



**Ecole Pitt River Middle School  
Parent Advisory Council – General Meeting Minutes  
January 17, 2022**

---

**ATTENDANCE (via Zoom)**

<b>Chairperson:</b>	Summer Wright	<b>DPAC Representative:</b>	Jeremy Bauman
<b>Vice Chairperson:</b>	Phil Sinnott	<b>Pitt River Principal:</b>	Darren Stewart
<b>Treasurer:</b>	May Luong	<b>Pitt River Vice Principal:</b>	Lindsay Goodridge
<b>Secretary:</b>	Bruce Catterall	<b>Other Pitt River Staff:</b>	Peter Orlandi
<b>Members at Large:</b>	Melody McKiernan		

**1. CALL TO ORDER**

\* Summer was under the weather tonight. While she was present, Phil chaired the meeting. Phil called the meeting to order at 7:03pm, 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. Melody McKiernan. 2. Bruce Catterall. Approved.

**3. APPROVAL OF MINUTES**

It was then **Moved** and **Seconded** to approve the minutes from the November 22nd, 2021 General Meeting, as circulated. **MOTION CARRIED.**

1. Melody McKiernan. 2. May Luong. Approved.

**4. CHAIRPERSON / VICE CHAIRPERSON REPORTS**

BCTF Presentations for Parents:

The Advocating for Your Child workshop will be held Wed Jan19th at 7pm.

The facilitators of the workshop, Donna Bulmer & Manjit Torrance, will be covering such topics as Special Needs, IEPs, Bullying, managing social situations / interactions, contending with homework / online learning, and managing gender “roles”.

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](http://www.facebook.com/groups/375370090959171)

[pittrivermiddlepac@gmail.com](mailto:pittrivermiddlepac@gmail.com)

**5. TREASURER’S REPORT**

Balance Sheet:

The balances as of January 16<sup>th</sup> were:

• general account balance	4,347.04
• gaming account balance	18,851.48
• accounts receivable / payable balance	0.00
• RBC account balance	1,600.76
• netted together, the total assets	24,799.28

Accounts Receivable / Payable:

The balances as of January 16th were:

- accounts receivable balance 0.00
- accounts payable balance 0.00
- netted together, the total AR/AP 0.00

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 \$1,600.76.

Fundraising Proceeds:

With the addition of the \$57.30 from Pasta Polo, we have earned \$1,648.69 in fundraising income year-to-date.

TD Bank Cards:

May is in possession of 2 bank cards for our accounts. The green card is used for both the General and Gaming accounts. The grey card is obsolete.

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Jan 16th, as presented. **MOTION CARRIED.**

1. Bruce Catterall.
2. Jeremy Bauman. Approved.

**6. REVIEW OF BUDGET / TEACHERS' WISHLIST**

Classroom Consumables:

As per the annual budget, we have forecasted to provide the school with \$3,300 towards Classroom Consumables, depending on the number of divisions this year. Based on the number of divisions this year, it was then **Moved** and **Seconded** to issue a cheque to the school for \$2,700 (\$100 per classroom teacher) for Classroom Consumables. **MOTION CARRIED.**

1. Phil Sinnott.
2. Bruce Catterall. Approved.

**7. DPAC REPRESENTATIVE'S REPORT**

There was no meeting held in December. The next General Meeting will be held on Wed Jan 26 at 7pm, and will include a presentation by the BC Bereavement Helpline

**8. ADMINISTRATIVE REPORT**

Covid 19:

Omicron arrived in December. This led to a delayed start for the students. During this time, the school (and district) fine-tuned the Covid protocols, including adjusting the break times for the students. Band and After School Programs have started back up again. Basketball intramurals will likely start up again next week, with capacity restrictions, but all students will have the opportunity to play).

Along with the students, we are beginning to see an increase in staff absences. Darren reviewed the Functional Closure process with the PAC – a Functional Closure can be triggered by either staff absences (where a school closure will be determined by the district) or student absences (where a school closure will be determined by the Fraser Health Authority).

