

George Jay PAC Meeting  
13 May 2020  
6:30-7:52 pm  
Virtual Meeting over Zoom

**In attendance**

Executive: Angela Cooper-Carmichael (President), Kim Drapeau (Vice President), Zeta Lay (Treasurer), Roberta Hamme (Secretary), Maritia Gully (Member-at-Large)

Staff: Melanie Postle (Principal), Joy Nugent (Vice Principal), Sarah Winkler (future Vice Principal), Leila Durzi (Family Liason), Lisa Heffelfinger, Mme Rebecca Bathurst-Hunt, Aly Mackay

Parents: Brooke Albers, Sam Albers, Pamela Bethel, Miranda Blue, Sonja Childs, Alana Clement, Andrea Walker Collins, Stephen Collins, Colleen Danks, Rebecca Freedman, Liz Kemp, Robert Kemp, Luke Kozlowski, Christina Lenic, Samantha Mason, Matthew Payne, Kim Persley, Laila Peterson, Alicia Power, Keir Power, Sylvia Raju, Leslie Rewega, Sarah Sweeney, James Watson, Warren Wunderlick

1. Meeting called to order at 6:30pm. Welcome and recognition of traditional territories (Angela)
2. Agenda accepted as circulated.
3. Minutes of 8 April 2020 meeting accepted.
4. Reports on previous action items
  - a. Scan PAC reimbursement form (Roberta) – Mel scanned the paper PAC reimbursement form and sent it to Roberta. Roberta made a new fillable pdf version, which is now posted on the PAC website.
  - b. Thank you cards for Welburn's and Victoria police (Roberta) – Call for members to have their kids make thank you cards was posted on Facebook, but no replies received. Roberta offered to write a formal letter from the PAC. Mel pointed out that ESW kids would be coming back to the school next week, and this could be an activity for them.
  - c. PAC safe (Zeta) - District thought they might have a safe they could give us, but this didn't work out. However, the district has agreed to install the safe free-of-charge once we obtain one.
5. COVID measures
  - a. Motion to *Allow teachers to carry over \$250 Gaming Account allocation to Fall 2020 and to allow staff to carry over approved Special Funding Program applications to Fall 2020 –*

Zeta seconded – Discussion: due to the chaos created by the COVID school closures, many staff may not be able to spend their Gaming Account allocation or approved funds from the PAC Special Funding program by the end of June. The PAC Exec proposes allowing staff to spend these funds before end of December 2020 to allow maximum flexibility. Unanimously approved.

- b. Motion to *Allow Grade 5 staff to use the \$1250 budgeted for the Grade 5 Graduation Field Trip (Dragonboating) for another extracurricular use as they decide* – Zeta seconded – Discussion: The traditional Grade 5 graduation celebration of dragonboating will not be possible this year due to social distancing restrictions. The Grade 5 staff would like to spend the funds on another purpose, possibly a gift like a hoodie sweatshirt that would be a surprise to the kids. Expense must be extracurricular. Unanimously approved.

6. Representation on City of Victoria Welcoming Cities Task Force

Motion for *PAC to endorse Sandra Hough to represent George Jay on the City of Victoria Welcoming Cities Task Force* – Angela seconded – Discussion: the city has specifically requested a representative from George Jay to serve on this task force. More info at <https://www.victoria.ca/EN/main/city/other-boards-committees/welcoming-cities-task-force.html> Sandra has expressed an interest in volunteering this way. Unanimously approved.

7. Principal's Report (Melanie)

- Welcome to Sarah Winkler, our new Vice Principal.
- Staff have been in building, following district COVID protocols. A traffic pattern through the school has been established to minimize contact. Essential Service Worker and vulnerable students will be coming into the school next week. ESW kids will be invited back to school with a letter that contains clear protocols. Please reinforce these protocols with your kids. They include no backpacks and no plush items. Food and water bottles should be brought. Students must bring their own food; no food is being provided by the school. Mel invites ESW parents with questions about the process to please call her at the school. Communication will come soon about the voluntary return of all students to school, but not enough has been established yet to say more at this meeting.
- Our new learning studio is nearing completion off-site. Currently waiting for permit from the city for it be placed at George Jay.
- New daycare studios have been approved for construction and installation to open September 2021.

- The new sensory wall has arrived at the district work yard. It won't be installed until it can actually be used (i.e. the playground reopens).
- Update from Joy: staff has been amazing in adjusting to the new routines. Everyone moved quickly to on-line teaching and have been very flexible in meeting the new challenges. Aly Mackay praised Joy's outstanding efforts with the health and safety team, which has helped staff work with the new protocols.

