



**Eagle Ridge Parent Advisory Council (PAC)  
Meeting Minutes  
Thursday Feb 4, 2021 6:45pm via Zoom**

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In Attendance: Don Hutchinson, Tara Lyons, Amanda Weber, Jennifer Short, Jennifer Dolsen, Maribeth Pearson, Tracey Schaeffer, Melissa Fisher, Monique Bicknell, Ashley Yun, Stella Lai, Kirina Strothers

**1. Call to Order and Territorial Acknowledgment – Tara Lyons**

**2. Review and Approval of Agenda –**

Motion was made by Tracey Schaeffer to accept and approve the agenda for Feb 4, 2021.  
Motion was approved

**3. Review and Approval of Minutes –** Motion was made by Maribeth Pearson to accept and approve the minutes from our last PAC meeting of Thursday Jan 14, 2021. Motion was approved

**3. Principal's Report – Don Hutchinson**

- January in Review: Twin Day, MDI survey complete
- Kindergarten Registration started with 51 registered so far, pending a few due to paperwork  
We lose 65 grade 5, hoping to gain same number Ks
- Red and Blue playground update to drainage issue: will be replacing the wood chips, timeline TBD since there are 4/5 other schools in the district with the similar issue to be attended to
- New Little Rock area: More chips to be added
  - ? There is still a question whether the school of facilities has to pay for this material/work
- Buddy Bench: timeline TBD due to crew
- V day Activities: Don is taking 5 classes to participate in the Veterans program
- Cross catchment registration begins Feb 5

- Teacher wish lists for Haggerty have been submitted, PAC to review request at next meeting
- FSA for grade 4 begins Feb 18, 3 week period taking us to Spring Break
- Gifted Screening for Grade 3s is half completed
- Scholastic Bookfair Online Feb 16-26
- There will be an announcement to go out Feb. 5, from the Superintendent, regarding masks in schools
  - The mask policy is becoming stricter for middle and secondary schools, Elementary school mask policy remains optional, but we are already adhering to correct PE and music protocols
- Question to Don: Who will have to pay for the wood chips? It won't be PAC, who has already paid for the rocks and ground prep.
- There are no Covid exposures to report at our school. Great job teachers/ admin and also a great job in the community

#### **4. Executive Committee Reports**

##### **a. President's Report – Tara Lyons**

- Attended the DPAC meeting for the district budget review
  - Reports are to expect a bleak budget
  - Loss of revenues due to decrease in international students, loss of rental income, added cleaning and facility maintenance costs
- ? Question raised about district funded masks, were they provided? Reports from parents are that middle and high school did get one or two

##### **b. Treasurers Report – Stella Lai**

- adjusted bank balances reviewed:
  - General \$9801.06
  - Gaming \$18,154.28
- Complete treasurers reports are posted to the website
- We have a few outstanding checks
- Update on fundraiser contributions to date, including cinnamon buns that will go to grade 5 initiatives this year: Cinnamon buns \$817.70 with one more day

- Movie night proceeds, which usually goes to grade 5s, brings in \$1100-\$1200 can't be done this year due to Covid
- Our goal is to raise \$750-\$1000 for grade 5s with fundraising and the rest of the funds for Grade 5 can come out of gaming

#### c. DPAC Report – Jen Dolsen

- At the Jan. DPAC meeting, the Superintendent's speaking was focussed mainly on Covid updates

Of note: At the beginning of the school year, approx 2700 kids in the district were home, now around 900

- The special speaker at the Jan 27<sup>th</sup> DPAC meeting was an SD43 member regarding internet safety and protecting kids online

Very Informative and relatable information (e.g., setting kids boundaries, timelines, monitor limit pushing with consequences)

We would like to get copy of slideshow or have speaker present at a meeting (Mr Botero). Mr B does add internet safety into weekly newsletters.

