

George Jay PAC Meeting
8 Apr 2020
6:30-8:00 pm
Virtual Meeting over Zoom

In attendance

Executive: Angela Cooper-Carmichael (President), Kim Drapeau (Vice-President), Zeta Lay (Treasurer), Roberta Hamme (Secretary)

Staff: Melanie Postle (Principal), Joy Nugent (Vice-Principal), Leila Durzi (Family Liaison), Annie Shum, Ai Linh Trinh, Deanna Reid, Jennifer Loukras, Rebecca Bathurst-Hunt, Aly Mackay, N. Mitchell

Parents: Baris Altay, Dan Clowater, Andrea Walker Collins, Jennifer D., Colleen Danks, Kristy Domineck, Cloaya Flanagan, Leylo Galal, Saada, Shamila Mohamed, Matthew Payne, Alicia Power, Leslie Rewega, Sarah Sweeney

1. Meeting called to order at 6:30pm. Welcome and recognition of traditional territories (Angela)

2. Agenda accepted as circulated.

3. Minutes of 12 Feb 2020 and 8 Mar 2020 meetings accepted.

4. Principal's Report (Melanie)

COVID crisis - Staff have been very busy remotely. Office remains open 8am – 1pm with Mel, Joy, and Val. Meeting virtually with staff and district. Big thank you to staff who are helping get support to families in need while following public health officer. School offered food pick up on Monday. District is distributing over 1000 meals to families. Families are being contacted directly. Working to improve process. Currently, food selection is limited and includes meat, but working to increase fruit and veg. Big thank you to Victoria Foundation, Times Colonist, and Jawl Family for donations to district to support program. Lots of people offering volunteer support. Teachers entered school last week to obtain materials for remote teaching while following safety protocols of social distancing and sanitizing. Encouraging staff to stay home, though potential exists for teachers to come in to school to offer lessons from their classrooms in future. Teachers have been in contact with all parents. These conversations key to supporting our community. Next week teachers will roll out instruction, being mindful of screen time and devices. Teachers have really leapt to engage with this new teaching method and create engaging lesson plans. Parents who must pick up urgently needed belongings will come in soon, and teachers have contacted them directly. Staffing for next year has been delayed while dealing with crisis.

Learning studio - District is making final prep to install learning studio in next couple weeks. Childcare facility in far field – George Jay has been approved for next round. District is making final drawings and sending to city. Hope to have centre operational by September 2021. School may also consider learning studio as a potential location for after school care.

5. Vice-principal's Report (Joy) Health and Safety protocols

Protocols have been created for parents who have identified a need to teachers to come to school to pick up essential learning items. Joy will send an e-mail to identified parents with set times to come on Tuesday. Plan has been carefully designed in order to reduce contact between people within the school. Please follow instructions and times carefully.

6. Annie Shum on Symphony experience

Victoria Symphony does an educational concert every year, but schools must pay for transportation. Mel helped George Jay be the orchestra's adopted school this year, which brought schools visits from the orchestra and donation of some transportation costs. PAC support from the granting program was able to cover transportation for 9 divisions to attend concert. Ms. Shum designed learning activities around this experience, engaging even kids who have not connected with music well before. Huge stack of heartfelt thank you cards from kids, which she shared several over the Zoom.

7. Bylaws Adoption and Constitution amendments

PAC held special meeting in March to discuss, edit, and improve bylaws. Newest version of bylaws included with agenda where red text indicates changes inspired by March meeting. Roberta also presented several new additions to deal with virtual meetings now and in future.

Motion to accept the draft George Jay PAC bylaws as our new set of bylaws

Roberta moved. Kim seconded. Voting by chat function on Zoom. Passed unanimously.

We need to remove two statements from the constitution in order to consider registering the PAC as a Society in the future. These statements are now part of the bylaws instead.

Motion to remove statements now in Bylaws 2.1 and 2.2 from the PAC Constitution

Roberta moved. Kim seconded. Voting by chat function on Zoom. Passed unanimously.

8. Upcoming PAC executive elections

The next meeting in May will be our Annual General Meeting when the Executive for next year will need to be elected. Under bylaws just passed, we must appoint two Nominating Officers independent of this year's Executive or next year's potential Executive to accept nominations and oversee the election. With their consent, the PAC Executive is proposing Colleen Danks and Sarah Sweeney as Nominating Officers.

Motion to approve Colleen Danks as PAC Nominating Officer with Sarah Sweeney serving as back-up Nominating Officer

Roberta moved. Kim seconded. Voting by chat function on Zoom. Passed unanimously.

Nominations are now being accepted. Members may nominate themselves or someone else. Please send your nominations to GJPACNominations2020@gmail.com

9. Reports on previous action items

- a. Send out reminder to parents about dogs on school grounds (Mel) – We want to reduce dog feces on field as well as negative interactions with some dogs. A sign from the city re: dogs on the field has been placed. Angela has suggested that the city increase fines and patrols. Dog poo bags have been removed as these were seen as an invitation for dogs on school grounds. Reminder to parents on hold until in-school classes resume.
- b. Fundraising for risers (??) Mel brought the need for portable risers at George Jay to the PAC a few months ago, and we would like to fundraise for this. Mel has provided a quote. Roberta to talk to Cara and Alicia about a suitable granting program for this.