Staff AND students have been fantastic at respecting the process & rolling with the changes.

Report Cards:

In the near future, 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/aspden/logon.do](https://myeducation.gov.bc.ca/aspden/logon.do)

As well, next year, the school district will be moving from letter grades to Proficiency Analysis at the middle school level. Students will not begin to receive letter grades until grade 9 (at the Secondary level). Stay tuned for further details on both of these initiatives.

#### Budget Review

The PAC has budgeted \$5,000 for the Teachers' Wishlist. Darren presented a summary of the items for the PAC to consider, including:

- Student programs, diversity books for class libraries, games for lunch time activities, Bosch router & table, guitars, wireless microphone, etc.
- Replacement of the climbing apparatus and construction of an outdoor classroom (or perhaps a hybrid climbing / classroom structure). This could cost between \$24,000-50,000. Perhaps the PAC can work towards multi-year saving, apply for grants or seek corporate donations / partnerships to fund this project. A potential vendor for this project is Habitat Systems Inc. out of Burnaby

[www.habitat-systems.com/](http://www.habitat-systems.com/)

Darren sent the summary to Phil, for the PAC to discuss.

## 9. FUNDRAISING GOING FORWARD

#### Bottle Drive:

The PAC will strive to run a bottle drive starting in February. Summer is updating our account at Return It, & ordering labels. Perhaps we can have the labels distributed to students. 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:

Phil will explore doing a restaurant night with Chipotle in February or March. Bruce has experience with Chipotle, and will connect with Phil ahead of the next meeting.

#### Bingo Night:

Summer will explore doing an online Bingo Night, including looking into the license / gaming requirements. Bruce has offered to assist.

#### Ideas for next year:

Fresh to You fundraiser with the BC Agriculture in the Classroom Foundation:

PACs sell bundles of locally grown fresh fruits & vegetables to family & friends. Bundles cost \$20-25. The PAC receives 40% profit on all bundles sold. As well, for every bundle purchased, BCAITCF provides a complimentary bundle for schools to supply to families in need.

Schools must be enrolled in the BC School Fruit & Vegetable Nutritional Program (BCSFVNP) in order to qualify. Then, the PAC must apply for the fundraiser between May-September. The fundraiser runs for the month of October, with bundles delivered in early November.

PACs are encouraged to apply early, as supplies are limited.

[www.bcaitc.ca/fresh-you-fundraiser#overview-](http://www.bcaitc.ca/fresh-you-fundraiser#overview-)

#### West Coast Seeds or Make it Sow

PACs sell vegetable, herb and/or flower seeds to family & friends. The PAC receives 40% profit on all sales.

West Coast Seeds sells individual seed packets, and applications begin in September.

Make it Sow sells seed bundles, registration is more flexible, and for every 10 packages we sell, MIS will plant one tree.

Fundraising should occur between Jan-Apr, to coincide with planting season.

[www.fundraising.westcoastseeds.com](http://www.fundraising.westcoastseeds.com)

[www.makeitsow.com](http://www.makeitsow.com)

**10. NEW BUSINESS**

Blood Drive:

On Sunday, Feb 6, the Canadian Blood Services is holding a blood donation event at Pitt River Middle. They are always looking for donors. See the Facebook page for details.

[www.facebook.com/events/679267446560739](https://www.facebook.com/events/679267446560739)

Constitution & Bylaws Committee:

It is January, so it is time to formally establish the C&B Committee to review our Constitution & Bylaws. Bruce & Phil have volunteered for the committee. It would be ideal to have 3 people on the committee, so if you are interested in helping to re-establish this foundation document, please attend the next PAC meeting or reach out to the PAC on the Facebook page.

**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:

Feb 7, 2022

May 16, 2022 – Annual General Meeting, Elections

Mar 7, 2022

Jun 13, 2022 – 2022-2023 Budget

Apr 11, 2022

**12. ADJOURNMENT**

Phil made a motion to adjourn the meeting. The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

1. Bruce Catterall. 2. Melody McKiernan. Approved.

The meeting was adjourned at 8:01pm.