

PAC General Meeting - Minutes

June 10, 2020

HOSTED ON ZOOM ONLINE MEETING SITE

ATTENDEES

Yalda Ahmadvand, Lisa Black, Dina Daraee, Chelsea Duhs, Samira Enayati, Linda Gour, Kristin Asrar Haghighi, Julia Kutlubay, Saiba Lalji, Stephanie LeComte, Catherine Linton, Raquel Love, Bitra Lotfi, Zahra(Messenger), Michelle Morgan, Cindy Nairne, Tania Pan, Kate Pratt, Lisa Romero, Michelle Ross, Monique Schelle, Sydney Smith, Chloe Storrey, Saghar Tofigh, Sarah Yassami, Parham (Ipad name), Tara Zielinski

Before the first official PAC Zoom Online meeting started, Lisa B. explained the protocol of how the new meeting format would work. The PAC purchased a membership from the company Zoom and would be using this as the Online Meeting Format until gathering bans are lifted during the Covid-19 pandemic. She asked that every attendee would sign in by using the 'chat' and bubble and to mute their microphone for better sound quality. Lisa B. continued explaining that in this format questions or comments could be raised by the method of the 'chat' bubble or the 'raise hand' button or simply by just raising your hand.

1. CALL TO ORDER (Lisa B.)

Meeting called to order at 1:04am by Lisa B.

Lisa B. started the meeting by touching on the previous meeting in January being cancelled because of a Snow Day and our only other meeting in February in which she gave condolences to the community affected by the downed airplane in Iran. During this February PAC meeting she also acknowledge the virus that was appearing in cities and is now has been renamed Covid-19 (Covid-19 is a worldwide virus that has had a profound impact on day to day life including illness, quarantine closures, travel restrictions and bans on gathering) She acknowledged that this has been a tough time and she hopes that everyone was doing as well as could be expected and finding some routine in the day to day.

2. APPROVAL OF AGENDA (Lisa B.)

Lisa B. showed the meeting Agenda by Zoom 'Screen Share' so that all attendees could view the list of topics. She then asked that we look over the document and that during this time she was unable to see attendees and requested that to approve the Agenda to unmute microphones so that approval could be acknowledged. Monique S. and Yalda A. Zoom live video icon appeared on the screen.

1st Monique S, 2nd Yalda A. Approved.

3. APPROVAL OF MINUTES OF February 19th, 2020 (Lisa B.)

Lisa B. acknowledged the previous meeting minutes were online and have been available to read. She asked for attendees to unmute for approval of Minutes.

1st by Zahra, 2nd Samira E. Approved.

4. BUSINESS ARISING from MINUTES (Lisa B.)

Lisa B. invited any questions or comments none arose.

5. PRINCIPAL'S REPORT (Tara Z)

Lisa B. then welcomed Mme. Zielinski to share the Principal's Report and the Zoom Meeting screen was then focused on Mme Zielinski's Live Video feed. She welcomed everyone to the meeting and added that it was good to see everyone. Tara Z. explained she would give her report and then would open up the discussion. She recognized there would may be questions/comments but had to attend a district meeting regarding the upcoming school year after her report finished. She mentioned that she would check back into the meeting to gather any missed information. Tara Z. thanked everyone for their thoughtful messages during this emotional and challenging time. She appreciates the continued support the parents have given to the teachers and staff during this unique time. Tara Z. reflects on Spring Break and during that time many closures were happening with many uncertainties. On the last day of school at the start of Spring Break she prepared teachers to possibly work from home and to gather any items they would need following district protocols. Tara Z. shared that Mme. Dixon and her as well as the district management returned to work during the Break to focus on what the new online/remote learning would look like in the new Ministry mandate. She explains what a complex and emotional time this was navigating all the new information as well as taking on the delicate task of managing staff with all different realities and needs. Teachers returned shortly after Spring Break and then full time for Remote Learning.

Tara Z. illustrated that the new format of Remote Learning would be from K-7 and reflected how that would look for Kindergarten, being once a Kindergarten teacher herself for many years. She is very proud of her staff for 'taking up the torch' and they have done a really incredible job. She mentions that she has spoken with colleagues in different Districts and Provinces, friends and family with children in Canada and the US and West Vancouver has by far led the pack. She notes that she has also spoken with family and colleagues who teach or have children in private schools and she believes that the West Vancouver school District has provided an equal performance in this Remote Learning landscape for free. She notes incredible work the teachers and the District put in and is proud to be at PJ and West Vancouver Schools.