10. President's Report (Angela)

- a. Update on Diversity and Equity subcommittee (One Love Consulting and inclusive bathrooms) – Had been having a difficult time scheduling a meeting before COVID crisis. Now on hold until crisis abates.
- b. PAC safe – PAC needs a safe to store cash before and after events that would be accessible to people running the events. Should have a slot that allows cashbox to be placed inside easily. Quotes received: Price's \$880 and higher, ULine \$704 for smaller safe or \$838 for larger plus \$76 shipping. District would need to do the installation if attached to floor; we should obtain an estimate of cost for that. Question about whether the PAC closet or office would be the better place for the safe; depends on which keys would need to be available at an event to ensure access. If the office, a space exists in front of Val's desk. Need to decide on location and measure dimensions of space.

Motion to reallocate \$1000 in funds for Power Up Science Curriculum to purchase a suitable safe and install it

Roberta moved. Zeta seconded. Voting by chat function on Zoom. Passed unanimously.

11. Vice President's Report (Kim)

- a. Increasing funding for Fruit and Veg program – Leila is using this fund to provide fresh fruit and veg to families in need. Current \$100 / week allocation could be increased. Suggestion to include recipes with the fruit/veg or other health tips to make it

educational. Discussion of whether \$1000 grant from city for HAWC fair could be reallocated to this. Instead, decided to move PAC general funds to cover an increased funding.

Motion to move \$1000 from HAWC parent workshops and educational material to fruit and veg program.

Motion carries unanimously.

Motion to change lice treatment to health supplies for Leila to distribute as necessary

Roberta moved. Kim seconded. Voting by chat function on Zoom. Passed unanimously.

- b. Update on plaque - Kim will talk to Speedpro Signs when COVID crisis has ended.
- c. Thank you cards for Welburn's and police speed limit enforcement – Original plan for physical cards cannot be carried out. Decision to ask parents to have their kids make thank you drawings / cards and send pictures of them to Roberta at georgejaypacsec@gmail.com Roberta will collate them into an electronic document to share.

13. Health and Wellness subcommittee Report (Leila) – HAWC Fair cancelled. Leila is holding office hours outside with appropriate distancing. Continuing bread program. Making care packages for families from supplies from Backpack Buddies (snacks and non-perishable food) + HAWC fruit and veg program. Leila has been visiting families that need support.

12. Treasurer's Report (Zeta) – See appendix for Treasurer financials report.

With new bylaws, Treasurer can now be a signing officer, which will allow access to on-line banking info for the PAC accounts. Several cheques need to be issued and signed. Will need to develop way to get cheques signed with new social distancing guidelines. Plea made for PAC Exec to meet regularly to discuss the budget among other matters.

Discussion of spending for the remaining year. Teaching staff should be encouraged to think creatively about how to spend their \$250 Gaming Grant allocation for extracurricular activities if they have not spent it yet and submit receipts and reimbursement form if they have. Discussion ensued around the dividing line between curricular and extracurricular for the purposes of reimbursement through the Gaming Grant.

Action item for Mel: scan physical reimbursement form and send to teachers and to Roberta to post on website.

Action item for Zeta: clarify with BC Gaming about the line between curricular and extra-curricular activities. What if an activity enhances curriculum delivery but is not the sole method of delivering that curriculum?

14. Adjourn meeting

Next meeting is the Annual General Meeting scheduled for 13 May 2020 at 6:30pm

Appendix – Treasurer Financial Report

To see the most up-to-date versions of the budget, any PAC member can request access to see the documents on google sheets.

George Jay Monthly Financials summary	
General Account	
March 1 Balance Forward	\$ 21,538.52
Total new spending	\$ 146.14
Total new income	\$ 1,185.76
Current Balance Forward	\$ 22,578.14
Gaming Account	
March 1 Balance Forward	\$ 12,928.47
Total new spending	\$ 489.87
Total new income	\$ 0.16
Current Balance Forward	\$ 12,438.76
Total New Spending	\$ 636.01
Total New Income	\$ 1,185.92
Total Assets	\$ 35,016.90
Over expenditures in Honariums and Emergency gifts =	\$ (322.38)
under budget in Halloween dance supplies and petty cash =	\$ 410.48
<i>over expenditures covered</i>	

- Major expenses in March were for school field trips which came to \$1682.77
- \$46.06 of Deanna Reid’s cooking program has been paid out.
- Cheque to be written for the buses for the symphony.
- Reimbursements in process from: Jennifer Loukras, Susan Cottier, and Leila Durzi.
- Please submit receipts with the reimbursement forms through email gjpactreasurer@gmail.com
- Updated childcare budget line to reflect the second meeting in February for the district strategy.