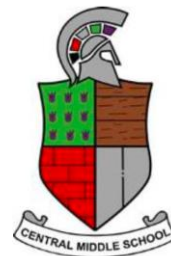


École Intermédiaire CENTRAL Middle School PAC

December 8th, 2020 Meeting Minutes – 7pm



1. Welcome and attendance: Principal, Vice-Principal – 8 parents.

2. Approval of November minutes and December agenda

Motion to approve : Christy Seconded: Laurel Vote: Unanimous Yes

3. Reports

- Chair

- Carrie had conversation with another PAC regarding becoming a society. We need to go through the registry and have our name approved. This is completed online. It is important to do as Fundraising and Grants are available for charitable societies. Filing fee is approximately 40.00. Usually, after the AGM, the secretary will file with the new exec and changes to bylaw and constitution. One bonus of this process is to ensure there is a record of bylaws and constitution. Kristine and Carrie will get together to look at putting in the application this week.

- Treasurer

- cheques have arrived – only one signature line but we do have to have two signatures, Laurel has been assured that the second signature below the line is acceptable. Two signatures are necessary.
- Paperwork all signed for Christy and Carrie to go to the bank and become signatories.
- 3 invoices for classroom funds which have been paid through cheque, invoice for sports equipment \$ 969.00 has been paid.
- Laurel has set up online banking, has done a reconciliation.
- Discussion regarding financial reporting – Laurel will email a financial report ahead of monthly meetings including cheques which are still outstanding.
- Library proposal for new items to replace the couch removed and other items no longer suitable due to COVID-19 regulations
 - 2 chairs at 150.00 each, 3 tables at 50.00 each, low maintenance tree – 70.00, air plants – 30.00, succulents – 30.00 = total of 649.60 incl tax possible delivery – propose 750.00
 - History – last year allocated 3000.00 and non was used, year before 3000.00 allocated and most was used. This is a very reasonable amount to request.

Christy motions to allocate 750.00 – Angela seconded – unanimous vote- yes

-Signatories and banking update: Carrie and Christy still need to make and appointment and complete the paperwork to become signatories. but James Bay Coast Capital will be closing in January. They have to be together to do it and will have to do it soon. Any thoughts on going to another institution? Laurel stated that the only reason she would have to go to the bank is to deposit a cheque but that can be done online too. The closest Coast Capital is in the Bay Centre which Laurel is ok with. Previously this PAC used Van City and moved to Coast Capital a few years ago – perhaps due to the closure of the Van City branches. No service charges have

showed up so we can be assured that other than cheques, there is no charge for banking at Coast Capital. Laurel looked into other banks for free cheques, but no banks do this. It was decided to remain at Coast Capital, using the Bay Centre branch.

- Principal/Vice Principal

Principal Gillian

– on Pro-D Day Fri November 20, the guest speaker was Dr. Lisa Gunderson from UVIC. She is an educator and speaker on understanding diversity. She will come and lead classes as well as parent education. The purpose was to promote the understanding of diversity with the CMS community. From this, a group of CMS educators got together to get things moving in this direction. Dr. Gunderson taught the nuts on bolts of practical things to do and explained things on a philosophical level. Looking at SD61's 5 year Strategic Plan, one goal is to be more culturally responsive. We felt as a school it was important to celebrate our diversity. We have a Welcome Wall – that says welcome in many different languages when you walk in the front door. We also have The Wall of Clocks, representing different time zones from around the world where our students are from. Every 4-6 weeks we change the clocks and locations as per student requests. We have 42 students at CMS who are not yet citizens and 19 languages spoken in our school.

-December – Report cards come to Gillian and Aaron tomorrow and then distributed to students on December 18, 2020.

-Intermural sports have been cancelled due to new Health Authority orders until we are clear on new protocols. We hope to start again in January.

-Music – they are filming band, choir and ensembles – doing things safely. The video will be made available to Music parents and guardians as in person concerts are not allowed.

- Due to COVID-19 restrictions, there will not be a pancake breakfast on the last day of school this year. Each class will receive a goody basket to enjoy instead – mandarins, candy canes, gingerbread. Students are being asked by their teachers to video their talent show entries which will be uploaded to the "Central's Got Talent Show" and then will be shown to the entire school on the 18th.

-Middle Development Instrument – this is in partnership with UBC and it is a research tool looking at the mental health of students. It helps to determine the type of programming and where the student's needs are. It focuses on social emotional learning and looks at the levels of connection, attachment, and engagement. It happens every 2 years. We are doing it with grade 6's this year. FSA and Satisfaction survey done by grade 7 so decided on surveying grade 6's this year.

-Spirit wear is here. Email went out today. A few families want as gifts so the distribution will be organized this week.

Vice- Principal Aaron

– Curriculum Completion (teachers union and SD61 have decided there is a need to look at those students who need more help). Those students who have completed their curriculum go home at noon and the students who need more assistance stay. Parents can also choose for their child to stay. Potentially CC days will happen again starting on February 19th. 2021.

4. Unfinished Business & Updates

- Classroom Division Food and Sock Drive Competition - each division donates unperishable canned goods and new socks which will be donated to the Mustard Seed and Our Place.
- Holiday Hampers
 - Counsellors have reached out to families. CMS has 14 families who would like one. Gift cards and chocolates – small goodies are the safest way to go this year. The Rainbow Adventure Sunshine Club is a group of grade 7's who work with an EA and inclusive teacher to do community work. They would like to help the PAC out while working on their social skills. They will shop for small goodies, at Save On Foods and make cards. Gillian will pick up the gift cards.
 - We will be asking for monetary donations this year instead of the item lists. Gillian can set up online with "School Online" as we do for all of the school charges so that families can donate money instead of goods. The PAC will give a cheque for the 1000.00 on the budget line. This will go to gift cards and Gillian will provide the PAC with receipts for their purchase. The money donated and a small amount from the school will go to small goody gifts. The counsellors will allocate all the funds fairly, i.e. a family with 5 members vs a family of 2 all receiving an equal amount.
- Fundraising Ideas
 - Discussion regarding a local coupon book - 50% sale of the book goes to PAC. Something to look at in the spring. Other PAC's have gone this route and had bad experiences. Further investigation is needed.
 - Grant Writing – look at municipal and provincial grants for future. Outdoor space, Earthquake preparedness kit. Angela has a spreadsheet of all grants that we would qualify for as a society. Angela will send out deadlines, grants, what they are specific for and then rally the troops. She is willing to write one herself. It takes about 20 hours to write a grant proposal.
 - Online Silent Auction or School Raffle or 50/50 draws for the spring. There are a number of donors in the community. Put together a fundraising committee. When we are a charitable society, we can easily get a gaming license.
 - Jeanine stated in the November minutes that the Music parents are doing an online silent auction – need to co-ordinate with the group. Gillian will check in with them.

5. New Business

- Applying to become a charitable Society – see the Chair's report. Kristine will work on the application this week and contact the exec members when she needs more information.
- VPAC Report – nothing to report

- Question Regarding the Complaint Process at CMS: Start with teacher, then go to principal or vice- principal – if family is not feeling they are being heard through email or phone conversation then an in person meeting with parent, teacher and principal or vice principal. If it is still not resolved, the family then follows the online complaint process on the SD61 website. Confidentiality is of utmost importance and working together to support all of the students is our goal.

6. Date of next meeting: **January 12th, 2021**

7. Adjournment and Happy Holidays to all – 8:35pm