

George Jay PAC Meeting
18 October 2020
6:30-8:34pm
Virtual Meeting over Zoom

In attendance

Executive: Andrea Walker Collins (President), Sam Albers (Vice President), Zeta Lay (Treasurer), Roberta Hamme (Secretary), Leslie Rewega (Member-at-Large)

Parents: Jo Addison, Brooke Albers, Akika Apendeza, Kristy Avacyn, Pamela Bethel, Kate Berniaz, Miranda Blue, Pader Brach, Rachel Carlson, Angela Carmichael, Sonja Childs, Alana Clement, Melanie Cullins, Colleen Danks, Allyn Dolson, Kristy Domineck, Kimberlie Drapeau, Catherine Fowlie, Sarah Fowlie, Rebecca Freedman, Nicole Freesman, Cara Gibson, Emma Gillespie, Maritia Gully, Shannon Hagedorn, Valerie Houle, Myra James, Erin King, Jody Klymak, Kim Persley Kozlowski, Luke Kozlowski, Yin Lam, Barbara Lelj, Grace Lore, Danielle MacKenzie, Karla Marshall, Naomi McCormick, Adria Noelle, Steve Palmer, Laila Peterson, Alicia Power, Keir Power, Sylvia Raju, Hannah Relleve, Lyndon Sayers, Lori Spray, Tim Spray, Michael Stewart, Sarah Sweeney, Lorentien Verhage, James Watson, Dorothy Wong, Warren Wunderlick, Job Yarkie, Christine

Staff: Melanie Postle (Principal), Sarah Winkler (Vice Principal), Leila Durzi (Family Liason), Rebecca Bathurst-Hunt, Joanne Buxton, Luke Forand, Sarah Goulet, Lisa Heffelfinger, Sandra Kurtz, Jennifer Loukras, Lila Lund, Ai Linh Trinh,

Guests: Ross Kenny, Fred Billingham

1. **Meeting called to order** at 6:30pm. Welcome and recognition of traditional territories (Andrea)
2. **Agenda accepted** as displayed.
3. **Minutes of 14 October 2020 meeting accepted**
4. **Grace Lore presentation** – Grace Lore introduced herself as the new MLA (Member of the Legislative Assembly) for our riding, a caregiver at our school, and a member of the George Jay PAC. Goal to be available and accessible and to work with our community, so please contact with concerns. Currently, reach her through her facebook page: <https://www.facebook.com/GraceInVic> More direct contact information coming soon. Concerns raised: 1) Encampment at Central Park is a major concern; children and neighborhood strongly affected; massive and present need for shelter this winter. 2) Parents point to need for more EA support, which requires provincial level funding. Grace involved with initiative for mental health support embedded in the school.
5. **Presentation from City of Victoria on Active Transportation and the School Street Program** (Ross Kenny and Fred Billingham) –
Updates:

- 1) Construction starting on new crosswalk signal at Princess and Cook. Will have buttons for peds and bikers. To be completed next spring. Will try to minimize construction impact on students/parents at drop-off / pick-up times.
- 2) School Street at Sir James Douglas Elementary – One week trial involved short closures of street in front of school for half hour at peak times. Encourage parking away from school and walking, rather than drop-off/pick-up right at school. Will install permanent signage at school and provide moveable barriers / cones for street ends. City in learning phase with this as well. Want to collaborate and customize to fit school. City would consult with neighbors, but most neighbors near SJD appreciated change. Cars from local houses can still get through. Goal not to over-consult but change flexibly as idea is tested.
- 3) City is looking at traffic calming measures on Chambers, especially to reduce traffic coming from Pandora. Chambers is an important route for George Jay and Vic High.
- 4) Added parking time restrictions around school to prevent all-day parking but allow volunteer / parent parking.
- 5) Site visit at the school planned for Tuesday, 24 November at 2pm. Action item for PAC Exec: report back on site visit and further safety improvement plans.**

Thank yous:

- 1) New light at Bay and Chambers very appreciated.
- 2) Plastic bollards on Princess have been a big improvement for bike access to school grounds.
- 3) Updated signage / painting on Queens last year has improved situation in turn around.

