

# Lord Roberts Annex School Parent Advisory Council Meeting Minutes – Wednesday, May 20, 2020 at 18:30 Via Zoom

Meeting Facilitator: Asha Padmanabhan

Meeting Notes: Karla Sidhu

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## Participants:

(Note: this is an incomplete list)

Asha Padmanabhan – Chair

Karla Sidhu – Vice-Chair

Michael Shui – Playground Coordinator

Ray Wang – Treasurer

Amanda Rozak

Brenda Boylan – Teacher

Elyssa Derban – Vice-Principal

Jeremy Lee Wilson

Aviva Lacterman

1. Call to Order, and Welcome - 6:36 p.m.
2. Additions and Approval of Agenda  
M/S/C
3. Approval of Minutes from March 2020 meeting  
M/S/C  
(note: April 2020 meeting was cancelled due to COVID-19)
4. Business arising from last meeting:
  - a. Motion: Move the AGM to September - Asha
    - At the AGM, all members of the current executive step down and then everyone at the meeting elects new members.
    - As per our bylaws, a call for nominations must be made at each of the two meetings preceding the AGM. The first call for nominations takes place at the current meeting, so the AGM must be moved.
    - Parents of new Kindergarten students are all included when the AGM takes place in September.  
M/S/C
  - b. Call for Nominations - Asha
    - Asha will not be running for Chair next year. She would like to take on the position of Past-Chair and act as a consultant to smooth the transition process for the next council.
    - Having a strong PAC brings many benefits to the students at the school- both in terms of educational opportunities and tools, as well as fostering supportive community connections among families. For example, over the past few years the PAC has been able to fund whiteboards and projectors for all the classrooms, iPads, programmable robots, and many community events including the barbeque, pancake breakfast, movie nights, parent-information night, and Family Fun Day.
    - Many hands make light work. Consider signing up together with a friend.
    - Positions that will need to be filled in September are:
      - Chair
      - Vice-Chair

- Treasurer
- Secretary
- DPAC Representative
- Member-At-Large: Fundraising Coordinator
- Member-At-Large: Playground Coordinator
- Member-At-Large: Communications Coordinator
- Positions may be shared. For instance, in the past we have had Co-Chairs and we currently we have Co-Treasurers.
- If you have any questions about the positions or the process, please email the PAC – we are all learning!

## 5. Reports

### a. Budget – Ray

- Due to COVID-19 we have spent and raised less than usual. We currently have slightly more money than we did at this time last year.
- RBC has donated the \$1000 grant for the Pancake Breakfast even though the event didn't happen.
- Shannon, who has procured the many RBC grants, has offered to continue doing so next year in spite of the fact that her daughter will have moved on to the main school.
- The Gaming Grant application has been submitted. The funds will be deposited in September. This money, along with a grant for which Ms. Boylan applies, has traditionally been used to pay for a portion of the school-wide VSO field trip.
- We need to submit a summary of the past year's gaming events.
- The PAC financial reports are available to any parent – please see the website

### b. Vice Principal – Elyssa

- While the school has been quiet, a lot has been happening virtually.
- Grade 3 Transition to the Main School:
  - Elyssa has been in communication with the VP at the main school. The main school is planning at least two events to ease the transition process for our grade 3s: They will be hosting a virtual parent information session as well as a virtual tour of the school and welcome for the incoming students.
  - The grade three teachers have organized to discuss each of their students and create classroom groupings for next year.
- Class Photos
  - Andrea is working with Mountain West to make vignette collections for each class in lieu of the traditional group photos.
- The water bottle filling station has been installed.
- Return to School:
  - Please contact Elyssa directly if you have any questions about this process.
  - The return to school in June is voluntary
  - Students will attend two consecutive days each week
  - The school and district are currently in the planning phase
    - A survey went out this morning to all families. Please complete this as soon as possible so that the staff may plan accordingly.
  - Mario has been busy and the school is extremely clean
  - Classroom are being arranged to space out students
  - Flow patterns within the school are being set.
- Visual Journals – Brenda
  - Visual journals are currently on sale and she would like to place the order right away for next year.
  - Motion to amend the amount of “visual journals” line item to \$1700  
M/S/C

6. New Business
  - a. Helping Families in Need – Asha
    - The PAC is in a position to help families who have been financially affected by COVID-19. Families may contact Elyssa confidentially for assistance.
  - b. Parent Panel in September – Asha
    - The PAC will look at organizing a virtual Q&A for new Kindergarten parents in September.
  - c. Brainstorming Fundraising Ideas while Also Social Distancing - Asha

The group came up with excellent ideas! If you are interested in helping to organize any of them, please let us know.

    - Virtual silent auction (perhaps a version of the one Kristal has been organizing)
    - Flea market and used book fair (perhaps at a later date once the restrictions ease, or may be possible to incorporate within the Virtual Silent auction)
    - Sale of PPE – perhaps locally made masks or masks with our school logo
    - Direct appeal
    - Renting out outdoor space for pop-ups (must go through VSB rentals department)
    - Virtual games night (Bingo, Trivia...)
    - Move-a-thon – Students would gather pledges and count steps (hiking, dancing..)
    - Create and sell a collective recipe book

7. Informational Items

- a. Communication with parents

School website:

<http://go.vsb.bc.ca/schools/roberts-annx/Parents/PAC/Pages/default.aspx>

Facebook page: Lord Roberts Annex Parent Advisory Council

Parent board: Located in the library

Email address: lordrobertsannexpac@gmail.com



- b. Next Virtual Meeting: June 17, 2020 at 6:30 p.m.

8. Adjourn – 7:39 p.m.