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| **Welcome** | **7:00 pm - Call to Order** |
| **In Attendance** | Tara Caffrey, Dora Groumoutis, Eileen Fujimuro, Susan Roy, Kushal Samy, Cheryl Neufeld, Norman Chow, Michelle Li, Heather MacEachern, Draco Wang |
| **Adoption of Agenda** | Agenda presented by Tara. Agenda was adopted as presented: moved by Cheryl and seconded by Eileen. All in favour. Motion passed. |
| **Chair Update - Tara Caffrey** | * New Chair and Co-chair * PAC Meeting Schedule 2020-21 |
| **Administrator**  **Report -**  **Susan Roy** | * Continuing to go smoothly at school * 5 students returned from Transition Learning (TL) in November * Seismic construction continuing in the school – still in phase 1 until the new year; things are going well; loud work happening later on when the instructional work is not going on * Innovation grants – communicating student learning using proficiency scales to track student progress and using portfolios for ongoing feedback and information re: kids’ learning * Report cards for in-class students who are not using portfolios are being sent home Dec 17 * TL students will get report cards in January * Booked two virtual experiences – Haida story telling and virtual indigenous dance performance * Pre-recorded Remembrance Day assembly in November; very proud of that * Noticing that especially with seismic upgrading going on, the school continues to remind parents to try to find appropriate parking and pull over in safe and legal spaces * Working with liaison officers to help keep everyone safe in the school and deliver the safe parking message * Pro-d Day virtual meeting with Mike Charlton re: site-specific emergency preparedness and new protocols; in-school students will get a re-unification form, in the event schools need to be dismissed outside in the event of an emergency (e.g. have people identified who are allowed to pick up the children) * Earthquake supplies are stored in a large bin outside * Band teachers would be assigned for 1 term at a school at a time; ours is Nancy Kwan, coming to talk to the classes this week and starting instruction the following week until spring break; will take place in the gym for adequate distancing between the students; 4 different classes taking band; 30 minutes between classes when chairs will be wiped |
| **Treasurer’s Report - Eileen Fujimuro** | General Account  Cash balance: $37,118.32   * Expenses: $336.00 for Munchalunch account cost   Gaming Account  Cash balance: $12,380.43   * No change from last meeting   Budget Approved. Motion passed. |
| **Fundraising/**  **Food Days - Dora Groumoutis** | * Staff ideas for donation drive - outdoor mats, different outdoor play structures * Donation drive - suggestion to give tax receipts, tell parents there will be limited fundraisers this year due to this year's circumstances * 2019-20 Munchalunch Credits - not much, about $150 * Richmond School District will reimburse for Food Safety training course * No Fruit & Veggie program (Susan) |
| **New Items** |  |
| **Fundraising** | * Focus on cash donation drive for now and look into other ideas (Michelle will draft parent email)   COVID-safe Fundraising Ideas:   * Mabel's Labels and Oliver's Labels (20% commission, no end date) * Look into partnering with restaurants - White Spot (Kushal), Dora (Pizza Factory) * Spiritwear and masks - was previously school run but it is something PAC can take on |
| **PAC Constitution -** Tara Caffrey | * Discuss updates of PAC constitution (circa 2003) to reflect current PAC roles |
| **Adjourn** |  |