Suggestions:

- 1) Consider Queens as a School Street. Area is very congested still and creates problems with access for those with disabilities.
- 2) Signal at Bay and Cedar – Ross: likely to be updated similar to Bay and Chambers.
- 3) Freeze residential parking enforcement during school pickup and drop up sites Ross: Map with parking areas could be sent out to parents (Central Park, Fernwood Community Centre are options). City could consider changing rules/signage to allow temp parking in residential parking during school drop-off/pick-up times.
- 4) Spring and Denman – students crossing Spring and Denman are blocked from driver's views by parking right up to corner. Consider extending no-parking area at corner.
- 5) Speeding needs to be reduced at Cook. Could a red zone be painted on street, as done near other schools? Ross: City discussed 18 months ago, could still consider it.
- 6) Crosswalk at Fernwood and Grand installed last year near Vic High. Drivers not respecting this crosswalk. May need overhead sign / push lighting. Ross: City is looking at widening sidewalk near Vic High, which may reduce street width and lead to some traffic calming.
- 7) Fernwood and Pembroke – considering crosswalk there in 2021.
- 8) Flashing speed limit signs could be useful in several areas.
- 9) There is a school zone sign on Cook that is usually hidden by a business truck. Instead of waiting until the Spring, a quick fix would be bigger, more visible signage

6. Reports on previous action items

- a. Survey based on VCPAC request for positive aspects and challenges at the school – Roberta presented summary of results (see attachment to the minutes). Top positive = dedicated and talented staff. Top challenge = more support for special needs students

(designated and otherwise). Action item: PAC Exec will consider how we can address challenges brought forward. A survey like this could be a great thing to do each year.

- b. Survey on PAC fundraising priorities for this year – This has not happened yet, because we are waiting to get staff input. Action item: Roberta to send survey out to membership soon. PAC wants to be clear on priorities, especially for the upcoming 50/50 raffle.

7. Principal's Report (Melanie) –

- Thank you to PAC for Halloween Grab Bags. Kids loved them.
- Gathering staff input on priorities for PAC fundraising. 2 additional ideas suggested were George Jay water bottles so kids don't use water fountains and rainy day kits (rain coats and rubber boots). Some of this could be done with donations directly to the school.
- Appreciate kids coming to school dressed for weather. Please contact office, if your kids need rainy day clothing.
- Pro-D Day on Friday. Staff will focus on literacy, delving into data coming from the recent school-wide write.
- Grade 5s doing a grad hoodie this year, similar to last year but will have them sooner to wear at school. Contact teacher if your grade 5 hasn't brought a form home for this yet.
- Welcome Mark Ahenda, taking over for Mme. Tiringer while she's on medical leave in French Immersion grade 2/3.
- Staff focusing on how kids are processing stress at this time. Kids so notice the stress around them and it takes up some of the space in their brains for learning/caring/playing. Please phone / e-mail office with any concerns and contact teachers about any school incidents.
- Questions arose about rising cases and a probable shut-down, perhaps around extending Christmas break. Unclear if any shut-down will be provincial or district-by-district. The original contingency plan involved reducing to kids attending 2 days per week, but being altered yet again now. Waiting for work from partner groups (ministry, teachers union etc..) who are planning. George Jay staff worked hard when we went remote last time, so they have ideas for how to do it this time around. Should hear sooner than later.

8. President's Report (Andrea)

- **Halloween Grab Bags** assembled and went out. Great feedback so far. Send any suggestions re: grab bag contents to the Exec. Likely to repeat in the Spring.
- **Update: Holiday Emporium** – People were really disappointed when announced at earlier meeting that we couldn't go forward with event. Based on this feedback, Andrea reached out to many nearby organizations to find a venue but without success. Then Mayor reached out to offer Save-on-Foods Arena as a venue. After extensive planning around this revised Emporium, we ultimately had to cancel. With cases rising, safety will be a huge concern by Dec 17. We are shifting towards working with the teachers to support in-classroom / cohort crafting celebrations. Important that an alternative exists and is open to all. Question whether there could be a within school Emporium with donations: Organization would be challenging without parents in the building.
- **Update: Silent Auction** – Have gotten lots of great neighborhood businesses to donate so far. We are still looking for more donations. Action item for everyone: contact Andrea if you have a potential donation or connection with a local business. Shared on-line auction site. People outside of George Jay can bid as well.