Remote Learning and In-person Instruction Updates

Following the Remote Learning experience they received the information that there would be some return to school June 1st. Tara Z. illustrates the excitement around that and acknowledged that the staff would be able to do it. She mentions the hard work and long hours her, Mme Dixon and her staff have put in planning and organizing. She thanks the parents for their patience and support during this time. They have tried to communicate and be as clear as possible to Pj families and communication will continue till the end of the year and then a lot more information will come at the end of summer in August. She notes that they are still planning and are not sure what the return will look like. She assures the group that the West Vancouver School District will provide up to date information and lead the pack on learning, in whatever format that might look like with care, comfort and connecting being at the forefront.

PJ will be welcoming 90 new families next year and notes she will be working with the PAC executive on how to be creative and have new ways to welcome those new families if gatherings are not possible. Tara Z. is excited to be working with nominated new PAC chair Monique S. and that they will have to be creative and nimble and pivot. She notes that we all will have to be both of those things as we continue into the new school year.

During Week 1 of In-person instruction 213 (51%) students returned to school in the capacity of the Ministry mandated ratio numbers for safety. Week 2 PJ was up with 222 (53%) students returning and Week 3 will have 230, if not more with an increase every week. Tara Z. speaks about how amazing it is to hear the laughter on the playground and kids seeing their teachers and friends, she notes it's a little different with it being a bit quieter for a large school. She explains that it's a gift and the reason she started this career is her fundamental belief in children, their development and love for them. She notes that seeing their smiles and hearing all the exciting stories has been hundred percent worth all the hard work and exhaustion.

District Budget 2020-2021

Tara Z. lets the group know that Chris Kennedy has provided information on the District Budget in conjunction with the Board of Education and that will be set at the end of June. She relays the information that there will be major cuts being made in areas. Principals have been told that their budgets will be decreased by 25% in four main fiscal areas and variation with staffing. She notes there will be more to come on that in a couple weeks and adds that the financial changes are being made in many areas due to the situation.

PJ Staffing and Enrollment 2020-2021

444 students from K-7 for next year, that number has been fluctuating with understanding. She mentions that the LFI families are a bit hesitant based on what learning a new language would look like if the learning was done purely by remote. She has been working hard to solve that and has had M.Kittredge do a few connection videos and assemble learning material to get out to families to feel a bit more connected. She informs the group that the staffing right now is very uncertain. There are a few holes and gaps that need to be filled because of the growing enrollment as well as some changes in staff. She will let PAC know more information on changes as it finalizes. She explains that there are some positions that she is unable to fill due the changes in staff throughout the District and that there may be a surplus of staff. Tara Z. relays that in the North Vancouver School District every teacher that had a seniority of 2.75 years or less were laid off. She notes that we are lucky that is not happening in West Vancouver, however due to the drop in numbers and inability to have International Students they will have to reallocate the staff already hired in the District. Hiring will take some time as she learns who she may inherit, so she is working closely with District HR and there will be more to come on that as she works on that throughout the summer.

Tara Z. begins to list the classroom numbers Kindergarten will have 2 classes, Grade 1 with 2 classes, Grade 2 sits at three with that enrollment bubble, Grade 3 has 2, Grades 4/5 will have 3, Grade 6/7 (EFI) continues with 3, Grade 6(LFI) has 2 as well as 2 classes for the Grade 7(LFI). The 19 divisions will depend on the numbers if we are able to maintain in the second Grade 6 (LFI) that she has opened up. If the numbers are too low to justify, fiscally a nineteenth teacher, she notes that there may have to be some changes made or some creative reworkings. She adds that there will be more to come on that. Tara Z. continues to talk about the teaching staff, she's looking at Primary Specialist staffing like Outdoor Ed. and if that will continue or other alternatives like Visual/Performing Arts but nothing is finalized yet. The Intermediate Specialist will remain for Music and Band.

2021 Grades 4-7 Musical-TBD

Tara Z. hopes that we are able to produce a Musical this year but its all up to how this fall goes and what the Provincial Regulations are on gatherings and in-person instruction. She notes that if we are going to do it, we are going to do the best we can! Susan Piercy is on board to produce another musical but needs to be confirmed with her and PAC. More to come on that.

