

# Summit Elementary PAC Minutes

October 20<sup>th</sup>, 2020 – Zoom Meeting

**PRESENT:** attached list of attendees.

Anke Irwin, Courtenay Johnston, Justin DeVries, Beverly Martin, Margo Stewart, Karrie Simons, Andrea Ballie, Brittney Gardiner, Sean Thurston, Ricki Andrews, Vivvy Colleen

**1. Meeting called to order at:** 6:02pm

**2. Agenda approved/disapproved** – Approved by Courtenay Johnston Seconded by Anke Irwin.

**3. Action:** Review of previous minutes (Sept 29<sup>th</sup>). Motion to approve minutes. Accepted by Anke Irwin. Seconded by Courtenay

**4. Agenda:**

● **Principal's report: Justin DeVries**

- a) New CEA- Kelly. An application was sent in Mid-September for more CEA time. We are one of a few schools who received an increase in our support time. A new 4 hour position started this week to support a kindergarten class.
- b) Video Announcements- Justin will do the first Monday of the month and then the teachers have a sign-up sheet to provide a video announcement every morning to the school. This will encourage inclusivity amongst the co-horts by allowing each teacher to interact with the students virtually.
- c) Breakfast program- Boys and Girls club to start the program on Nov 2. They are looking into a bus to transport the children. Around 30 application forms will be sent home.
- d) Scorch Start- Some technical difficulties have postponed this program, will hopefully be resolved by next week.
- e) Reporting Pilot- Teachers will be forming a committee to look at how the school reaches out to parents about the new form of reporting.
- f) Library project- A large-scale project may be in the works to renovate our library into a more usable space. Still very early, but we have the support of the district to move forward.
- g) Parent/Teacher interviews- There was some confusion amongst teachers and parents, next year we hope to streamline the sign-up process through the office.

- **Treasurer's report: Anke Irwin**

- Transferred from Royal bank to Scotia bank.

- E-transfers can now be accepted by the PAC

- Coupon Books total fundraised: \$2,110.00 with a profit of \$939.60

- Gaming Account Grant approved of: \$5,060.00

- Remaining 2019 gaming account balance of: 5,506.74

- Total Gaming account balance for 2020: \$10,566.74

- Total funds in General account Balance:\$12,268.07 as of October 19th

- Outstanding Balance owing: \$52.93 for hot lunch orders and \$13.44 poster boards for pumpkin disposal fundraiser. To be paid ASAP as we are awaiting cheques for the new account.

- **DPAC Report:**

- Working on recruiting a DPAC REP.**

- Courtenay is looking into how we can acquire zoom meeting recordings and we are currently looking for volunteers to attend meetings.

- **New business: Courtenay Johnston**

- Nominations: Co-Chair: Courtenay nominated Beverly Martin. Seconded by: Anke. Accepted by Beverly Martin.

- Pumpkin Disposal update: On November 1st we will be having a pumpkin pickup fundraiser. Three families have volunteered to pick up pumpkins. We are in need of more volunteers for the school drop zone. Posters for the classrooms have been dropped off for the classes to create and hang in the community to help spread the word of the fundraiser.

- Halloween at school: Mrs Petchnik and Courtenay are looking at ways to create a pumpkin patch at school. They have reached out to local farmers to supply pumpkins for the kids.

- Growing Smiles Fundraiser: Christmas greenery fundraiser. The school is registered and ready to distribute the fundraising information on Monday October 26<sup>th</sup>. The Greenery will be dropped off at the school on November 30<sup>th</sup> (Time: TBD). The PAC will sort the flowers by classroom and distribute to families during certain time slots (8:30am, 2:30pm, 5:00pm) possible pick up at the gymnasium. (TBD)

- ACTION:** Anke will call Growing Smiles to see if we can coordinate a specific drop off time. Justin will look into the exact pick up area for the parents.

- Cookie Dough fundraiser- TBD

**ACTION:** Ricki Andrews to look into options for possible fundraiser in December.

- Clothing drive- Anke, Courtenay, Justin. Working on details to put a clothing swap together. Our goal is to create a clothing swap over the course of five days for families to come and look through items and take what they need with Covid protocols in place. Any remaining items will be stored at the school to allow teachers to pick out clothes if they notice a child needs an item.

**ACTION:** Get information to families through a handout from the school.

- Clothing donation & purchases for school- PAC to purchase new items for families, Extra mitts, toques, socks, underwear.

### **Gaming account items**

- David Lam

Would like a new Projector and Bluetooth upgrade. He will provide more details before PAC decides.

- Danielle Royce

Missing books during Maternity leave. These books are key reading material for her class. She has already re-purchased these items and has the receipts totaling \$300.00. The PAC would like to reimburse her half of the cost from the Gaming account.

**ACTION:** Anke suggests putting 150\$ from the Gaming account towards replacing her books. Seconded by Andrea Baillie.

- Teachers request for puzzles.

**ACTION:** Growing smiles fundraiser's profit will be used for Teachers resources. Ex. Puzzles, magazines, books as the gaming account does not cover these items.

### **Follow up business**

- Teachers requests system (Revised)

This will be a two step process. We are currently creating a document for the teachers request system as step one. Step two has already been set in place as an open dialog for teachers to verbalize their requests using different formats such as a zoom meeting with the PAC, writing an email, or putting together a presentation.

- Direct Donations- Steps on how we can accept direct donations to the school. We can accept cash, cheque's and online payments will be available soon. The school will provide a tax receipt for parents who make donations directly to the school. The school will create a spreadsheet of who donates and how much and send that to the board of directors to print off the receipt.
  - After school program- Justin has a meeting October 21<sup>st</sup> with the district coordinator. Plans to take notes and report back to the PAC on our options available.
  - School Zone update- Courtenay contacted the city of Kamloops and spoke with a traffic advisory committee about the safety risk on the Gleneagles entrance to the school. The school does not meet the requirements to have a school zone on Gleneagles drive because the playground is set back far enough from the road. However the city bus route has been notified about the speed issue we are experiencing in the area and has given verbal confirmation a reduction in speed will happen from them. The RCMP will also set up a speed tracker and have volunteers present to track speed and issue warnings to any speed violations.
 

**ACTION:** Courtenay will be reaching out to the school district to see if we can put a fence along the top of the stairs as well as having a no park zone. Increased signage for Children Crossing and upgrade crosswalk signs. Country and Beverly will be looking into signage at the Gleneagles and Monarch crossing as well.
  - Pizza Fundraiser
 

Looking into acquiring coupons provided from businesses that we will then resell to families in order to still provide a discount to families in place of pizza day at school.

**Previous meetings Actions follow-up:**

Hot lunch has been secured and a plan is in place.

Next PAC meeting: November 17<sup>th</sup> 6:00pm on Zoom.

Meeting Adjourned: 7:47 pm