising	-		
Grade 7 Fur (Grad 2020)		7,050	
Grade 6 Fur (Grad 2021)		<u>1,302</u>	
Total		<u>117,130</u>	
Bank / Funds Balances			<u>196,789</u>

*Balance of \$1302.27 currently held in Grade 6 Account is balance remaining from Grade 7 Grad 2019.