Coho Grant

This is the third year (Sept. 2017- June 2020) but everything has come to a bit of a grinding halt and was not able to be resumed. Tara Z. explains that there is still some money left and she is looking into contacting the Coho Society in July and asking if she can move those funds into next year because of the current situation. Resources have been purchased for the Library and Outdoor Ed. opportunities have been provided but there was no large celebration, hopes are to have the Grant continue into early next school to provide those missed opportunities.

Budget Items for 2020/2021

Tara Z. relays a huge thanks to PAC for approval for the budget items carrying over to next year to try and keep things as normal as possible. Tara Z. extends her thanks to Lisa B and PAC Exec. for the approval of that. She notes that the official budget still needs to be voted in and the Budget will also depend on what will be allowed to happen with the Provincial guidelines. Tara Z. mentions that she is aware that there are many uncertainties and there will be more information as we go forward.

Schedules for 2020/2021(May be subject to change)

Tara Z. describes that they are looking to keep the Start and End time consistent (8:50-2:50) with what has been done in the past but may change. The Start and End time for In-person instruction may fluctuate, the Start and End time may change with Remote instruction as well. She informs the group that the current start is staggered 9am and 9:20 am as well as a staggered dismissal time to keep in the Guidelines. Tara Z. expresses that will likely continue if we are still in Stage 3 (COVID-19 Gathering guidelines) and possibly in Stage 2 may also need to be altered to keep within the Health and Safety protocols to keep students and families safe. She will be reviewing what Stage we are in August/September with District Leadership and the Ministry. More information will be provided and set in a clear format. She mentions that the Year at a Glance is now available online (School Website) Provincial holidays, Pro-days are listed. Early dismissals will be reevaluated there will not be early dismissals with a lot of remote learning. Tara Z. realizes that there are many things undetermined but she is planning and hoping for the best.

Tara Z. thanks the outgoing PAC Exec. for their work and formally thanks Lisa B. for her hard work for the last few years. She expresses that it has been fun and easy to work with the PAC who have been considerate to staff and teachers and conscious of the Social/Emotional aspects of Students. Tara Z. expresses excitement to work with the new incoming PAC chair Monique S. and notes that it will be a very unique year with new norms being set and the shifting landscape in education. Tara Z. thanks everyone for attending the meeting via ZOOM and opens the meeting up to discussion or questions. Anyone asking questions is to 'Unmute' themselves.

Lisa B. asks about the School Musical and when/if there is a point where it cannot go forward if there are Gathering Covid-19 Guidelines still in place. Does Susan Piercy have a set amount of time needed? Tara Z. answers that Susan likes to start the Musical process by the end of September with the Drama club. Tara Z. notes that following feedback of the last Musical that it would try to include the entire school K-7. Also she adds that in Term 3 there would be more stability for planning for the Grade 6/7 teachers and possibly having Visual/Arts learning outcomes reported for students heavily involved in the Musical process. Tara Z. acknowledges that the Musical should be starting early October and to 'call it' if the Gathering Guidelines are not changed and stick to that even if there is a Vaccine in place after that and then commit for the following year. Michelle M. asks if it's possible to have an Outdoor performance in the Amphitheatre. Tara Z. responds and notes that due to Provincial and Ministry Guidelines we are not to have groups over 50 and "assemble". She added that Stage 2 may have different guidelines for schools or 'out of circle' meetings so we will have to wait and see.

Michelle M. asks if there will not be money for the Outdoor Ed. teacher. Tara Z. explains that the current teacher for Outdoor Ed. covers Primary teacher prep time. She notes that Staffing for next year may be different and she may not have a teacher with that particular expertise. That prep time may be covered by staff with another expertise such as Visual/performing arts and has to wait until the District staffing numbers are finalized. Lisa B. keeps time for the meeting and Tara Z. dismisses herself as she has a School District meeting to attend.

6. TREASURER'S REPORT (Dina D.)

Lisa B. continues the Zoom meeting and the live stream video focuses back onto her. She reminds the online attendees that she cannot see them when she 'Screen Shares' and to 'Unmute' if there are any pending questions or comments. Lisa B. directs the meeting over to Dina D. who will be sharing the Treasurer's Report. Lisa B. puts the Profit and Loss sheet up on screen for attendees to view.

