



Date: May 17th, 2023
Time: 7:00 p.m. to 8:00 p.m

Meeting Minutes

Location: In person & Zoom
Meeting chair: Peter F.
Recorder: Helen L

Note: Numbering of the items below correspond to the numbering in the agenda. The items below are listed in the order they were discussed at the meeting, which may be different from the agenda due to the availability of the presenter at the time the item was scheduled to be discussed.

Call to order at 7:12 p.m.

1. Approval of Agenda

Moved: Brandi

Seconded: Arvind

2. Approval of [PAC Meeting Minutes 2023-04-19](#)

Moved: Tina

Seconded: Katie

3. Round Table Introductions

- President: Peter F.
- Vice-President: Arvind G.
- Treasurer: Shyam S.
- Secretary: Helen L.
- CPF Rep: Anthe H. & Tracy C.
- DPAC Rep: Brandi Z.
- Emergency Preparedness Rep: Terri B. (regrets)
- Events & Fundraising Rep: Katie T. & Tina A.
- Members-at-Large:
 - Jassy J.
 - Loerella W. (regrets)
- Inman Principal: Dave Maclean
- Head Teacher: Derek Cockram
- Non-executive parents in attendance (Virtual): Amastasia, Andrew

4. Principal's Report

- **Upcoming events:**
 - volunteer appreciation on June 9
 - music concert e-mail invitations going out soon to parents
- Front door is now unlocked with sign that says "please come into the office". We still encourage parents to go to classroom to drop-off things. But if you have other attendance needs, please sign in, get a badge so you're identified as an adult on-site. Office plexiglass has been removed.
- Ms. Ramirez has started to get family readings back.
- All efforts with hope for next September to encourage more family participation in school life.



- **Traffic Safety** – a detailed notice was distributed today. Bylaw Officer and Dave chatted, and there's some issues at Inman but it's minor compared to other schools. From what I heard, the history of the school, a couple of years ago it was good. In the last 2 days, the civility of the parents have been good. Dave recommended measures to improve traffic (i.e. clockwise traffic). Inman has a lot of parking compared to other schools. Dave plans to remind everybody and resend the same notice a few times throughout the year. Most of the bylaw infractions happen 10-min before and after the bell. Dave has no authority to enforce and doesn't want to confront parents. Dave recommends against confronting other parents. Bylaw Office gave out only 1 ticket over the 2-day visit. Additional recommendations from PAC members include:
 - A letter to bring home. June 1 is a good time to share this notice. Dave to also remind parents at Welcome to K on June 1.
 - Katie recommended posting Dave's notice on PAC Facebook.
 - Recommend also posting colour notice on all classroom windows. Dave agreed.
- Inman next year going up to 19 divisions (+1 division next year). 4 students in French have left the school, so we now only have 7 divisions French and 12 divisions English, total 19 divisions. We have room to go up to 20 division but we're not there yet. We do have extra rooms in the school and we have the infrastructure to go up to 20. However, French programs usually has an attrituiation rate.
 - Arvind asked what's the max number of students for each grade? Max number of Primary student is 22 with Kindergarten at 20; Intermediate is 30; split intermediate is 22-24. Dave said with remedy we could go down. We're currently not in remedy.
- **Staffing Updates** - Dave completed some hiring and is excited to say Mr. Lee will be returning next year. Ms. Newman will be returning as French teacher. Ms. Chin & Ms. Gough will co-teach next year. Dave needs to hire one more French teacher. Mme. Dice is both French and English EA.
 - Ms. Burkett Is here because of a special grant. For personal reasons she went on leave and Dave convinced her to return with a flexible schedule. She has created massive impact on French teachers, particularly around literacy acquisition. Dave is working on getting her to return next year for a chunk of the year. She's also near retirement so doesn't want to work too much.
 - Mme. Cosco returning from maternal leave.
 - Ms. Wu has extended her parental leave so unfortunately, she loses her position at Inman.
- **Sports Day** – Notice distributed and parents are invited. Unfortunately, bike race is cancelled this year due to equity (i.e. some kids have bikes some don't). With primary kids it is also challenging to coordinate. Staff all agreed bike race is not a healthy event to coordinate due to lack of equity.
 - Parents asked what time Sports Day starts? Derek says it starts at 9am in the gym. Colour cheers then preschool race inside the gym.
- **Grade 3 Graduation** – The staff is working on it. Dave recommends checking with Mme. Ip and Mme Gough. They would be the person to speak to and an email will be distributed. Cascade is currently working on articulation.

