

Minutes of Whiteside Elementary School PAC

Wednesday, April 22nd, 2020 via ZOOM

Attendees: Pam Essex (Principal), Sarah Grant (Vice-Principal), Erin Mah (Co-Chair), Diana Redman (Co-Chair, Hot Lunch Coordinator), Brandi Snow (Treasurer), CC Chang (Fundraising Coordinator), Puneet Jain (Secretary), Brenda Geib, Johnny Ahmed, Stacey Wong, Alison Mayan, Anne-Marie Olmstead-Wilcox, Priya Chowla.

1. Welcome—Erin

2. Review and approval of November Minutes—Erin

- **Motion:** approve March 2020 minutes as presented.

Moved: Erin, seconded: Diana and CC. **Motion carried. No one opposed.**

3. School Administrators' Report— Pam Essex (Principal) Sarah Grant, Vice-Principal

- We have lent out iPads to families who are in need of technology for students who don't have access to technology at home.
- There are three sites for serving the families of front line and essential workers approved by the school district; Gilmore, Brighthouse and McNeely. Health and safety measures of these locations are up to date as per the health authorities. There are continuing discussions about support for families most in need. This may include some opportunities for onsite or face to face interactions. This is part of the four part planning phase set up by the Ministry and is just in the planning phase.
- At Whiteside we have been supporting some families for grocery cards based on identified needs. Sarah mentioned that if PAC members or anyone else are aware of any families who might be in need in that regard please email the office. The district as a whole has been helping approximately 245 students funded through the FEED-U-CATE program. There is a donation link on the school board website if you would like to support the program. There is an option to make donations to a particular school. Pam asked that the PAC provide this information to families in our newsletter.
- Mme Pollack would like to organize the school library prior to the return of students and is requesting that all students return all outstanding library books. She will be leaving a box at the front door of the school for returning school books every Friday. She is also utilizing the 3D printer at the school to help make frames for plexiglass face masks used by essential workers. These masks are being donated to local health authorities.

- The system in place for students to pick up essential items left at school has been going well. It is still too early to have a plan in place for students to come and collect all of their non-essential belongings. They remain hopeful that school will not remain closed but will continue to update as often as possible. If students need to pick up items they are asked to contact the office to schedule an appointment.
- Sowon has been processing refunds for Camp Summit and other School Cash Online refunds. They have had questions about Munchalunch orders and are wondering what is happening with that. Sarah was advised that Munchalunch issued mass credits to all families that can be applied to food orders for next year. PAC will be issuing refunds to Grade 7 students only and this is currently being worked on by Diana.
- School admin would like to return the unused classroom funds for the current year as there will be no field trips and classrooms are not in need of any items that can't be purchased by school funds. Brandi suggested that it is easier to hold the funds in school accounts for next year as they have already been allocated for this year's budget. Sarah will check with Sowon for the follow up. Sarah will let us know if there is an issue with that.
- Pam confirmed that all Gaming grants will be carried forward for next year.
- Pam noted that some parents may be hesitant to register for the next school year as the board office is closed to the public. She noted that the school board is actively looking ahead to next year and allocating resources based on registration. All families should contact the board to learn further information about how to register. Families can call central registration at (604) 668-6000 and they will be directed to the right place.

4. PAC Exec Updates

Co Chair (Erin): We are looking for new executives for the next term. Anyone interested , including current executives must email Pam or Sarah to advise of their interest for next year. The AGM is tentatively scheduled for June and the election of the Executive for 2020 /21 will be held then. Our current Treasurer, Brandi Snow, has been on the PAC Executive for the last 7 years and will be leaving the PAC next year. The PAC will also have a vacant Co-Chair position as well as Fundraising Co-ordinator. Without these positions filled the PAC cannot function.

Co Chair (Diana) : All leftover hot lunch and concession items were donated to the Richmond food bank who were happy to be receiving the donations. Munchalunch credits are being processed for the families who have asked for the money. Diana will issue refunds to Grade 7 families or ask them to take the credit to be used for sibling orders next year. Hot lunch suppliers have been contacted regarding the cancellation of orders for the term. They were all very understanding.

5. Executive and Treasurer Reports - Treasurer (Brandi)

- **The March financial summary was reviewed.**
- Closing balances end of March: Gaming \$5,700, General \$18,500 (\$2000 was from Munchalunch and other orders). \$2,000 for the camps were there but as cancelled will be carried forward for next year.
- We had an extra expense this year for the spring raffle printing that was cancelled due to COVID.
 - Brandi recommended that the hardship funds that we contribute every year to the school go to families in need. PAC will leave this up to the Whiteside Admin team to manage. Pam has been approached by families and will let PAC know if more money is required.
 - Pam and Sarah will confirm with Mme Pollack about the purchase of a bookshelf for the resource centre. She was advised that the PAC has already approved the purchase of a second shelf and to go ahead with it.

6. Secretary - (Puneet) No comment

7. RDPA— Anne-Marie Olmstead-Wilcox

- The RDPA will be sending emails to the schools to nominate their RDPA representative so that only the nominated representatives show up at the AGM to vote.
- The April meeting was cancelled but the May meeting has not been cancelled yet.
- The AGM will still go as planned, might be over zoom or might get cancelled.

8. Fund raising—CC

- The spring raffle has been cancelled and we have requested the licensing branch refunded us rather than asking to postpone the fundraiser. The fee was only \$25.00 and CC has not submitted that expense to the PAC.

9. Other – Concession fridge

- Sarah will get an update from the administration. The fridge was fixed once but it broke again so she is recommending that it be replaced. The school will likely buy it as they use it as well and PAC funds can be used other places.
- Need more parents to volunteer for the PAC and other events. If you are interested please email the PAC at whitesidepac@hotmail.com or reach out to any of the PAC parents.

Next PAC Meeting:
Wednesday, May 20th, 2020 @ 6:30pm