BUDGET REVIEW

Dina D. is unable to live stream her video but has audio so attendees can hear her speak. She greets the group and continues the Budget Review. Dina D. reminds us that in February at our last meeting we went through the Budget and Proposed Budget categories in detail. She notes that we did a comparison between the two and since February not much has changed as the school was closed to students. Dina D. talks about the Profit and Loss report on screen she notes total profit is at \$9,000 but might change. Dina D. explains that's due to the Gala ticket sales and some reimbursement funds for teachers as they are now at the school. Even with those monies removed from the list that we pretty much broke even this year. The Categories that we were able to host/go forward with managed to go over the proposed profit budget. Dina D. adds that some Categories that were monthly had fluctuation like Fun Lunch and Gelato. She feels that we hit 90% in most of the Categories. The Gaming grant was also applied for next year and is based on the number of students from this year. The Gaming Grant money will be around \$8,000 but Dina D adds that Lisa B. will explain that in the Proposed Budget portion. Dina D. asks if there are any questions or comments. There were none and Lisa B. thanks Dina D. for her hard work over the year. Lisa B. the meeting.

7. PROPOSED BUDGET 2020-2021 (Lisa B.)

Lisa B. explains that at the Annual General Meeting in September on the 23rd. We can vote in the 2020/2021 Budget with the new PAC Exec. She notes that some schools vote the Budget in at the end of the year but we do it at the start of the new school year. Lisa B. reminds the group that planning and hosting of any events/fundraising is undetermined due the restrictions. The PAC has a surplus/savings of money and Lisa B. asked at a DPAC meeting if other PACs were using their savings so the decided answer

was yes. The money can be used for emergencies and Lisa B. described that during this time would certainly be considered an emergency. Lisa B. starts to explain the Budget for 2020/2021. Family BBQ is at zero because we would be hosting a Gala but that might change and is still an unknown. They are hoping to bring in \$7,000 for Fun Lunch revenue but she has been told by Chris Kennedy that Fun Lunch cannot start until October and that may be subject to delay/change as well. The \$18,000 is a total of items we are going to host and what is going to be paid for and anything that is in excess is lumped into the \$18,000 (Gala/Large Fundraiser). Lisa B. adds that we are still hoping to order school supplies but that is undetermined. Lisa B. thinks that Spirit Wear can possibly go forward. Santa's Workshop is an unknown right now due to health and safety, donation items may potentially be contaminated (by Covid-19) more to come on that. Lisa B. mentions the Gaming Grant (\$8,600) Dina D. listed in the Treasurer's Report. Art Cards can probably go forward. She explains that if the Gala is unable to take place it's possible that we can do a Fund the Need Board which was already planned to be hosted at the Gala instead of a bunch of Auction Items. We can possibly still have the large Art items if the Artists still feel like they can donate.

Lisa B. shows the expenses and runs through what we hope to be able to host and pay for. The first item she talks about is what it costs to run pack and usually comes in under projected budget. Legacy expenditures are items that have been donated to, in the past and are still available for access in our Trust Account at the district but not included in this Budget. She mentions that the School Musical is an expense; it's not really a fundraiser but she notes that the general consensus was that it was well worth the money spent. Lisa B. describes that we voted in to offer a Sentinel Grad Scholarship for 2020 of \$1,000 is still happening as well as next year. The Teacher Discretionary Funds get \$200 per division to spend on enhancements to their classrooms. Lisa B. updates the group on the Emergency Preparedness Funds, the budget was increased to \$1,000 because we thought we may need to fund some Health and Safety Supplies (Covid-19) like Hand Sanitizer. Since then Chris Kennedy has said the District will be in charge of all safety measures funding and PAC's will not be needed to collaborate. The Emergency fund will likely drop to \$500 which has always gone to proving the Earthquake Kit. Field trips are still at \$1,900 and Selma Noon Health Education has been increased to accommodate the new divisions.

Lisa B. mentions the item "Other Expenses" and indicates that it is used as a 'slush fund' and is voted in at the beginning of the year. These funds can be used by the PAC Exec to fund any unexpected items that come up during the year, up to \$1,000 (not always used). Staff Appreciation if we can still go forward abiding Gathering Rules. Dance in School (Artist In Residence) that was supposed to happen this year, will be forwarded on to next year. Lisa B. acknowledges the other remaining items on the list are the standard items that will continue on as usual. The Quebec Trip is still a large unknown and that there may be a possibility that the trip can be pushed to June if February is not optional and that it would have to be decided early on in the year. She notes that the St. Johns Ambulance has gone up considerably because of the added divisions. Lisa B. explains the items displayed in the 'red box' are items carried over from previous years and have already been paid for. She opens the meeting to questions and comments and reminds the attendees she cannot see the group and to 'unmute'. She notes that we will be using our 'savings' and she believes that this would possibly only use \$18,000- \$20,000. No questions were asked and Lisa B. stops her 'Screen Share'.

