



**Ecole Pitt River Middle School
Parent Advisory Council – General Meeting Minutes
February 7, 2022**

ATTENDANCE (via Zoom)

Chairperson:	Summer Wright	DPAC Representative:	Jeremy Bauman
Treasurer:	May Luong	Pitt River Principal:	Darren Stewart
Secretary:	Bruce Catterall	Pitt River Vice Principal:	Lindsay Goodridge

Regrets: Phil Sinnott (Vice Chairperson)

1. CALL TO ORDER

Summer called the meeting to order at 7:07pm, and read the Territory Acknowledgement. In accordance with the Constitution & Bylaws of the PAC, the quorum requirements had been achieved and the meeting proceeded.

2. APPROVAL OF AGENDA

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the agenda of the meeting, as circulated. **MOTION CARRIED.**

1. May Luong. 2. Bruce Catterall. Approved.

3. APPROVAL OF MINUTES

May noted that some amendments to the minutes from Jan 17 were required. On page 2, the Fundraising Proceeds should be \$1,648.69 (as opposed to \$1,6,48.69); and on page 3, the mention of Make It Sow as a fundraising option should be removed from the minutes as it was not specifically discussed in the meeting.

It was then **Moved** and **Seconded** to approve the minutes from the January 17th, 2022 General Meeting, as amended. **MOTION CARRIED.**

1. Bruce Catterall. 2. May Luong. Approved.

4. CHAIRPERSON / VICE CHAIRPERSON REPORTS

PRPAC Email & Facebook page:

Our Facebook page continues to be a key communication conduit between the PAC and the parent community. **Parents are encouraged to visit the PAC Facebook page, and to contact us via email at:**

www.facebook.com/groups/375370090959171
pittrivermiddlepac@gmail.com

Bottle Drive:

Summer has updated our account at Return It, & ordered a series of labels. She will deliver labels to the school, for students to take home. All parents will have to do is fill up a bag, place the label on it & drop it off at one of the Return It depots.

Restaurant Night:

We will explore doing a restaurant night with Chipotle in March or April. Bruce will connect with Phil to discuss specifics.

Purdy's Chocolate fundraiser:

This fundraiser will begin soon, and run until Mar 28th. Customers can place orders on the online site & pay by credit card. Pickup details will be determined & communicated soon. If anybody would like a paper catalogue, they are available at the office, or by request.

Neufeld Farms fundraiser:

Neufeld offers two more fundraisers this year – the winter catalogue from Feb 22-Apr 14, and the spring catalogue from April-June. We will look into hosting both. More details to follow.

5. TREASURER'S REPORT

Balance Sheet:

The balances as of February 6th were:

Accounts Receivable / Payable:

The balances as of February 6th were:

RBC Account status:

This is our account that is held at the school. It is where the school deposits donations to the PAC through the KEV Online system. The current balance is \$1,725.76.

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Feb 6th, as presented. **MOTION CARRIED.**

1. Bruce Catterall. 2. May Luong. Approved.

6. REVIEW OF BUDGET / TEACHERS' WISHLIST

Based on the balances in our accounts, we have enough funds to cover all the items on the Wishlist, with the exception of the playground structure. \$12,037.18 will come from the Gaming Account, and \$3,203.82 will come from the Operating Account (\$1,700 from the TD general account and \$1,503.82 from the RBC account).

May presented an Income Statement, where she estimates that the Operating account will end the year with a balance of \$1,812.39, and the Gaming account will end the year with a balance of \$5,239.30. See Appendix A.

It was then **Moved** and **Seconded** to issue cheques for the above for Wishlist. **MOTION CARRIED.**

1. May Luong. 2. Bruce Catterall. Approved.

Replacement Playground Structure:

While there is a need to replace a portion of the playground, the PAC does not have a financial plan for it yet. Summer will look into any grants that might be available first, and then we can proceed from there.

7. BURSARY APPROVAL

In the Operating Budget for 2020-2021, a bursary for \$500 to be presented to a graduating Riverside Secondary student (who was a Pitt River student) was budgeted. Unfortunately, this item wasn't included in the budget for 2021-2022. However, a motion was presented to once again provide Riverside Secondary with a cheque for \$500 for a bursary this year. **MOTION CARRIED.**

There is discussion as to whether this expense is eligible to be taken from the Gaming account. This will be discussed at the next meeting.

8. DPAC REPRESENTATIVE'S REPORT

Presentations were made by Erica Steward from the BC Bereavement Helpline, covering such topics as bereavement and the stages of recovery; and Brittany Borean from the Crossroads Hospice Society, discussing youth and young adult programs and services.

The BC Bereavement Helpline is a non-profit, free, and confidential service that connects the public to grief support services within the province of BC. Call the BC Bereavement Helpline to speak with one of their caring volunteers for information on their bereavement support groups, agencies, and peer-based support. Your call is free, confidential, and anonymous. They will help you find the most appropriate support for your specific type of loss. Call the Helpline at 604-738-9950 or toll-free at 1-877-779-2223, Monday - Friday 9am - 5pm, or email at contact@bcbh.ca.

