



**Eagle Ridge Parent Advisory Council (PAC)
Meeting Minutes
Thursday Jan 14, 2021 6:45pm via Zoom**

In Attendance: Don Hutchinson, Tara Lyons, Amanda Weber, Jenifer Short, Jennifer Dolsen, Maribeth Pearson, Tracey Schaeffer, Jason Margoreeth, Melissa Fisher, Angela Poon, Darcy Bergsma, Jennifer Husband, Allison Summer, Mayne, Monique Bicknell

1. Call to Order and Territorial Acknowledgment – Tara Lyons

2. Review and Approval of Agenda –

Motion was made by Tara L to add an item to the agenda for Jan 14, 2021 and for all future meetings. The new agenda item will be an open forum discussion giving everyone and opportunity to ask questions or bring forward new items. The open forum discussion will be added at the end of each meeting. Motion was approved

Motion was made by Jen S to accept and approve the agenda for Jan 14, 2021. Motion was approved

3. Review and Approval of Minutes – Motion was made by Tracey S to accept and approve the minutes from our last PAC meeting of Thursday Dec 3, 2020. Motion was approved

3. Principal's Report – Don Hutchinson

- Installation of Little Rocks/ new rock based play area started this week. The district crew replaced perimeter boards, laid black landscaping fabric, and the rocks were delivered Jan 14/21. Next week, fibre board and ground material will be completed and it will be ready for use.

The wheelchair ramp/ access is still in discussion. The crew in this week suggested laying asphalt over wood for purpose of longevity.

PAC thanks Don for rushing the ground prep

- Red and Blue Playground swampy flooding update: what has been done to rectify the problem to date has not worked. There are 4/5 other schools in the district having the same issue this year. The next step is likely to remove all of the material and install new drainage system.

- Buddy Bench: waiting for the district crew to install

The district has 2 or 3 grounds crew that split the full district, we share with half or a third of the other schools in the district.

- FSA testing for grade 4: the dates have changed. NOW Feb 15 – Mar 12. This is a smaller window of time but we have also seen a lot of opt outs

- Valentines Day: There will be no handing out of treats between students, this is affirmed by the school district. PAC will provide a packaged treat for each student, the teachers will distribute

- o PAC still needs #s for lactose/ vegan / dairy free students.

- Poultry in motion and Dairy Truck; both activities are currently suspended, however, we received a link to a virtual field trip platform. Each teacher has access and will use with discretion.

- Kindergarten Registration is live for late Jan, this year registration will be available on line with documents submitted via email. More info to be sent out soon.

Tara notes all parents that already have a child in school, can email Mrs Richmond to receive the Kindergarten student registration for siblings

- December In Review: gingerbread houses, PJ day, Xmas sweater day, Festival of Trees
BC Children's Hospital Fundraiser: Festival of Trees, we won a prize for most \$ raised.
Bo Horvat signed jersey and a Fairmont hotel night. We are thinking of raffling off the prizes, donating \$ back to Childrens

PAC notes that December was great for the kids, the staff really did a great job during the pandemic, ensuring that kids had a special month.

Xmas concert was the biggest void

4. Executive Committee Reports

a. President's Report – Tara Lyons

- nothing to report, will add a note to DPAC report
- opportunity provided for questions

b. Treasurers Report – Stella Pepper is absent, Melissa F to review

- adjusted bank balances reviewed:
 - General \$14,718.08 (tech funds have not yet come out)
 - Gaming \$19,031.24
- Complete treasurers reports are posted to he website

- The budget is not yet finalized
- Tech costs (noted above) total was noted at \$10,848; PAC pays half or \$5424
- Update on fundraiser contributions to date:
 - Purdys \$2420.51
 - Mables Labels \$55
 - Poinsettias \$\$1260.04
 - Online Craft Fair \$ 2767
 - Flip Give \$100 (ongoing)
 - Cobbs \$110
 - Cash Donations \$150
 - Art Cards \$900
 - Coffee \$270

c. DPAC Report – Jen Dolsen

- The Jan meeting is coming up – Jan 27, 2021
- The special speaker at the next DPAC meeting will be an SD43 member regarding internet safety. Please email PAC at the gmail account if you are interested. Link also posted to the chat
- Tara Lyons speaks about the new committee formed though DPAC – Diversity, Equity, Inclusion; Tara L is chair.