Q&A with PAC members:

- *If my child is not feeling well, where should I pick up my child? At office or classroom?*
Dave said it'll be case-by-case and Secretary will communicate with parent directly.
- *There was one parent who emailed re: attending school assemblies. Following up on this email.*
Dave said assemblies this year have been relatively small. There were recognition pieces during the



assembly. Teachers were responsible to invite parents, particular classes that were performing or being recognized. Next year we'll work towards having larger assemblies with parent attendance. If we have all the students in the gym, there's simply no space for parents. For example at Carnivale, even Derek was on stage and didn't have space. Katie says because Inman parent community is so active that we want to participate.

Katie shared it's not fair Sports Day communication came out 2 days prior to the day of. Not all parents can afford to take the half-day off under such short notice to participate. Derek took on the heavy lifting to organize a big event (it's been a few years where schools didn't organize Sports Day). It is Dave's first year and there's a lot of learn. Hope to do better next year. For example, in June Inman staff will plan out calendar for next year. A lot of time staff inherits the calendar from the year before and this year it has been challenging as we transition to reopening the school to parents.

Parents inquire if there will be "Pull for Peace" at Sports Day this year? Where all grades participate and it is a lovely event. Dave will participate if we're able to pull this off. Dave is not hiding anything and simply trying to stay on top of things at a busy school. Dave's focus this year has been on students and student resources. Parent communications may have slipped and Dave apologizes. Next year he will have a different team and working with a support system he is more used to.

Derek shared that all team sports, VSO and Carnivale were added this year. The staff team can't do everything this year.

Dave mentioned at the next Pro-D Day staff has dedicated time to map out next year's calendar. All events require buy-in from staff.

- *There was a DPAC event inviting Dave plus 3 PAC execs to attend. How come PAC execs never received the invitation?*
Dave apologized that it completely slipped his mind and he forgot to forward to parents.

5. President's Report

- Thank you to Dave for all the time you spent on traffic control. We had heard a few instances of parent confrontations. Thank you for stepping up.
- Still looking for 4 positions - President, VP, DPAC Rep and Emergency Preparedness. It is possible that Katie will take on the President position while Tina stays in the Event Fundraising. Tina and Katie aim to recruit PAC members at Welcome to K event with Dave's support.
- 2 parents will come and potentially be interested in DPAC and Emergency Prep positions.
- Anthe asks "When did the K Orientation invitation go out?" There is a parent who is in French who never received an invitation. Dave confirmed they should have all received the invitation. This parent should contact Tatijana.
- Anthe & Tracy will both stay on as CPF reps.
- Dave will remove himself from the PAC Exec WhatsApp group. He recommends PAC communications via email moving forward to maintain work life balance.



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

- June 9th is PAC volunteer appreciation event. Currently expecting 50-70 people. Ms. Beatovic is the lead. If anyone has questions please email her.

6. **Canadian Parents for French (CPF) Updates** <http://cpfburnaby.ca/>

- Parents French lessons started a few weeks ago – 6 people per class, perfect number of students
- CPF Burnaby District Summer Camp at Charles Rummel Park – Aug 14-25
 - Register for one or 2 weeks for \$220 per week
 - Looking for 2 French teachers (fluent in French)
 - Anthe/Tracy will email Dave and Jenny the job qualifications as soon as we receive it from CPF execs. Looking for one head teacher and one teacher
- French Film Festival (FFF)– next month starting to plan for next school year's FFF
- École des loisir – completed for the year
- CPF will be donating 2 books “JE DÉTESTE LA BOUILLABAISSSE” to each elementary school.
- Next meeting AGM – next week

7. **DPAC Updates** <https://dpac.burnabyschools.ca/>

DPAC AGM was Monday night

- Still looking for 2 members to be DPAC execs from district central west. The current exec is stepping down. Brandi is thinking of stepping up. Bridge gap between DPAC and Burnaby school board. 8 hours a month with them, sit on various committees (e.g. SOGI, DTECH).
- Brandi might take the Cascade DPAC position. Their notetaker is stepping down and it's a paid position (\$50 per meeting). If anyone knows anybody, please contact DPAC.
- Treasury report for DPAC, they don't get as much as we do with gaming grant. They can roll it over while we cannot.
- There was a special speaker Shammy Kang at DPAC and apparently the presentation was amazing.
- Reminder Gaming Grant needs to apply by June 30th and must be used in 12 months. Burnaby South didn't get theirs in and lost \$30,000... Their appeal was denied.

