



**Eagle Ridge Parent Advisory Council (PAC)
Meeting Minutes
Thursday Dec 3, 2020 6:45pm via Zoom**

In Attendance: Don Hutchinson, Tara Lyons, Amanda Weber, Jenifer Short, Jennifer Dolsen, Maribeth Pearson, Tracey Schaeffer, Erin Davis, Jenny Lee, Julia Kadow, Kirina Strothers, Darcy Bergsma, Claudia Maldonado, Stella Lai (Pepper), Leah Dixon, Hooman Shahin Fard, Zeetech

1. Call to Order and Territorial Acknowledgment – Tara Lyons

2. Approval of Agenda, approved by Tracey S, seconded by Jen Short

3. Approval of Nov 2/2020 meeting minutes, approved by Maribeth Pearson, seconded by Jen Short

3. Principal's Report – Don Hutchinson

- Still focusing on literacy and the litter less lunch program
- November In Review: Remembrance Day virtual assembly was fantastic, thank you Mr Botero! Student photo retakes
- With Covid #s on the rise, we are holding off on any Jan activity announcements at this time
- Blue and Red Playground “swamp” update: the quick fix was tried but it did not work well
 - 2nd plan will move forward, which is to install PVC tubing for drainage
- Update on new outdoor rock structure: the company saw broke so we are now looking at a possible mid Dec or Jan delivery. The district grounds crew was behind so the delay is working out well with ground prep plans
 - o Structure named “little rocks” is the area which housed the old wooden playground
- Buddy Bench update: tried to mount it to the ground but the lag bolts ripped. New plan is to move it up against the school where it can be properly attached
- Gingerbread Houses: there are about 10 of 18 divisions participating in the gingerbread houses this year but the challenges led some not to participate
 - o Teachers had to pick up their own kits at Costco, there was some reluctance and the # of kits may have been limited

- Fundamental Skills Assessment (FSA): An essay type comprehension exam for grade 4 and 7
- Middle Years Development (MDI): Used to be for grade 4, now its grade 5. Reviews friends, adult connection, access to healthy meals, physical activity, ect
 - running Jan – Apr
 - challenge is that all of our grade 4/5 are blended
 - Mr Hutchinson to be in the lab to administer Jan – Spring
 - These are optional and a letter to parents will have gone home
- BC Children’s Hospital Fundraiser: Festival of Trees
 - set up in the school entryway
 - all kids get to hang ornaments
 - this is initiative instead of Share for the holiday season (no gifts, monetary donations)
 - Will plan a Share fundraiser for money or food in the Spring
- Traffic update: the community liaison spoke to RCMP, city of Coquitlam and ICBC, hoping to revisit the intersection of Falcon and Guildford
 - there have been 3 accidents in a short time, thankfully with no injury in the school community.
 - We have seen more Bylaw officer visits, tickets have been issued for U turns and parking in no parking zones
 - Hoping for more RCMP presence
- Calendar of Events: Report Cards (Fri Dec 4), Early Dismissal (Wed Dec 9), Pajama Day (Fri Dec 11), Holiday Sweater Day (Weds Dec 16), Last Day before winter break (Fri Dec 18)
- With the recent change in Government, we now have a new Minister of Education. We have been notified to expect changes to Health and Safety protocols; we are unsure what this means or will look like.

Question for Mr Hutchinson: are we still doing the playground rotation? Yes, we do a 6-week rotation and its still going well.

Teachers getting credit for following procedures in place for Health and Safety.

Question for Mr Hutchinson: Do you get any sense of district closure events happening? No news, although we have t be ready for anything, teachers bring laptops home and we should be prepared to move to virtual leaning at any time; an outbreak would close the school.

4. Executive Committee Reports

a. President’s Report – Tara Lyons

- huge thank you to everyone in the school community for the amazing fundraising

- more \$ was raised this year than last so far
- Poinsettias, online holiday fair, Purdys chocolates, coffee
- Discussion surrounding removing Roberts Rules format of PAC meetings to make them less formal and perhaps more accessible. Roberts rules is a formal and structured format of meetings which include the motioning and approving of minutes, agendas, ect
 - Tara welcomes feedback on this for future meetings

Treasurer's Report - Stella Pepper * Suggests speaking about Fundraising first due to increase in accounts based on Fundraising. Good suggestion, change agenda order here

b. Fundraising Report – Jen Short

- The Poinsettia, Purdys Chocolate and holiday Fair brought were great fundraising performers this year!
 - So far, we have raised enough funds to cover the ground prep for the new rock based structure and pay for the schools upcoming tech bill
- Jan through June will be focussed on replenishing our funds to build a contingency for upcoming events for the school
- Breakdown of Fundraiser earnings: Poinsettias (\$1254), Purdys (\$2037), Holiday Raffle (\$2855), The coffee fundraiser is current running until Dec 7
- We are doing the Scholastic Fundraiser in an online format
- Other upcoming fundraising events: School Swag in Jan, Purdys Chocolates for Easter, Rocky Point Ice Cream

c. Treasurers Report – Stella Pepper

General Account Balance: \$13,906.31

Playground Account Balance: \$11,541.00

Gaming Account Balance: \$24,025.64 ; river rocks deposit paid, the other half will be due Dec/ Jan

