



Inman Elementary School Parents' Advisory Council  
3963 Brandon Street  
Burnaby, BC V5G 2P6  
E-mail: [inmanpac@gmail.com](mailto:inmanpac@gmail.com)

Date: Oct 1, 2020  
Time: 7:30PM to 9:30PM

### **AGM PAC Meeting Minutes**

Date: Thursday, Oct 1, 2020  
Location: Online Video Conference via Zoom  
Meeting Chair: Peter F.  
Recorder: Helen L.

Attendance: Peter F., president; Phong T., vice president; Loerella W., treasurer; Jassy J. member-at-large;  
Mr. Chow, Inman principal; Ms. Loyd, Head Teacher/Librarian

Parent Members: Arthur S., Alice X., Geizy, Jenny, John L. & Shelly, Kristy H & James H., Lizet C., Maria,  
Muhammad A., Raj, Sami, Lydia G., Tracy N., Vivian N., Jayhan R.

#### **1. Call to Order 7:35PM**

Round table Introductions

#### **2. Approval of Agenda**

Moved: Phong T.    Seconded: Helen L.    *Carried*

#### **3. Approval of June 11, 2019 AGM minutes**

Moved: Phong T.    Seconded: Helen L.    *Carried*

#### **4. Approval of February 19, 2020 PAC minutes**

Moved: Phong T.    Seconded: Peter F.    *Carried*

#### **5. Approval of [June 17, 2020 PAC minutes](#)**

Moved: Helen L.    Seconded: Loerella W.    *Carried*

#### **6. President's Report**

- Update on PAC & school activities for current school year
  - No hot lunches or fundraisers this year due to Covid-19. Plan to refund last school year's hot lunch credits back to parents.
  - Key item to fill up PAC exec positions. Executives explain roles & responsibilities of each position.

#### **7. Nomination for PAC Executives for 20/21 School Year**

- President – Peter F - *Carried*
- VP – Phong T - *Carried*
- Treasurer – Loerella W. - *Carried*
- Secretary – Helen L & Lizet C - *Carried*
- Fundraising Coordinator – Kristy H & Tracy T – *Carried*
- Member-at-Large – Jassy J & Avita S – *Carried*
- Canadian Parents for French Representative – Kristy H – *Carried*
- DPAC Representative – vacant for now - *Carried*

#### **8. Financial Statements**

- As of September 2020. Two PAC bank account balances are:



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- General balance: \$15285.06
- Gaming balance: \$5791.44
- Balances match ledger, no pending transactions. PAC can close 2019-2020 financials. Amount owing to 164 parents from cancelled hot lunches and milk program \$7502.60.
  - 2 more refund requests over the summer so this number is different from the last financial report.
  - PAC did not renew Munchalunch license, anticipating hot lunch/milk are not feasible this school year.
  - PAC can issue cheques to refund parents. We need to confirm payee name, and how to deliver. Let's try to issue cheques via children. Peter and Loerella to work on processing the 164 cheques.
  - General balance will be \$7782.46 after refunds.
- 2020-2021 Inman PAC General Budget Planning
  - No fundraising anticipated.
  - What past expenses have been:
    1. Inman Staff Appreciation water supply: \$282.24, paid out already for this year
    2. BCCPAC Membership: \$75
    3. Library: \$1000
    4. Music: \$500
    5. Water Supply for Earthquake Bin: \$80
    6. Levelled Readers (special acquisition that had been planned for 2019-2020): \$7000
      - a. Phong proposed to lower Levelled Reader funding to \$5000. Exact amount to be discussed & tabled for next PAC meeting, as we discuss and plan fundraising activities for the year.
    7. \$7782.46-\$7937.24 (sum of above expenses) = \$-154.78
    8. Teacher consumables: \$100 ea per enrolling staff and \$100 ea per non-enrolling staff (-3 staff from last year)
    9. Inman Staff Appreciation Gift Cards: \$10 ea (-3 staff from last year)
    10. Santa's Pancake Breakfast – It is still happening but will be done differently.
    11. Purdy's chocolate online fundraising – It is possible. Could have parent volunteers organizing chocolates for pick up at Gym and access via outside door. Limited access to building or have students hand it out.
    12. Explore direct donation this year as fundraiser, may be suitable for this year due to Covid.
    13. More fundraising activities to be discussed and planned at next PAC meeting.
  - Will need to remove some expenses this year if we do not have funds coming in.
  - In comparison, last year's balance carry over was \$7488.75 which included a cash flow of \$1000-2000.
- 2020-2021 Inman PAC Gaming Budget Planning
  - Our application is under review. Due to Covid-19, the new Gaming Grant approval notification date is October 31.
  - Typically receive \$20 per student based on last year's enrollment.
  - What our past budgets have been:
    1. **Field trips:** \$10 - \$11 per student. Mr. Chow confirms field trips are still planned this year. They could be online field trips or protocol field trips to select locations, or invited guest speaker online or limited presentations for certain staff.