9. **Holiday Initiatives** (Jennifer Loukras) – Jennifer read letter from the staff (see Appendix to these minutes). A big thank you to Exec and PAC as a whole. Staff acknowledge the hard work put into planning. Suggest a winter celebration or crafting event within cohorts as an alternative. Alternative fundraising suggestions include 2021 calendars with student artwork or a read-a-thon. Request from PAC to staff to put together list of needed items / budget for in-class crafting project. Suggestion to reroute City grant meant to pay for HAWC fair to this crafting event. Action item: Alicia to check with City on whether this is acceptable. *Motion to reroute \$1000 HAWC grant funds to crafting event (Andrea).* Alicia seconds. Motion carries unanimously. Action item for PAC Exec: interface further with staff on amount of funds needed.
10. Vice President's Report (Sam)
Motion to register the George Jay PAC for non-profit status under the B.C. Societies Act Sam has researched pros/cons of applying for non-profit status. At present, PAC is restricted in applying for some grants, forced to partner with other organizations with non-profit status. Application will not be difficult as bylaws already in good shape (thank you to last year's bylaws committee). Cost - \$35 to apply. \$40 per year for annual report filing. Another \$35 later when school changes name. We would not be tax exempt for donations. We would not need to be financially audited – non-profit societies are different from charities that have stricter rules. Roberta seconds motion. Motion carries with 46 yes, 1 no. Action item: Sam to make application on behalf of PAC.
11. Treasurer's Report (Zeta) – treasurer report presented (see Appendix to these minutes). Zeta has updated the Treasurer handbook, especially dealing with non-event deposits, which did not previously have procedures in place. From now, will have 2 people to prepare deposits. Gaming report has been submitted. Ability to send money to PAC general account by e-transfer has been set up. Be sure to put what payment is for in the e-transfer notes. Account statements now available on-line. Wave accounting software being used now, though still figuring out how to interface with banking website.
12. Equity and Diversity subcommittee report (Zeta) - meeting with Lisa Gunderson of One Love Consulting tomorrow (19 Nov).
13. PAC Election for Member-at-Large (Colleen and Sarah) – One nomination received for member-at-large from Melanie Cullins (Mel). Technology snafu with Google ballot. Instead, moved to a Zoom poll. Unanimous support.
14. ***Motion to call an extraordinary special meeting on 16 December to consider removal of Andrea Walker Collins as President and Sam Albers as Vice-President of the George Jay PAC*** (Kimberlie Drapeau) – Kim read a statement, representing other parents (not identified) as well as herself. Specific concerns: mishandling of Grade 5 gift last year; lack of proper thank you for crossing-guard Dennis; Andrea's job with the city creates bias; Exec is violating VCPAC rules around Facebook group, which is needed to inform parents; financial procedures not being followed. Andrea: PAC Exec has talked a lot about how we

can get info out to everyone. Thank you for suggestion to post more events on Facebook. Zeta: financial procedures are being followed. Report was about improving procedures further now that we are not holding specific in-school fundraising events. Roberta: Grade 5 gift was approved by motion at the May AGM and funds spent in accordance with that motion. Leslie: This Exec is extremely collaborative. Every new leadership is rocky at start. Our intentions are the same as previous Execs, just some difference in approach. We want to work with members on their concerns, please communicate with us. General discussion: Facebook is not a formal part of the Exec's job as detailed in the bylaws. A parent volunteer could take on job of posting events, announcements, etc.... Much of current issue is just misunderstanding and miscommunication. Let's work together in our messy beautiful way. Sarah Sweeney seconds motion. Motion defeated: 3 yes and 57 no. Exec extends an open invitation to please directly approach us with any concerns.

15. Secretary's Report (Roberta)

- a. Special Funding Program subcommittee report – subcommittee formed, discussion via e-mail to create an application form and adjudication criteria, application sent to staff, will report at next meeting on recommendations.
- b. Bylaws subcommittee report – Postponed to December meeting

16. Adjourn meeting – 8:34pm

Next general meeting is scheduled for 9 December 2020 at 6:30pm

26 parents & 4 staff answered survey

Positive Aspects

Caring and talented staff - 23
 Specifically support staff - 6
Diversity and inclusivity - 17
Strong community / involved parents - 8
Physical school grounds - 5
Bilingual - 2
Hybrid program - 1