Investment Account: \$8629.16; this is like a contingency or backup account

- Our funds are up, which is good due to a couple of big ticket purchases due for this year

d. DPAC Report - Jen Dolsen

- This past meeting had a guest speaker with a focus on mental health
- The discussion focussed on anxiety and the district's plan to embed mental health into daily activities

- Discussed and present on an app that used cognitive behaviour therapy to check in with students (Mindshift is the app)
- Parent education night on Dec 8 at 7pm will discuss the Mindshift app, will circulate info for anyone interested

5. Committee Reports

a. Hot Lunch / Treat Days – Maribeth Pearson *not happening at this time

b. Traffic & Safety Committee – Tracey Schaeffer

- continued discussion regarding the possibility of a marked cross walk or crossing guard and how to achieve this. Per above Principals report, we are making headway and may just take some letters and stakeholder involvement (RCMP, bylaw, parents) to keep up momentum.
- A crosswalk up Falcon is likely most feasible, the local Bylaw officer agrees
 - This may encourage parents to park North west of the school up the hill on Falcon and use a new crosswalk
- There is further reduced parking if/ when it snows, should we send out an announcement as a courtesy?
 - Tracey will draft one up so we can add it to a newsletter/ announcement
- What can PAC do? Mr Hutchinson suggest reaching out to the city, Tracey to write a letter that we can add signatures of support to. We can also loop the school liaison for RCMP in to get support for our letter/ initiative

c. Website & Newsletter / Parent Communication – Jennifer Short

- The cleanup of the website, using organized subfolders looks good, easier to read
- We haven't had a PAC newsletter for a while, but used to. Discussed the possibility of a quarterly edition, parents encouraged this

d. Emergency Preparedness Committee – Vacant

- There is some discussion surrounding kit inventory. Mr Hutchinson reports the classroom kits are all full and in good shape but we may need food and water replenished. Action to report back in Jan.

e. Parent Education – Vacant, hard to do doing Covid but anyone can organize a Zoom if anyone is interested

Grade 5 Committee – Melissa

6. Old Business

- New river rock structure on order: updates provided in Principals report
- Red and Blue Playground Drainage issues: updates provided in Principals report
- Prickly bush removal by fence close to Crunch/ planned river rock location: Mr Hutchinson will speak to the City but will also mention this to grounds crew who prep for river rock structure to see if some cleanup can be included in work order

7. New Business / Updates

- Grade 5 Hoodies: The admin took care of this, the order form has gone out to parents, hopefully the kids can have them by Christmas
 - Unfortunately, due to logistics this year, there are no student actual signatures on them, just all the names in a script font
- Scholastic bookfair will be held online in Feb
- PAC cash donation acknowledgements? Yes, extra Poinsettias were given as a thank you! Art Cards will also be available this week which can be used as thank yous
- Kindergarten flyers went home with students, hoping to get more K parent involvement during this year when its hard to be involved in the classroom setting. PAC welcomes ideas for engagement
- New 2021/2022 Kindergarten registration will begin in Feb, but it will likely look different due to Covid type restrictions to school access

8. Motions:

1. To allow for up to but no more than \$3275 from our general account be used towards items purchased for classrooms. (Amount allotted based on each teacher's FTE. Receipts to be submitted and approved by the PAC executive). Motion passed at 8:16 pm Dec 3/20
2. To allow for up to but no more than \$375 from our general account be used for the purchase of holiday gift cards for Eagle Ridge families. Motion passed at 8:17 pm Dec 3/20
3. To allow for up to but no more than \$1900.00 from our gaming account to be used to purchase Rocky Point Ice Cream gift certificates for Eagle Ridge students in lieu of traditional seasonal celebrations. Motion passed at 8:19 pm Dec 3/20
4. To allow \$75 from the general account to be used to purchase a BCCPAC annual membership. Motion passed at 8:21 pm Dec 3/20

9. Important Dates

- a. Next PAC Meeting Jan 14/21 at 6:45 via Zoom
- b. PAC has set monthly meetings in advance for the 20/21 schools year so everyone can plan ahead. These are posted on the website
<https://www.sd43.bc.ca/school/eagleridge/Parents/PAC/Pages/default.aspx#/=>

10. Adjournment

Tracey S motions to adjourn

Thank you for attending the Eagle Ridge PAC Meeting. We appreciate all of our parent and caregiver volunteers!

If you would like to add an item to a future agenda, please send you request to item 2 weeks prior to meeting.