

**LORD TWEEDSMUIR COMMUNITY SCHOOL**  
**PARENT ADVISORY COUNCIL (PAC)**  
**October 21, 2020 MEETING MINUTES**

The New Westminster School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

**Date:**           **October 21, 2020**

**Time:**           **7:00 PM**

**Location:**      **Zoom Video Call**

**Attendees:** Jason Leber, PAC Chair; Elaine Soo, Secretary; Enza Esposito, Fundraiser; Carrie Carlsen, DPAC Rep; Jenny Richter, Principal; Isabella Lam, Vice Principal

**Members at Large:** Alma Hernandez, Michael Wilton

**MINUTES**

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7:04    1.0    **CALL TO ORDER**

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Call to order @ 7:04PM.

7:05    2.0    **APPROVAL OF THE AGENDA**

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Elaine Soo (Elaine) motioned to approve the October 21, 2020 PAC Meeting Agenda, Jason Leber (Jason) seconded. Motion to accept the October 21, 2020 PAC Meeting Agenda was **APPROVED**.

7:05    3.0    **APPROVAL OF THE MINUTES**

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Jason motioned to approve the September 23, 2020 Extraordinary PAC Meeting Minutes, Elaine seconded. Motion to accept the September 23, 2020 Extraordinary PAC Meeting Minutes was **APPROVED**.

7:05 4.0 **REPORTS**

4.1 **CHAIR**

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- Jason advised that we are currently working on getting our new PAC formed and transitioning from the previous PAC since it's almost a brand new PAC this year. Great help from everyone working through this transition period.
- Jason is working on communication on how to get in and out of school to monitor communication from teachers, how to get to the mailbox and making sure parents know to email us to reach us directly.
- Jason Leber had a positive comment to share around physical distancing at the school. At the first PAC meeting it was noted that there were lots of people congregating at the playground but since the school (Jenn) sent out a reminder, the crowd is thinning out now and people seem to be respecting the physical distancing guidelines.

7:08 4.2 **TREASURER**

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- Jason reported that there needs to be a transition for signing authorities. Jason already has it and we need two more PAC Executives to be signing authorities. We will discuss at the next PAC Executive meeting.
- Jason Leber asked where our physical files/folders/records are currently located at the school. Jenn mentioned that most items are still in the PAC kitchen and where the PAC mailbox is located near the office. She offered that Jason can book an appointment to take inventory of the files at the school.

7:10 4.3 **DPAC**

- Carrie Carlsen (Carrie) had not seen a link for the DPAC meeting this month.
- Jason said he will look into that and send over any information he has.
- Carrie mentioned that a couple items that came out from DPAC from the September meeting were about parent events and was more geared towards middle schools. She said that the first meeting was mostly focused on starting up the new school year.
- Jason mentioned that we usually get a report but he hasn't seen it come through yet.

**PRINCIPAL / VICE PRINCIPAL**

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- Jenn Richter (Jenn) thanked all the volunteers for stepping up to fill the roles in the PAC.
- In addition to stepping into the roles, it's a completely different environment so she offered assistance if we need any help in understanding the environment of what it means to be on PAC.
- Isabella Lam, Vice Principal, advised that we have started morning announcements with the grade 5 students and it's all going well. They will be circulating through all the classes and everyone will have an opportunity to do it for a week at a time.
- Isabella also mentioned that lunch monitors are being put on hold until further notice so as not to mix learning groups.
- We also held our first virtual assembly re Orange Shirt Day. It all went really well. We had an opportunity to share a couple of stories with students regarding Phyllis's Orange Shirt by Phillyis Webstad.
- Another thing we're working on is engaging the whole school in an art project and the significance of our hands. The students will colour and write messages and show how we can support and take care of one another. These will be placed in the hallways.
- Isabella ended with announcing that the next assembly virtual will be for Remembrance Day. We are working with the staff to see what it looks like. We will keep it similar to previous years and hoping to do some artwork around Remembrance Day and a slideshow that we can showcase. There is more to come and it will be shared at next PAC meeting.
- Jenn added some calendar reminders:
  - Grade 4 - FSAs moved to the new year away from October.
  - Provincial Professional Development Day is Oct 23.
  - Photo Retakes on Oct 26.
  - Remembrance Day virtual assembly on Nov 10.
- Jenn advised that the feedback she received from families from last year was that there were too many emails being sent from the school. Going forward they will be sending parent communication home on Fridays, where possible, with what to expect in the upcoming week. She'd like to encourage the PAC to get information to them for these Friday announcements and to give them at least a couple of days to get the information together to be posted to reduce the number of communications to the families.
- The District sent out Halloween information which was posted earlier this week. The District sent clear expectations but our school will send out more clarifications on how we can celebrate in alternative ways.

