



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

Date: November 18, 2020
Time: 7:00PM to 8:30PM

PAC Meeting Minutes

Date: Wednesday, Nov 18, 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; Kristy H. & Tracy C; Fundraising Coordinator; Jassy J. member-at-large; Mr. Chow, Inman principal; Ms. Loyd, Head Teacher/Librarian

Parent Members: Mansur A., Alison, Dhvij P., Jean, JeaNie, Louis, Mesut, TC., Kyan

1. Call to Order 7:05PM

Round table Introductions

2. Approval of Agenda

Moved: Phong T. Seconded: Loerella W. *Carried*

3. Approval of October 1, 2020 PAC AGM minutes

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

4. President's Report

- Update on Munchalunch credit refunds - Munchalunch was the hot lunch and milk program used last year. Due to cancelled hot lunches and milk because of Covid-19, refunds are being issued this year.
- Three emails were sent out requesting information from parents to help process their refund. The final email mentioned that if parents have not filled out the Google Form or reached out to PAC, then after Dec. 31, 2020, PAC will gratefully accept their refund as a donation to support PAC's contribution to the school.
 - 137 cheques written, totaling \$6,417.15, and 103 cheques were deposited, totaling \$4,795.30
 - 1 cheque to be written at \$100.15
 - 24 cheques not yet written as have not heard back from parents, totaling \$922.50
 - Bank charge of \$15 in October for exceeding monthly no. of transactions limit
 - As of Nov. 14 2020 General Bank Account Balance is \$10,087.91
- Update on PAC Donation fundraiser
 - Direct donations can be made via School Cash Online. Instructions letters on how to donate has been distributed to parents via email.
 - Kelly will request a report from Burnaby School District.
 - Kristy shares goals of fundraising - We should re-send the letter to parents to remind them the purpose of this direct donation drive, even though many initiatives have been cancelled, there is still Levelled Readers and other activities which help build community. Maybe in Spring, we can do Purdy's chocolate drive outdoors. We still need to move forward to raise funds because the health guidelines will likely extend into the long term. We should start thinking about what we can do now for next year. Kristy and Tracy have been thinking about different donation activities but also do not want to overwhelm parents with too many PAC activities. PAC confirmed to revisit Easter Chocolate Drive for February PAC meeting. There are lots of new ideas for



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PAC Fundraisers, like lanyards, labels, masks. However, do not want to overwhelm parents with over communication or too many initiatives.

5. Financial Statements

- PAC funds are held in three bank accounts.
 - The PAC general account consists of fundraising and donation revenue, and expenses associated with fundraising, community events and contributions to the school.
 - The PAC gaming grant account consists of a yearly grant received from BC Lotto Corp., at \$20 per Inman student, calculated from last school year's enrolment numbers, towards eligible expenses that meet the gaming grant criteria. These funds are intended to support extracurricular activities like field trips and special school programs.
 - PAC designated category in Inman School's bank account holds parent donations to PAC where tax receipts are claimed. Funds donated to PAC via School District and requesting tax receipts must be deposited to the school and purchases made through the school.
- Due to Covid-19, PAC's fundraiser activities are being determined. In the meantime, PAC is asking parents for direct donations to support its financial contributions to the school. The current budget has \$200 as revenue but will be changed based on the school's updated donation number from October.
- PAC large expenses for this year
 - General account
 1. Munchalunch was the hot lunch and milk program used last year. Due to cancelled hot lunches and milk because of Covid-19, refunds are being issued this year. PAC has budgeted a total refund amount of \$7,439.80.
 1. Since the number of cheque refunds exceeded the monthly transaction limit, PAC was charged a bank fee of \$15 in October.
 2. Inman Elementary has prioritized levelled readers for students grade 1-7 as part of its literacy plan. The literacy plan in place aims for \$7000-\$10,000 each year for the next three to four years, ~\$30,000 total, to fulfill the required readers that meet our student needs. PAC would like to support Inman's literacy plan and as such, has allocated \$2,000 from its general account this year to support levelled reader purchase. Last year, PAC originally intended to allocate \$6,000 but this was reduced to \$2,000 due to no revenue from Covid-19.
 3. Often, teachers spend funds out of pocket for kid's projects and PAC wants to help alleviate the burden on them. To help with consumables purchases, PAC has allocated \$80 each for enrolling and non-enrolling teachers. This works out to 26 staff x \$80 each = \$2080 allocation for consumables.
 4. \$520 for staff appreciation small gifts (\$10 each x 52 staff) to be given at end of the year and \$282.24 filtered water (annual large gift) as historically done
 5. \$500 for library. Historically, \$1000 was given but due to lack of funds this year has been cut in half.
 6. \$250 for music. Historically, \$250 was given but due to lack of funds this year has been cut in half.
 - Gaming account
 1. PAC has received a Gaming Grant of \$7,360 based on last school year's enrolment of 372 students. \$5,791.44 was carried forward from the previous year.



2. PAC has budgeted \$15 per student to go towards extracurricular activities, materials and field trips.
3. There are no school wide programs planned for this year due to Covid-19.
4. \$1,020 for Grade 7 Grad, at \$30 per student, 34 students, as historically done
 - o PAC designated category
1. \$500 towards levelled readers.