Launching a campaign Mar 1: 21 Days of racial equity challenge. The challenge will include daily activities, video and challenges to be done that focus on racial equity. The challenge will run Mar 1-21, ending on March 21, which is the International Day for the Elimination of Racial Discrimination

The is the inaugural year for the new committees event, with a short timeline to prepare

d. Fundraising Report – Jen Short

- Our estimated expenses for the year are \$11,411
- Sept – Dec saw us raise approx. \$8000, more than half of what we estimate to spend
- Ideas are welcome, but below are some ideas of what we still have to come for fundraising events this year:

Cobbs Cinnamon Buns, Scholastic Bookfair, Bottle Drive (through Return it Depot on Barnett), Spring Flower Sale, Frozen Food.

- Discussion/ informal chat vote on preference of Spring flowers, VS Frozen Food

Grade 5 activities: can we use gaming funds? It would appear that we can due to some restriction loosening during the pandemic, harder to spend funds for activities

- Admin notes that we should budget for 68 Grade 5 students / \$20/each = \$1300 or \$25/ each = \$1700. A split between fundraising and gaming funds is suggested
- could use Cobbs / Spring Lolly fundraising to supplement
- our gaming funds are in no threat to expire, the funds are currently secure
- Grade 5 parents, Allison S and Monique B, agree that using some gaming to fund grade 5 activities is appropriate in a year when gaming funds may be harder to spend
- Jen Husband, Jen Short and Karina S are working on the May on line auction
- Pallet Posse could host a virtual paint night
- Question to Don regarding Bottle Depot Return it initiative; if we count out bags and labels for each class, can teachers distribute? YES, as long as they are sorted by class. 1 bag = approx. \$15
- Scholastic Bookfair: Scholastic takes care of the advertising material, we just have to post in person flyer/ posters and link to website for order
 - Fundraising for this goes back into library
 - Noted that Chapters fundraising account currently has \$500 in it

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
- Tracey has taken some photos of the issue just before school starts when its hectic and there are lots of cars and then again 30 minutes later when the street is empty
 - Timing is everything and if anyone visits to do a site audit, it has to be in the correct time
- Mr Hutchinson has received and shared an email from ICBC, who is sending a city engineer to do a site visit. Don will make note of timing when they visit
- The Falcon / Guilford intersection has been somewhat improved; the delayed light and the crosswalk at the crunch have helped slow traffic
- We should be specific on our request for a signalized crosswalk up the Falcon Hill. A templated letter, with a call to action and timeframe, will be appreciated for parents to use to

advocate. PAC will put it together, send it to parents to use. Tracey to work on template, send to Tara for approval and Jen D to send to contact who had helped with delayed light on Guilford in the past.

- Jen S sent info for email contact at the City: epw@coqitlam.ca Engineering and Public Works Dept

c. Website & Newsletter / Parent Communication – Jennifer Short

- no additions / current news

d. Emergency Preparedness Committee – Vacant

- the kit inventory of possible expired water and/ or food was not completed in Dec. Tara and Mr Hutchinson to action this month, report back for next meeting

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

Grade 5 Committee – covered in fundraising above

6. Old Business

- New river rock structure installation complete: updates provided in Principal's report

The kids will have to wait for the mulch to be installed before it can be played on

- Red and Blue Playground Drainage issues: updates provided in Principals report

7. New Business / Updates

- no new business brought forward

8. Motions:

Jen S motions to approve to add a motion for the technology cost payment. Motion is added

1. PAC motions to allow for up to but no more than \$950.00 out of the gaming account to purchase chocolate treats for the students on Valentines Day. Maribeth seconds the motion and there are no objections. Motion is passed at 7:49 pm Jan 14/21

2. PAC motions to allow for \$5424 out of the general account to be used for technology costs. Jen S seconds the motion, no objections. Motion is passed at 7:55 pm Jan 14/21

- questions arising from technology costs motion:

What was purchased? Mr Hutchinson notes Ipad upgrades

Jen D asks if the school takes tech equipment donations. Mr Hutchinson says no, its more cost to standardize a non school device

Is the invoice available so PAC can look for PST refund? Mr. Hutchinson notes that this has already been addressed. There is no invoice, it was a pooled purchase in the district

9. Open Forum / General Discussion

- Mr Hutchinson asks if PAC has a value in mind for addressing the teacher wish list. PAC did not have a specific value in mind , after the FTE allotment already approved but if admin can provide a wish list and an amount, we can bring it to motion

Teachers are looking at a resource called Haggerty, Mr Hutchinson to research and report back

We could reroute Chapters money from the library to this; the library has already received some funds

9. Important Dates

a. Next PAC Meeting Feb 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#/=>

b. Next DPAC Meeting Jan 27/21, email PAC for Zoom invites

10. Adjournment

Melissa F motions to adjourn. Motion is passed, meeting adjourned at 7:59 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 your request to item 2 weeks prior to meeting.