<https://www.bcbh.ca/>

The Crossroads Hospice Society is a volunteer based, non-profit organization serving the Tri-Cities, Anmore and Belcarra. They provide compassionate care to people with life-limiting illnesses and their families, and support individuals along their grief journeys. Their mission is to provide compassionate care and support to people with life-limiting illnesses and their families, and to support youth and adults who are grieving the loss of a loved one.

<https://crossroadshospice.org/pages/youth-young-adults>

<https://crossroadshospice.org/>

The next DPAC General Meeting will be held on Wed Feb 23 at 7pm, and will include a presentation on Indigenous Education.

9. ADMINISTRATIVE REPORT

Covid 19:

After an increase in staff absences, it seems that attendance is beginning to improve.

Report Cards:

Starting with the next reports, report cards will be published online on the MyEducation BC Parent Portal (as opposed to being sent home). Once the portal is launched, parents will receive their Login ID & Password from the school, and they will be able to access the portal at

myeducation.gov.bc.ca/aspen/logon.do

Cross-Catchment:

The cross-catchment process has now begun & will close on Feb 9.

Basketball:

Basketball is back up and running. Although the province has begun to open up school tournaments, we likely won't see inter-school competitions return this year – just intramurals.

10. NEW BUSINESS

Constitution & Bylaws Committee:

Bruce & Phil have volunteered for this committee to review our Constitution & Bylaws. They will provide an update at the next meeting.

BCTF Presentations for Parents:

The Advocating for Your Child workshop was held on Wed Jan 19th. The presenters, Donna Bulmer & Manjit Torrance, covered such topics as Parent / Teacher Conferences, When You Need To Call the School, and Executive Functioning. Unfortunately, attendance for this workshop was no better than the Social Media 4 Parents workshop back in November. However, Bruce is not dissuaded, and has put in a request for the BCTF presentation on Antbullying, which will hopefully be held on either Wed Mar 30 or Wed Apr 27.

Seed Fundraiser:

Further to the fundraising discussions at the last meeting, on top of West Coast Seeds, Make It Sow is another vendor that hosts a seed fundraiser. Unlike West Coast Seeds, they sell seed bundles, their registration is more flexible, and for every 10 packages we sell, they will plant one tree. Such a fundraiser should occur between Jan-Apr, to coincide with planting season.

www.makeitsow.com

Bingo Night:

Summer will continue explore doing an online Bingo Night, including looking into the license / gaming requirements.

11. NEXT MEETINGS

The remaining PAC meetings for the year will be held over Zoom until further notice, will begin at 7pm, and are tentatively scheduled for:

Mar 7, 2022
Apr 11, 2022

May 16, 2022 – Annual General Meeting, Elections
Jun 13, 2022 – 2022-2023 Budget

12. ADJOURNMENT

Summer made a motion to adjourn the meeting. **MOTION CARRIED.**

The meeting was adjourned at 8:08pm.

APPENDIX A

Pitt River Middle School Parent Advisory Committee 2070 Tyner Street Port Coquitlam, BC, V3C 2Z1 Tel: (604) 942-0267	<h2 style="margin: 0;">2021-2022 Income Statement</h2> <p style="font-size: small; margin: 0;">Created: February 6, 2022</p>	
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Operating Budget 2021-2022		
2020-2021 Ending Balance	\$2,329.95	
Revenues	Annual Budget	Current Budget
Hot Lunch	\$200.00	-
Fundraising	\$1,199.76	\$1,648.69
Total Revenues	\$1,399.76	\$1,648.69
Total Balance	-	\$4,342.09
Expenses		
Bank Fees	\$60.00	\$29.70
BCCPAC Annual Fee	\$75.00	-
Classroom Consumables	\$1,000.00	-
Hot Lunch Expenses	\$1,400.00	-
Wishlist	-	\$1,700.00
Staff Appreciation	\$800.00	\$800.00
Total Expenses	\$3,335.00	\$2,529.70
2021-2022 Estimate Ending Balance	\$394.71	\$1,812.39

Gaming Budget 2021-2022		
2020-2021 Ending Balance	\$10,380.99	
Revenues	Annual Budget	Current Budget
Community Gaming Grant	\$9,520.00	\$9,540.00
Total Revenues	\$9,520.00	\$9,540.00
Total Balance	-	\$18,851.48
Expenses		
Bank Fees	\$60.00	-
Buses (Field Trips)	\$6,000.00	-
Performances	\$1,000.00	\$12,037.18
Classroom Consumables	\$1,000.00	-
BCCPAC Annual Fee	\$75.00	\$75.00
Grade 8 Leaving Ceremony	\$1,000.00	\$1,000.00
Riverside Bursary	\$500.00	\$500.00
Total Expenses	\$9,635.00	\$13,612.18
2021-2022 Estimate Ending Balance	\$10,265.99	\$5,239.30

* Hot Lunch cancelled from September 2021 to the present - COVID restriction
 1 Wishlist general claim allocation - \$1700 (from TD general) \$1503.82 (from RBC chequing)
 2 expenses are eligible to claim for Community Gaming Grant
 3 additional monthly bank fee of \$4.95 will be deducted respectively (Feb to July 2022)