**William F. Davidson Parent Advisory Council**

**General Meeting Minutes**

**Tuesday, November 24, 2020**

**Location of meeting:** Virtual DPAC ZOOM

**Quorum met:** 8 PAC Members

**Attendees:** Ashlene Buksh, Michael Buksh, Achal Narayan, Donnafe Arabe, Robert Wong, Ethan Yu, Ravi Kumar, Maria, Zahara Rawji, Amberly Wittenberg

**Regrets:** N/A

1. **Welcome and Call to Order/ Territorial Acknowledgment**

Meeting called to order by Ashlene Buksh @ 6:02pm, “ I would like to acknowledge the shared, unceded traditional territory of the Katzie, Semiahmoo, Kwantlen and other Coast Salish Peoples on which land I have the privilege to work, play and learn.”

1. **Adoption of Agenda**

Motioned to pass as presented by Achal Narayan, 2nd by Donnafe Arabe, all in favor passed as presented.

1. **Adoption of Previous Minutes**

Motioned to pass as presented by Achal Narayan, 2nd by Donnafe Arabe, all in favor passed as presented.

**4.0 Reports**

**4.1 Principals Report**

Zahara Rawji reports all is going well, Media Cart has arrived and is in use, new computers and new volleyballs have also arrived and are in use; the gym is open to students of the same learning cohorts during lunch. Remembrance Day Assembly was done virtually this year and a link was sent out to all parents and guardians via email, Teachers and Students are gearing up for the Christmas Concert which will be done virtually and Ms. DeRose and Buckingham’s classes are working on spirit days just recently.

**4.2 Teachers Report** – No Teacher to Present

**4.3 Treasurer’s Report – should include a printed version for all financials**

Donnafe Arabe reports the current balance for the general account is $5659.02 and for the gaming account current balance is $26, 886.69 (see attached reports). Gaming Grant funds of $8080.00 were deposited on Oct 14, 2020. Profits from the most recent fundraiser Halloween Milk and Cookies Treat day was $367.42, projected profits from poinsettia fundraiser is $187.00. Donnafe signing authority will be completed with Vancity this week and upon completion all Treasury documents will be handed over to Donnafe Arabe from Ashlene Buksh.

PAC received an email from INDIGO indicating fundraising account was closed and balance was $0.00, Ashlene Buksh states attempted to gain access to account to review when account was opened and what the account activity was however, was unable to access closed account as password and security phrases are unknown. Amberly Wittenberg has also confirmed school administration has no knowledge of any INDIGO Fundraising accounts or fundraisers that were done in the past with INDIGO. See attached email showing closed account, current PAC executives did not set this fundraising account up and as stated above are unable to gain access or further information.

**4.4 DPAC Report**

Ashlene Buksh Reports DPAC meeting was on Oct 28, 2020 this was the first general meeting DPAC reviewed PAC 101, Financial 101, Gaming 101 and other PAC resources. There were many questions around COVID protocols; 1) Portable Hand Washing Stations, DPAC will look into this 2) Lunch Monitors in Elementary Schools, DPAC has advised lunch monitors should be part of the learning cohort, Garry Thind Trustee was in attendance and provided resources for COVID protocols, FAQ’s all available on the Surrey School District website and Surrey DPAC website.

If parents have further questions about anything they are more than welcome to contact the PAC or Surrey DPAC.

**5.0 Old Business**

**5.1 Administration Wishlist Vote/Allocation of fund \*\*UPDATE\*\***

Ashlene Buksh reports, unfortunately the PAC is unable to provide the school with funding for technology that was voted and approved on at the Oct 20 PAC meeting using the Gaming Grant, as the grant funds can only be used for extra curricular activities, items that are used outside of the classroom and curriculum.

Amberly Wittenberg has submitted a new request for 5 IPADS and 12 Laptops (see attached), Zahara Rawji and Amberly Wittenberg explain these items are being used by the Leadership Club and the Choir Club outside of the regular curriculum (details in attached proposal); full amount of $9561.06 is not being requested any amount the PAC can assist with is being requested.

PAC Executives have requested some time to review the request and figure out how much funds are available as PAC does have limited funds in general account and gaming funds can only be used for very specific items.

No vote taken as previously voted on Oct 20th, the PAC will assist in purchasing items for the students to use outside of the regular curriculum, amount will be determined by PAC.

**5.2 Amendment to C & B Quorum section 9(b.1)**

Ashlene Buksh reports C&B was circulated for 30 days as stated in bylaws, no objections have been presented via email, telephone or floor.

Motion set to floor by Michael Buksh to amend section 9 (b.1) of the bylaws Quorum to now state; The voting members present at any General Meeting shall constitute a quorum, with a minimum of two (2) Executive members present. 2nd by Donnafe Arabe, all in favor. **Motion passed.**

**5.3 Poinsettia and Neufelds Volunteers**

Poinsettia deliveries will take place on Nov 30th, Ashlene Buksh and Achal Narayan will be present to receive the delivery, student assistance is requested; Zahara will ask students to help on the day of delivery.

Neufelds delivery is on Dec 07 at 2:30pm, Ashlene Buksh, Achal Narayan and Donnafe Arabe will be present to receive the delivery, student assisted is requested; Zahara will ask a few students to help on the day of and Ashlene will send out and email to some parents and guardians requesting assistance.

**5.4 School Ground Safety**

Michael Buksh inquired about an update on the Principals Report from Oct 20 PAC meeting in regard to the homeless population and unsafe messes left around the school prior to student arrivals. Zahara and Amberly happily report there have been no more incidents. Zahara did follow up with the district about a fence installation and unfortunately, a fence cannot be installed as it goes against fire regulations

**6.0 New Business**

**6.1 COVID Protocols-Visitors in school/Lunch Monitors**

A query was brought forth to the PAC which was presented at the meeting in regard to visitors/parents in the school. Zahara Rawji responds and states parents are welcome in the school in emergency situations, to pick up an ill child or other circumstances when called by administration. There is a daycare employee that does sit in the foyer prior to school being out as she is dropped off at 2pm and her and the children are not picked up sometimes until 3pm, this worker is considered an essential worker, wears a mask while inside and has permission to be in the school.

Lunch monitors assigned to primary classes are not in the same learning cohort; however, they are not to be entering the classrooms and are to remain in the doorway when monitoring the younger students. There have been instances where a lunch monitor has been going into the classroom, Zahara and Amberly will follow up and remind monitors of current safety protocols.

Any parent/guardian with further questions or concerns can contact the school administration.

**6.5 Fundraising Ideas**

Due to COVID fundraisers are limited

-Gift Card Fundraiser which will be set up by Ashlene Buksh, order forms and letters to be circulated ASAP**.**

**7.0 Open Forum**

Ashlene Buksh has motioned to the floor; PAC would like to give back to the community by helping the school Administration with Christmas Hampers for our community; 2nd by Achal Narayan all in favor, motion passed. Bylaws allows PAC executives to spend $200.00 without a vote from the general membership.

Zahara Rawji has advised Morgan Creek Elementary donated gift cards for Christmas hampers and has requested Board Games, Doll, Balls, Legos items for children to open. WFD PAC Executives will go and purchase items for the Christmas hampers.

**8.0 Adjournment**

Meeting adjourned at 6:47pm

**Next General Meeting**

**TBD**

***Attachments included with minutes: PAC Financial Documents/Administration Technology Proposal/Indigo Email/Amended bylaws section***

***Respectfully submitted by Ashlene Buksh***