Challenges

Need for more special needs support / support staff (EAs / counsellors) - 22
Issues with bullying and racist behaviour - 8
Not enough space for school population - 7
 Drop-off / pick-up crowding - 2
Angry / disrespectful parents - 4
Need more learning / home learning support - 3
Need more support for new teachers - 2
Lack of responsiveness of admin - 2
Lack of tech training for staff - 2
Not enough parent involvement - 2
Need longer lunch and recess times - 1
Need more male staff - 1
Need permanent FIM sub - 1

Below - black text = parent, blue text = staff

Updated: November 18, 2020 (via email)

Dear George Jay PAC,

The George Jay Elementary teaching staff met with our Admin team on Monday, November 16th to discuss the proposed Emporium Event at the Save On Foods Memorial Center. We recognize the tremendous efforts the PAC executives have gone through to try to put on the Emporium event this year, however at this time, the teachers of George Jay do not support the Christmas Emporium 2020 Event at Save On Foods Memorial Center.

We would like to make an alternative recommendation in place of the proposed Emporium Event. Instead, we propose that we hold Winter Celebrations or Crafting events within our learning cohorts.

During this time of rapidly rising COVID-19 cases, and province-wide tightening of restrictions, we feel that the proposed Save-On-Foods Emporium event would be an avoidable, added risk to the health and safety of students, their families and staff and their families. Please find below the mitigating factors for our decision:

- The proposed Emporium Event would widen our already stretched bubble.
- Our immune compromised students would not be able to participate.
- Many staff members were excluded from family Thanksgiving celebrations due to the added COVID-19 risks associated with their profession
- A lot of staff are unable to have physical contact with their immediate family members due to COVID-19 risks and this event would further reduce their chances of seeing their family over the holidays.
- A winter celebration would be inclusive of all students as a large portion of our student population does not celebrate Christmas

A few ideas for fundraising activities to replace the Emporium are:

- Silent On-Line Auction
- An on-line 50-50 - possibly through SchoolCashOnline
- Bottle drive
- Virtual 5km
- Read-a-thon
- 2021 Calendars with student artwork
- Face mask - GJ logo sales
- Zoom Bingo games
- Holiday Cards with student artwork

Regards,

Ecole George Jay Elementary GVTA staff

PAC Treasurer Report November 18, 2020

- Income for October
 - Gaming Grant funds received for 2020/2021 = \$10,120.00
 - Vic Imperial Lions Club donated for HAWC fruit & veg program = \$500
 - T-shirt sales = \$45
 - Fairways Cards = \$55
 - Cheque received and deposited from Monk Office supply = \$830.52
 - Halloween Grab Bags brought in \$1,031
 - The original calculation was for \$740.75 - Nov 3 correction was made for an additional \$290.25

- Expenses for October
 - Supplies for the Welcome Back Event Parade \$207.69
 - HAWC Fruit & Veg program \$195.33

- Updates to the Treasurer Handbook
 - Change of fiscal year starting October 1st to September 31st and update on timelines
 - Included further security measures for the preparation of deposits requiring the Treasurer and one other cash handler to count, prepare and sign off.

- Gaming Grant Summary report for 2019/2020 completed and submitted

- Set up e-transfer capability for the General Account. Folks using e-transfer please note in the transfer what the payment is for. If this is done no extra communication is needed.

- Set up online monthly statements that can be viewed online and downloaded

- The PAC's financial information is now transferred into WAVE accounting software
 - We can reconcile accounts and produce reports quickly and easily
 - Please see attached Profit & Loss, Cash Flow, and Balance Sheet
 - These reports calculate financial information from both the Gaming and General accounts. They are not separated.
 - Unfortunately, our credit union is not affiliated with the company which means all entries have to be done manually. Nor does our credit union provide monthly statements in a format that can be used by the software. We may want to consider a different set-up in the future to make it easier and more convenient.

October Monthly Financials

General Account	
October 1 Balance Forward	\$19,065.49
Total new spending	\$1,000.00
Total new income	\$3,196.27
Current Balance Forward	\$21,261.76
Gaming Account	
October 1 Balance Forward	\$7,245.77
Total new spending	\$403.02
Total new income	\$10,120.00
Current Balance Forward	\$16,962.75
Total New Spending	\$1,403.02
Total New Income	\$13,316.27
Total Assets	\$38,224.51