- Jenn advised that we started emergency drills, some will be business as usual where some will be slightly different. The Great Shake Out BC was one of the typical drills but we'll be modifying things for fire drills. Primarily we will not be exiting the school en masse. We're reviewing the process at the moment but the entire school will not evacuate the school at the same time. We will ensure all safety protocols are in place for the fire drills. The calendar dates when the emergency drills will happen will be sent out as they progress throughout the year.
- Jenn asked if there are any questions for the Administration.
- Enza Esposito (Enza) asked why the gate is locked again? People are coming up with bikes etc. Jenn will follow up with Maintenance.

7:20 5.0

### **NEW BUSINESS**

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- Fundraising. The Fun Lunch program is not really a possibility anymore, however, since Fuel Up is already in the school they offered to do our Fun Lunch program. This item to be discussed at our PAC Executive Meeting.
- Jason mentioned that we have dates booked for the school gym for evening evenings but that's not really a possibility either.
- Enza shared a few ideas (Art by Kids, they make their Christmas cards), Gift Cards but we would need to activate Munchalunch in order to use it for the Gift Cards. This item to be discussed at our PAC Executive Meeting.
- Jason brought up the need to flag initiatives to the PAC so that we can get on them sooner as sometimes an initiative can take a while to get in place.
- Jason had one idea to get some sandwich boards at different entry points and add the PAC meeting information on the days that we have our PAC meetings to get as many families involved and mostly to serve as a reminder that there's a meeting happening.
- Jason confirmed that we have received \$7400 in gaming funds for this year.
- Jason asked Jenn where the garden project is at and if there are any needs for PAC funds to support that project this year.
- Jenn added that the PAC had contributed more over the summer by adding more rocks, bark mulch and beds. She committed to talking to the Garden Committee to see if there are any other needs for this year.
- She added that the students are all painting their own individual rocks to be added to the garden.
- Jason mentioned that traditionally there are two types of PAC funds for teachers: Classroom Funds \$125 or \$150 and Field Trip Funds \$250. He asked if there's a need to adjust that this year since field trips may not happen. He asked if teachers should be able to claim it all for classroom funds. Jason encouraged ideas from the teachers to see what they're

thinking for this year and how they want to see the funds used. Jenn mentioned there is some interest in connecting in some virtual field trips and some art workshops. She'll get feedback and share it back with us.

- Enza continued with the fundraising discussion and brought up the Spirit Wear fundraiser. She mentioned masks but there are many other options on the online site that you can purchase spirit wear.
- Jason asked if we should do the same as last year to provide t-shirts from the PAC with the PAC Tweeds Logo. Michael Wilton (Michael) suggested a different item instead of all the same t-shirts each year.
- Jason asked if we could have different options for students and staff if we are going down the road of purchasing spirit wear.
- Enza filled us in on the next two months of possible fundraising effort.
- Art cards by Kids where kids create their own Christmas cards and parents would purchase products with the artwork. This has been a good fundraiser from what she knows from the other PACs. Jason asked if this could be a classroom led activity so all the students do it. Jenn confirmed that we would be able to work with the staff on that.
- Progressive Gift Cards is another big fundraiser and it happens in 2 different phases. One at the beginning of November and one at the beginning of December and we would need Munchalunch activated. Jason to work on activating the account.
- Mom's Pantry is another fundraiser that did well for us last year. This consists of different types of foods from different parts of the world. Last year we did 2 different fundraisers with Mom's Pantry.
- Jason confirmed that the PAC Executive will sit down with timelines and present to Jenn for a final review.
- Enza has been able to plan with the distributors for pick up and delivery on the weekends. She can do everything outside of the school.
- There were no further questions from the PAC meeting.

7:37 6.0 **ADJOURNMENT**

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Motion to adjourn by Carrie Carlsen and Michael Wilton as second the October 21, 2020 PAC Meeting was **APPROVED**.

**NEXT MEETING**

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**Date:**           **November 18, 2020**

**Time:**           **7:00 PM**

**Location:**      **Zoom Link**

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Elaine Soo

October 21, 2020

**Recorded by:** \_\_\_\_\_

**Date:** \_\_\_\_\_