Saiba L. adds that she has no problem with using the 'savings fund' and this situation is well defined as an emergency. Lisa B. acknowledges that it was very difficult to use funds that parents have raised over 20 years and spend them this year and the decision was not made lightly. Saiba L. agrees that that is what they are there for and she also agrees that if the Quebec Trip in June would also work. Lisa B. mentions that Cedardale is also postponing their trip and maybe could collaborate on a Grade 8 trip. Lisa B. wraps up the Budget as there were no more questions and comments.

8. PAC EXECUTIVE NOMINATIONS 2020-2021 (Lisa B.)

Lisa B. starts her 'Screen Share' of the new PAC Exec team. The attendees are able to view the list of nominees. She thanks the volunteers and starts to describe positions. Monique Schelle has volunteered to take on the task of PAC Chair. Attendees cheer. Sydney Smith has offered to step into the role of Vice Chair. Lisa Black stays on as Past Chair to help with any questions. Yalda Ahmadvand will stay on as Class Parent Liaison and she will be crafting and sending out our PAC emails to Class Parent Reps. Steph LeCompte will stay on as Communications Coordinator and will be joined by Bitu Lotfi. Tania Pan will be continuing her work as Visual Communications as well as taking on the role of Secretary. Dina Daraee will be staying on as Co-Treasurer and will be helping Melaine Miao with the role with Sarah Yassami as Assistant Treasurer. Chloe Storrey will be taking on the role as Volunteer Coordinator and will be working with Lisa Romero. Cindy Nairne will continue as Dpac Rep. Rachel Love will be staying on as our Fundraising Rep. Samira Enayati and Linda Gour will be our Parents at Large. Linda G. will also be staying on to spearhead the Gelato team. Paola Rockhill may continue with the Spirit Wear but that has not been confirmed.

Lisa B. extends a huge heartfelt and emotional thank you to all of the PAC people she has worked with so far. She jokes that her husband had a celebration cake for her when Monique S. volunteered for PAC Chair. She illustrates that she leaves with a lot of trepidation and that she has felt very fulfilled in the role as PAC Chair. Monique S. is asked to say a few words. Monique S. thanks Lisa B. and notes that she is really excited for the nomination and the opportunity to work with the PAC. She extends a huge thank you to the current PAC Exec. and all the hard work that has been put in. She notes that even during the early stages of the pandemic the PAC still kept things rolling right to the finish line. Monique S. thanks the PAC and Lisa B. continues the meeting. Lisa B. notes that Michelle M. is on as Community Garden Rep. and apologizes for the omission from the official list and will confirm later if she is still going to continue that role.

9. QUESTIONS and COMMENTS (Lisa B.)

Lisa B. reminds the group to type their name in the 'Chat' bubble to properly take attendance. Lisa B. then asks if there are any Questions or Comments. Kate P. extends a thank you to Lisa B. and team and acknowledges how gracefully she took on the role and made it look easy. Lisa B. thanks her for her kind words. Lisa B. notes the challenging times and we have to continue to be 'nimble' as Tara Z. mentioned and she thanks everyone and wishes everyone a very restful summer hopes to see everyone in the fall. Saiba L. asks if school will be remote in September. Lisa B. explains the different Stages (Health and Safety Regulations) and at a Dpac meeting Chris Kennedy mentioned that they are hoping for Stage 1 which means 100% attendance from K-12. This may change and she notes that the District may 'bounce' around the Stages depending on what guidelines are set due to Covid-19. She informs the group that Stage 2 is 100% K-7 but 8-12 would only be 20%, highschool looks like there will be more Remote Learning. Michelle R. adds a thank you to Lisa B. and everyone else on the PAC Exec team and notes she had fun being PAC Secretary. She mentions that typically there is a celebration and a thank you gift but due to the situation we are unable to offer that. Lisa B. thanks everyone for attending the first Zoom meeting and calls for Adjournment.

10. ADJOURNMENT (Lisa B.)

First Official Zoom Meeting is Closed at 1:50pm.

1st. Kate P. 2nd. Monique S. with Video and Audio acknowledgement. Lisa B.(the Host) ends the video.