8. **Emergency Preparedness Updates**

- No updates

9. **Events/Fundraising Activities updates**

Movie night from April 28th.

- Thank you to those you came out and supported our last movie night of the school year.
- Thank you for being patient and kind while we had technical difficulties.
- We are so sorry for how the movie ended and can assure you we have taken steps already to prevent this from happening again.

Neufelds Fundraising

- Ordering cut off Monday May 29th
- Proceeds will go towards helping the staff appreciation event on June 7th.
- The link is on the Inman PAC Facebook group, in the May newsletter that was sent out last week or scan the QR code that is on the flyer posted around school.



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- Pick up will be on Tuesday June 6th @ 4:30pm. We are unable to store your items for you so please make sure you have someone pick up your items.

Staff Appreciation Event

- On June 7th we will be acknowledging our Inman staff with a potluck and a small gift.
- In the May newsletter there is a write up about it which contains a link for volunteers as well as potluck donations.
- Our staff make a huge impact in our children's life and would appreciate if you consider donating a dish, volunteering or both.
- If that is not your style but still wish to contribute you can make a donation on SchoolCashOnline. There are also details about how to make a donation in the May newsletter.
- If you have any questions, please reach out via email.
- Katie and Tina to look into creating a paper notice for teachers to distribute and get more sign-ups, also post on classroom windows.

Grade 7 Fundraiser

- A Quick mention of 2 fundraisers that are happening that will help fund the Grade 7 graduation event.
- A bottle drive. May 23 & 30, June 6 & 13
- Freezie Friday's on May 26, June 2, 9 & 16
- Please see the flyers around school or in Dave's email last week for more details.
- Any questions please reach out to Mr. Cockram or Ms. Iverson

10. Financial Statement Updates

- Total revenue raised to date at \$14000
- Gaming account at \$475 – The PAC will distribute gaming grant funds as receipts are submitted due to restrictions on how we pay gaming grant funds.
- Consumables Cheque – Each teacher gets \$100 and there's 27 teachers. So far \$2700 was allocated. We cut the cheque for the difference. A lot of emails are coming to the PAC email from teachers requesting reimbursement of consumables. Dave said staff should be aware that Tatiana has taken over this role. Dave to remind staff again. Shyam to forward these staff emails to Dave so he can address them with specific staff on this change.
- **Motions:**
 - **Change PAC cheque process to cut consumables cheques to school instead of to individual teachers.**
Motion: Peter Vote all in favour.
 - **Staff Appreciation Event Budget increase to \$585** - PAC initially allocated \$10 per staff with 50 staff. We now have 56 staff members. Motion to spend a total of \$585 for Staff Appreciation Event (\$25 for the thank you cards and \$560 for staff members).
Motion: Peter Vote all in favour.
 - **Increase teacher consumables spending coverage up to 10% per teacher.**
Motion: Peter Vote all in favour.
- Shyam to apply Gaming Grant before June 1st.

11. Old Business



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- **Intermediate Rec Zone Committee** – Dave met with Don Lee from District. They walked around site to discuss what's feasible and what's not. Any expansion will be paid by District, anything "new" will not be paid by District. When staff talked to the kids, what the kids wanted the most are swings (considered "new") and it costs \$14000 just to install them, plus another \$14000 to purchase. Therefore, it is not feasible. What is feasible is expansion of Gaga ball court, and poles to setup pickleball court. 4 squares with court games lines drawn. Staff plans that come September to teach kids how to play those expansion structures. Installation could be done over the summer but we need to decide what to purchase and confirm what we want to do ASAP.
- Tina confirmed we currently have \$22000 allocated in our Rec Zone budget. Install Gaga ball and asphalt surfacing, and paint could be completed. PAC to vote on moving forward after Dave sends the estimate soon. Dave anticipates it'll be less than \$10,000.
- **Motion:**
 - PAC votes on approving Dave to move forward with obtaining estimate so Inman can proceed with summer installations.
Motion: Tina Vote all in favour.

12. New Business

- None

13. Adjournment - Next Meeting Dates

Every third Wednesday of the month.

- June 21 AGM

Motion to Adjourn: Helen.

Meeting adjourned at 08:45pm.