- Mr. Chow confirmed Santa Breakfast is cancelled this year.
- Mr. Chow wants to confirm Gaming grant can be applied towards Field trip/Extracurricular allotment – for example, if a teacher plans a virtual fieldtrip costs, can the funding be used towards that? Loerella confirms yes, gaming grant can be applied towards it.
- Refer to 20201118 Inman PAC 2020-2021 Financials Update for detailed financials update and 2020-2021 Budget

6. Approval of Financial Budget

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

- The proposed budget was approved with only the following two amounts to be changed—parent donations and levelled readers expense—once we knew how much parent donations we've received to date.
- Subsequent to the meeting, Mr. Chow advised the PAC that parent donations through November 19 was \$730. The final budget saw an increase in the amount of budgeted parent donations from \$200 to \$500 and budget for levelled readers from \$2,000 to \$2,500. Please see attached 2020-2021 Financials Update which includes the proposed budget reviewed at this meeting and the final budget.

7. Volunteers for vacant executive positions

- DPAC Rep, currently vacant. Mansur A. volunteers.
- PAC exec will email DPAC to let them know Mansur is the new DPAC rep.

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

8. Financial Support Activities During the Academic Year– Parent Volunteers Needed

- No activities planned this year due to Covid.

9. Canadian Parents for French (CPF)

- Next CPF AGM is on Thursday, Nov 26 at 7pm on Zoom
- Peter already emailed CPF info to Mme. Cosco and Kelly. Not sure who is overseeing the Literacy Grant. Ms. Lloyd will reach out to Mme. Cosco to see who will oversee the grant.
- Kristy & Peter are both co-chairs for CPF rep. Thank you for your contribution.

10. Principal's Report/Head Teacher's Report

- Many parents are not lingering around school which is good, except for a short while at playgrounds on Fridays. A formal communication will be distributed from Kelly to all. It will be a reminder about being mindful of social gatherings.
- For this upcoming Pro D day on Nov 27, staff will look at outdoor learning and team building outside, socially distanced. We no longer have common lunch hours which has been hard for staff, who are not able to share stories or connect with colleagues. It's put a strain on staff. It's very stressful for all teachers.



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- Nov 27 Pro D day will talk about assessment. Spend some time with guest speaker virtually on Indigenous education.
- I continue to urge everyone to keep up the vigilance. I notice many students are wearing masks even from K – Gr 5 even if it's not mandatory. It's a good thing. Handwashing is going well. It's part of the routine.
- Parents ask: Are there any health and safety concerns people have at this time? So far no formal announcement yet. Will continue to stay vigilant.
- I want to remind parents, if your child is not feeling well, please pick them up as soon as possible and keep them home, call 811 & follow the health guidelines of doctors.
- I will soon send a formal communication about recycling items. We will soon start sending students with recycling items home. It is because the communal recycling bin is out in the hall, shared with many hands touching the lids. It's one more thing we can do at school to prevent spread of germs.
- Leadership Students this year will again work with Burnaby Homeless Task Force. Last year we targeted personal hygiene products. This year it's scarves and toques. We already have received a large donation, will continue with this initiative.
- Virtual Concert – This year's Christmas concert will be different. Mrs. Nordstrom will videotape children performing. For parents whose kids do not wish their kids to be recorded will not be included. Final edited video will be posted on private unlisted YouTube channel, then taken down.
- No Pancake Breakfast this year, unfortunately. Teachers have discussed about an alternative school activity, maybe school-wide virtual bingo, an outdoor activity...etc. We will do something for the kids in the way that's safe.
- Interim Reports – It's posted on our school website. I already sent out a newsletter about assessment process and report cards. No proficiency scale in interim report. Interim report looks different for every teacher.
- Kids in immuno-compromised, DL or Transition – if the child has been in school for 1 month + than the interim report will be the same as other students. If the child has been in school for less than 1 month, they will get report/assessment from their DL teacher or a very brief report.
- Mansur shared his child was in Transition and returned to Inman seamlessly in end of Oct. The experience has been very positive.
- Parent asks: Are windows still open during rainy season? It's a balance between air circulation and temperature. We close hallway doors but keep windows open. Some teachers open and close windows every 15 minutes. Teachers are also doing additional outdoor activities.
- Parent asks: There is a few more Burnaby schools with exposures. Are there any communications or learnings passed on between administrators? There were exposures in Moscrop and Gilpin. Kelly responds: Principals do chat as a group. Unfortunately, Principals are only given pieces of info from Fraser Health. We do receive the number of cases in Fraser Health, which is public info. We have noticed Fraser Health, due to increased workload, have been delayed in their communications. Parents have been great at informing Principals about exposures in the district. It is great. As far as I'm aware of, all the exposures have been from outside of schools. This is a fact confirmed by the district.
- Every kid is supposed to receive 2 masks. We have extra masks. Kelly just put in an extra order. All kids will receive 2 more once we receive the order. Not sure if it's 3-layers masks. The order is made through the district.

11. Adjournment – Next Meeting Dates:

b) Wednesday, February 17, 2021



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- c) Wednesday, April 14, 2021
- d) Wednesday, June 16, 2021 (annual general meeting)

Meeting adjourned at 08:45pm.