



Inman Elementary School Parents' Advisory Council  
3963 Brandon Street  
Burnaby, BC V5G 2P6  
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Date: June 16, 2021  
Time: 7:00PM to 9:30PM

### **AGM PAC Meeting Minutes**

Date: Thursday, June 16, 2021  
Location: Online Video Conference via Zoom  
Meeting Chair: Peter F.  
Recorder: Helen L.

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

Parent Members: Terri B.

#### **1. Call to Order 7:05PM**

Round table Introductions

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

Moved: Peter F.      Seconded: Loerella W.      *Carried*

#### **3. Approval of April 2021 PAC minutes**

Moved: Peter F.      Seconded: Loerella W.      *Carried*

#### **4. President's Report**

- Update on PAC & school activities
  - i. PAC to replace broken water cooler with new \$1200 water cooler & cover annual maintenance fee of \$300. Kelly confirmed this gift will be well received by staff & teachers.

Moved: Loerella W.      Seconded: Peter F. all in favour      *Approved*

#### **● Nomination for PAC Executives for 21/22 School Year**

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

#### **5. Fundraiser update**

- **New playground proposal** by Tracy - Detailed discussion tabled for next meeting. Kelly says staff was looking at potentially an intermediate playground instead of a primary playground. Proposal needs go to through Burnaby district & grounds committee. There's no need to factor in installation fee. However, playgrounds are very expensive. A simple "spiders web" is roughly \$20,000. Terri at her previous school looked into vendor "Habitat" which uses local parts. If this



is something the PAC and staff would like to commit to, an entire playground is roughly \$100,000 so it needs to be planned out over at least 2 years.

- Kelly says there has been 2 trees planted in the back of the school, and a plaque will be installed in memory of a lost staff member. A formal notice will be distributed to committee & unveiling. Stone benches will be installed. School has already allocated the funds. Installation planned for fall 2021.
- **Levelled Readers Fundraiser update** – Kelly will have to double check the spreadsheet for exact numbers. It was previously targeted at \$30,000 over 3 years and we're probably half way there. Staff may also pilot one set of "De-Codeables", which is another reading program the teachers are exploring.
- **Next school year's wish list** - Terri requested Kelly to create a new wish list with teachers & staff for next year. Kelly advised that Burnaby district's equity plan is moving to a points system for schools to use district's funding towards tech purchases (e.g. laptops & ipads). Therefore, moving forward PAC funds cannot be used to purchase hardware (ie laptops, ipads). Peripherals such as printers and document cameras are ok. Kelly confirmed he will prepare a staff wishlist for September PAC meeting in order of priority.
- **Ideas for next year's fundraiser** - Neufeld Farms and Spirit Wear was positively received. Would maybe do it again next year. Spirit Wear will offer less choices next year. All activities can be maintained on Munchalunch. Will also do it for Grade 7.
- **Motion to pay out Munchalunch** subscription invoice for \$336 due August 2021.

Moved: Loerella W.    Seconded: Peter F.    *Carried*

## 6. Financial Statements

- See [June 16 2021 financial report](#) for details.
  - i. Pending updates to the financial report:
  - ii. Donations to staff appreciation was approximately \$800. Will know final amount once money is transferred from the District.
  - iii. PAC voted and approved the purchase of a Quench Q5 Water Cooler for staff appreciation gift. Approximate cost was \$1,174.88. Purchase includes an annual service fee of approximately \$282.24 which will commence 2021/2022 school year. Once numbers are finalized, will be included in the final financial report.
  - iv. The invoice for the staff appreciation luncheon was \$630.
  - v. Grade 7 Grad expenses to be included in the final financial report.
  - vi. PAC voted and approved the purchase of MunchaLunch license for 2021-2022 school year. The cost was \$336 and will be paid out of the 2020-2021 budget as payment is due August 1, 2021. PAC 2020-2021 fiscal year ends August 31, 2021.
  - vii. Neufeld Farms Fundraiser raised \$1,328.30
- **Review of next year's planned events** – See detailed budget report for planned events.
  - i. **Hot lunches & Milk program** - Kelly advised next year likely hot lunches & milk program will happen so keep everything in the budget. It may be a late start in October or November. To discuss hot lunches during September 2021 PAC meeting. Standard practices for handling food/milk may need to be adjusted due to Covid measures.
  - ii. **Welcome Back BBQ** – Likely cancelled for September 2021.
  - iii. **Kindergarten Orientation** – This is traditionally in June but this year it's a video welcome to Inman that gets distributed to K parents. Jassy & Terri will be interested in participating in this event & represent PAC. Maybe present a package of what PAC is and highlight what PAC has done in the past.



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- iv. **Keep current event budget estimates as is** - Depending on what fundraisers are possible then PAC to adjust budget items accordingly.

**7. Canadian Parents for French (CPF)**

- No updates.

**8. DPAC** <http://www.burnabydpac.com/>

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

**9. Principal's Report/Head Teacher's Report**

- **Staff & Teacher Appreciation lunches were delicious and a hit!** Thank you PAC. Special thanks Jassy, Tracy & Avita who help organize it. Special thanks to Terri & Loerella for preparing the gift cards & hand-written cards to teachers & staff. It is very much appreciated. Thank you for the delicious Greek lunches.
- **Earthquake Committee, Emergency Kits & Equipment** – Kelly mentioned all EQ supplies are the responsibility of the PAC. It's a joint venture between PAC & school earthquake committee. Staff currently monitors what's in the EQ bin. Staff noticed 2 out of 3 locks were cut on bin storage but the school replaced them. Every year the old water is used during Sports Day or picnic day then replaced during event. It has been the school doing it in the past. Terri volunteers herself to be the Emergency Coordinator on behalf of the PAC. Kelly will add Terri to be part of the earthquake committee.
- Report cards going home June 28<sup>th</sup>, last day of school is June 29<sup>th</sup> for 1 hour only.
- June 23<sup>rd</sup> grade 3 farewell on Zoom
- June 25<sup>th</sup> grade 7 farewell on Zoom
- Staff is anticipating that by Sept 2021 Covid restrictions will likely be lifted. Students will then start the year with their current teachers then transition to new teacher. However, health orders may prevent us from doing our usual thing depends on how the summer goes.
- Staff will plan to all next year's events as normal but will pivot depending on situation.
- This year we discovered many things that made our jobs easier and more convenient for parents. One eg. Students on IEP (Individual Education Plans) when parents met with teachers in previous years it was in person, but this caused challenges trying to arrange perfect times for staff and parents. This year having to host meetings virtually gave a lot more flexibility and far greater participation from parents. This is something staff will look to keep next year.
- We're saying goodbye to Ms. Lloyd. She knows the kids well but not so much the parents. Ms. Lloyd expressed this year is so odd not knowing PAC members. She is moving on to become the second VP of District's Teachers' Union.
- A new Head Teacher is coming – Mr. Derek Cockram. Exact teaching grade yet to be decided but it'll be in the English program.
- Mr. Chow will be around next year and going into his 6<sup>th</sup> year. There is no Principal Shuffle across the district this year due to Covid.

**10. Adjournment – Next Meeting Dates:**

It is decided moving forward PAC meetings occur monthly and shorter (1 hour). Tentative dates set for the year 2021:

- **September** - Wednesday, September 22, 2021 @7PM
- **October** - Wednesday, Oct 20, 2021 @7PM
- **November** - Wednesday, Nov 17, 2021 @7PM
- **December** – no meeting



Adjourned 9:30pm.

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