Might be a good opportunity to have Mr Botero join a PAC meeting to review this and other tech initiatives/ where does the \$ go at ER

#### d. Fundraising Report – Jen Short

- Purdys V Day heart chocolates are being picked up and sorted for next week, Mrs Richmond will distribute to classes
- Purdys spring chocolates will launch Feb 8-28, thank you to parent volunteers
- Scholastic Online Book Fair – funds will go to library restock and historically teachers can give a wishlist for classes to be filled

This year, since it's online, parent have the opportunity to "round up" the bill so there will be a teacher wish list fund

- Bottle Depot will mail the labels to the school, Mrs Richmond will be counting them out and distribution the classrooms to go home; expected 2<sup>nd</sup> week of March

NEW PROSPECTIVE FUNDRAISERS TO REVIEW

- Poco Bowling: School nights, could be a grade 5 initiative
- First Aid/ Emergency Kits: Individual, student and family kits available. Nice because they coordinate the dispersing. Cedar Drive Elem. Is currently doing this fundraiser with good reviews. Mr Hutchinson has given his approval on this one since families receive a product/ value. We are just waiting on a quality check on the goods included before finalizing
- Dominos Pizza Dough Raiser: can we use Munch a Lunch platform?
- Port Moody Liquor Store: 5% cash back (other schools enrolled have done \$1200/ yr)

May be nice to use a Coquitlam store, Liquor Depot?

- Spring Flowers? Not yet confirmed, may or may not do alongside other initiatives
- Paint Night: Thank you Kirina Strothers for bringing this forward.

Hope to do on a Fri/ Sat over spring break, use as community building as well

Can use Munch a lunch platform for payment

- School Swag Update? This is ready to launch as soon as Cobbs wraps up (cant run two on munch a lunch at the same time)
- Mr Hutchinson asks for some experience from the fundraising team: We won the prize for the festival of trees fundraising and now have a signed Bo Horvath jersey and one night at the Fairmont. Can we do a raffle for these prizes and either donate it all back to Childrens Hospital or spilt with PAC?

Yes, we can do a raffle using the Munch a Lunch platform, Jen Short can organize with Maribeth. \* Add to next month's agenda

## **5. Committee Reports**

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

b. Traffic & Safety Committee – Tracey Schaeffer

- still looking for and working on getting a crosswalk up Falcon on the hill – want to discuss next steps in the process and how far we want to take it

Not much new progress but lots of images have been taken to add to the templated letter that is being worked on

The images justify the request, we now just need parents to add images and sign copies of the letter

- A member of PAC notes that the lower parking lot, for teachers, is getting really bad again and parents are parking against signage; the afternoon is worse

Can we block it off with cones? Do we need increased signage (PAC opportunity to help)  
Mr Hutchinson will go and review tomorrow, may need further review

- Coquitlam crunch parking lot has a ton of very bad potholes, this is BC Hydro property, not much to do

c. Website & Newsletter / Parent Communication – Jennifer Short

- no additions / current news

d. Emergency Preparedness Committee – Vacant

- Mr Hutchinson reviewed the kits on site, updated food and water will be needed for Oct. PAC will consider purchase for Sept, next school year budget. It comes out of gaming (approx. \$5000 - \$8000)

There are currently two containers both only about half full, do we know why there are two - 1/ Shelter supply and room to physically shelter 2/ food and water

- e. Parent Education – Vacant, hard to do doing Covid but anyone can organize a Zoom if anyone is interested. We can use gaming money if anyone is interested in outing together a speaker night

- Internet safety, as discussed above

- School newsletters also contain educational information for the school community, we can post to website and facebook

Grade 5 Committee – covered in fundraising above, nothing new to add

## **6. New Business / Updates**

- Presentation of Budget: Last year / projected / actual

- still have some teacher FTE payments outstanding

- Haggerty teacher wish list on budget is undervalued as it was in US\$ (actual approx. \$1335 CDN \$). PAC can still vote to choose how much to contribute

- Budget History: historically, we start the year with a carry over balance of approx. \$10,000, if are a bit short this year, its ok, we will have to work hard to make up next year

## **8. Motions:**

1. PAC motions to approve the 2020/2021 operating budget. Jen Short seconds the motion, no opposition. Motion is passed at 8:16 pm Feb 4/21

- Question arising from budget motion: is the purpose of the vote on the budget/ spend so we don't have to vote on each initiative listed? Yes. Also, to provide transparency to the stakeholders in the school community, including parents and caregivers..

## **9. Important Dates**

a. Next PAC Meeting Thursday March 4/21 at 6:45 via Zoom

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**

Melissa F motions to adjourn. Motion is passed, meeting adjourned at 8:19 pm

*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.*