



Inman Elementary School Parents' Advisory Council
3963 Brandon Street
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Date: June 17, 2020
Time: 7:00PM to 8:30PM

PAC Meeting Minutes

Date: Wednesday, June 17, 2020

Location: Online Video Conference via Zoom

Meeting Chair: Peter F.

Recorder: Helen L.

Attendance: Peter F., president; Phong T., vice president; Loerella W., treasurer; Claire I., DPAC rep; Avita S., Jassy J. & Tina Q., member-at-large; Mr. Chow, Inman principal; Parent Members: Selena W.

1. Call to Order 7:05PM

Round table Introductions

2. Approval of Agenda

Moved: Phong T. Seconded: Claire I. *Carried*

3. Approval of February 19, 2020 PAC minutes

Tabled to next meeting & upon meeting minute completion.

Motion: Claire: Seconded: Phong *Tabled*

4. Principal's Report Report

- Communication between school & families remain continuous during Covid.
- Survey distributed via email from School District looking for information from parents to identify challenges & strengths during Covid period. Info collected will be used to guide decisions for September, 2020. Survey deadline is June 24.
- All parents should have received info from all teachers regarding report card & school supplies pickup.
- Virtual French farewell is Wednesday June 24 & Virtual Gr 7 grad on Friday June 19.
- Staffing changes:
 - Ms. Chung and Ms. Bauer were laid-off
 - Ms. Giacomazza is leaving Inman for a new position at Marlborough
 - Ms. Loyd is joining Inman to fill teacher-librarian position
- All new kindergarten parents received a welcome postcard to confirm there will be a welcome event in the fall. Detailed TBD depending on Covid guidelines. It might be a virtual meeting or it might be spread over several days to obey physical distancing guidelines. More planning required by administrators.
- During month of June Inman has over 100 kids. Roughly 40-50 kids per day. Wednesday attendance dedicated to Essential Service Worker children requiring fulltime care.
- Most of fall 2020 school planning will be based on how summer school progresses and possibly based on current cohort model. More details TBD depending on Covid numbers in BC.
- Inman summer school is 99% full at 144 kids registered. Inman's physical space allows 50% density, which is maximum 200 kids at once. Full capacity is normally 400 kids.

5. President's Report

- Update on Munchalunch & hot lunch program
 - i. 167 parents have remaining credit in the system. Munchalunch shuts down over summer. Last day for parents to access & check credits is June 30.
 - ii. Gr 7 parents and parent requests for immediate refunds have been handled by Loerella.



- iii. Executives discussed how to handle remaining 167 refunds.
- iv. Motion to have Loerella manually upload credits back early September and let parents apply these credits toward next school year's fundraisers (e.g. t-shirt refund or other activities).

Moved: Phong Seconded: Peter *Carried*

- Update on PAC & school activities for next school year
 - i. Too early to determine. Tabled to September meeting. Phong will reach out to Kelly near end of August to confirm date of Kindergarten Parent Orientation.
 - ii. This year's AGM is tabled to next meeting. September meeting will be AGM – tentatively Thursday Sept 24.
 - iii. Following AGM, the 2nd PAC meeting will be the school year planning meeting
 - iv. Motion to move future PAC meetings to Thursdays

Moved: Jassy Seconded: Phong *Carried*

- Discuss nomination for PAC Executives for 20/21 School Year
 - 1. Secretary – 1 position
 - 2. Fundraising Coordinator – 1 or 2 positions
 - 3. Member-at-Large – 1 to 3 positions (includes Milk Program/Fruit & Veggie Volunteers)
 - 4. Canadian Parents for French Representative – 1 position
 - 5. DPAC Representative – 1 or 2 positions
 - 6. Treasurer – 1 position
 - 7. Vice-President – 1 position
 - 8. President – 1 position
 - i. Farewell to Helen & Tina. Thank you Tina for 12 years of serving on the Inman PAC.
 - ii. Remaining executives agreed to stay in current positions until September.
 - iii. PAC executive recruitment planned in the fall to fill vacant positions.
 - iv. Tabled nominations for September AGM PAC meeting.

6. Financial Statements

- Refer to 2019-2020 Financial Report for details.
- Hot lunch suffered a loss due to order cancellation because of Covid
- Leveled Reader expenses postponed until next year. School ordered the books but supplier are unable to ship order due to Covid. Leveled Reader E-books are not included in this purchase.
- Estimated cash flow carryover for next year is roughly \$2000 (after contribution towards Leveled Reader purchase).

7. Canadian Parents for French (CPF)

No Updates

8. DPAC <http://www.burnabydpac.com/>

No updates

9. Adjournment – Next Meeting Dates:

- Sept meeting will also be AGM – tentatively Thursday Sept 24, 2020
- Meeting adjourned 9:00pm.