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2. **Grade 7 grad:** \$30 per student. Mr. Chow confirms it will probably still happen but look differently than past. For instance, Gr.7 camping facilities would only be open to Inman group with approved cleaning protocol. They are still looking into camp facilities' cleaning protocols.
3. **Schoolwide activities:** typically PAC pays half. Mr. Chow confirms at this point nothing is planned yet. In the past fine arts department brings in musician/dance groups/drama groups or tennis BC lessons or hip hop dance presenters...etc. Currently looking at Indigenous project maybe wood work or school-wide artifact towards a theme.

#### 9. Other Business Items

- Mr. Chow confirms remote teaching families do not require additional financial support or resources from PAC.
- Mr. Chow confirms this year's fundraisers can be run through School Cash Online. Donation receipts over \$20 could be issued.
- Kristy asks if there are any anticipated needs for staff in regards to Covid? Mr. Chow says wishes from teachers are brought forward every year, then purchases are made via PAC. In the past there have been interactive projectors purchased. Levelled readers remain a top priority item for Inman.

#### 10. Canadian Parents for French (CPF)

- CPF still trying to figure out what events are suitable. Activities are currently on hold this year.

#### 11. DPAC <http://www.burnabydpac.com/>

- No updates. Meeting minutes are on the [DPAC website](#).

#### 12. Principal's Report/Head Teacher's Report

- School Opening—Review safety protocols and the success that the school was having
- Staffing—please welcome many new teaching staff: Ms. Leung, Mme Gough/Mme Wu, Ms. Tsai, Ms. Lloyd
- Last Pro D Day, our focus was on SEL (RULER approach) and Indigenous School Plan
  - **What is RULER?** RULER stands for five areas of emotional intelligence: Recognizing, Understanding, Labeling, Expressing and Regulating emotions

Why? Studies show that students in RULER programs are less anxious and depressed, manage their emotions more effectively, are better problem solvers, have greater social and leadership skills, experience fewer attention, learning, and conduct problems, and perform better academically.

RULER students learn a diverse range of feeling words, which allow them to articulate feelings and access emotions in a new way. Feelings that may have been previously suppressed can be expressed and acknowledged, promoting stronger communication between children, teachers, and parents. Teachers integrate RULER into the academic curriculum in creative ways so students continue to practice the concepts throughout the school day.



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- Creating a Class Charter—we lead the staff in creating a staff charter. Why? So that we could model how to create one and in turn teachers would create one for their classroom. If at the beginning of the school year, each class creates a unique Classroom Charter as an expression of values and norms unique to the class, this helps makes everyone feel safe, welcome, and heard. Once the Charter is created, if students don't feel safe or welcome then teachers discuss strategies that help support students to get them where they need to be.
- Taught and reviewed "The Mood Meter" which is a tool that allows students to recognize their feelings and learn how to move between them. It helps enhance self-awareness, supporting the development of emotion vocabulary and the ability to self-regulate.
- Indigenous Annual Plan—review what strategies are currently working well in the school. What will be our school focus? What can we do to support not only Indigenous students at Inman but to help all students and the importance of Indigenous principles.
- Upcoming events/ Items of Interest:
  - Pro D Oct. 23 (Provincial Pro D Day; no school for most)
  - Parent teacher conferences next week; using a new booking system called Microsoft booking. The goal was to make it easier for parents to connect to our staff
  - Google Calendar—school moved to google calendar listing school events. Hope everyone subscribes

### **13. Adjournment – Next Meeting Dates:**

- a) Wednesday, November 18, 2020
- b) Wednesday, February 17, 2021
- c) Wednesday, April 14, 2021
- d) Wednesday, June 16, 2021 (annual general meeting)