#### 8. President's Report (Angela)

- a. Update on BCCPAC AGM – The live AGM was cancelled, so they held their AGM via zoom. The majority of the meeting concerned the budget. Note that PAC fundraising is likely to decline with no gatherings in the next year due to social distancing. Audrey Smith (VCPAC Treasurer) won the George Matthews Award for Excellence in Parent Leadership.
- b. Ready Step Roll update – scooter and bike racks are still scheduled to be installed but timing unclear. Preliminary safe travel routes map has been created and sent to school. It includes suggested drive/park areas and upcoming safety improvements. Will be posted on school and PAC websites when finalized. Chambers and Bay will have some kind of pedestrian-controlled light to slow traffic there, to be installed in next 4-6 weeks.
- c. Motion to *Spend \$150 from Parent Education to reimburse Sandra Hough (EA and Parent) for workshop on Understanding and Addressing Challenging Behaviour* – Kim seconds – Discussion: Sandra requested funding from the PAC to attend this important workshop. Angela felt strongly that we should support this. Suggestion made that Sandra shares what she learned as a written document or you tube video. Unanimously approved.
- d. Annual Report – Angela thanked everyone for their support during her time as President. She has been particularly involved in the effort to rename the school. We have been successful in bringing forward serious safety concerns to the city that will now be addressed. Angela's primary commitment has been to take care of the most vulnerable people at this school first. She will continue to work with us all.

#### 9. Treasurer's Report (Zeta)

- a. Update on action item to clarify curricular vs. extracurricular with BC Gaming – Zeta spoke with the Community Gaming Grants Branch. Essentially, If the field trip or items to be purchased are required to fulfill the curriculum, then it is considered curricular and not eligible under the Gaming Grant. If the field trip or items to be purchased would enhance learning but are not required to fulfill the curriculum, then they can be considered extracurricular and eligible under the Gaming Grant.

- b. Annual Report (see report attached as Appendix) – Showed budget via share screen. Zeta has carefully verified all deposits. We are slightly under our projected income for the year. A few line items were slightly over budget for this year. However, a number of line items haven't been spent at all, so there will be quite a lot to carry over. Funds from the Gaming Grant need to be spent within 36 months after they are received. Funds from this year's raffle need to be spend within 12 months, though we can and should ask for an extension because of COVID to get an additional 12 months. There was minimal carryover from last year (few thousand). We have updated co-sponsors of the bank account (now Rozee Hyder and Beth Threfall). We are also updating co-signers. We need to ensure every year that sponsors and signers are active members of the school community. New bylaws now allow the Treasurer to be a signer and so can examine the account on-line. This will make reconciliation of numbers easier. In future, all receipts must be accompanied by a PAC reimbursement form. Thank you to Susan Cottier and Angela for being super MVPs in this. We continue to improve our safe cash handling procedures. Will need to apply for next year's Gaming Grant soon. Suggest that the PAC get a book keeper to go through all the books, perhaps once a year, to ensure accuracy and transparency. Perhaps a parent volunteer or we could hire someone.

10. Secretary's Report (Roberta)

- a. Motion to *Spend \$75 to renew PAC membership in the BCCPAC (British Columbia Confederation of Parent Advisory Councils)* – Alicia seconded – Unanimously approved.
- b. Annual Report (see report attached as Appendix)

11. Health and Wellness subcommittee Report (Maritia)

- a. Redirection of parent education funds - \$850 remaining in budget plus \$1000 from the city for the HAWC fair. In a previous meeting, Leila said the funds would not be needed for fruit and veg. Alicia stated that funding from the city could be used for something else, and we could likely extend the timing to spend it. The city will likely change their funding model for this program in the future due to COVID. Lelia is open to considering a directed mental health and well-being initiative.
- b. A huge thank you to Leila for getting fruit and veg out to families.

12. Elections of 2020-21 Executive members (Colleen Danks)

Each candidate made a statement about their motivation for and commitment to taking on a role in the PAC executive. Election was conducted via Google forms. Number of votes was very close to number of registered voting members attending the meeting. Result: Andrea Walker Collins elected as PAC President. Sam Albers elected as PAC Vice President.

Zeta Lay elected as Treasurer. Roberta Hamme elected as Secretary. Both Leslie Rewega and Maritia Gully elected as Members-at-Large.

13. Adjourn meeting This is the last PAC general meeting planned for the 2019-20 school year.

## George Jay PAC Treasurer's report May 13, 2020

Financial as of April 30, 2020

<b>General Account</b>		
April 1 Balance Forward	\$22,578.00	
Total new spending	\$19.93	
Total new income	\$426.25	
<b>Current Balance Forward</b>	<b>\$22,984.32</b>	
<b>Gaming Account</b>		
April 1 Balance Forward	\$12,438.76	
Total new spending	\$219.74	
Total new income	\$0.00	
<b>Current Balance Forward</b>	<b>\$12,219.02</b>	
Total New Spending	\$239.67	
Total New Income	\$426.25	
<b>Total Assets</b>	<b>\$35,203.34</b>	

### Financial News

- One of our significant challenges this past year was updating our sponsors for the Coast Capital accounts. Please join me in thanking Eileen Coyle for doing the groundwork and making this happen. I would also like to congratulate Rozee Hyder for taking on this vital role along with Beth Threfall. Moving forward, the PAC will want to ensure we have sponsors who are available and active in our school community. Sponsors are critical to maintaining bank accounts and updating signing officers as needed.
- Having the by-laws updated to include executives as signing officers (with fail-safes in place to avoid fraud) was needed to allow the PAC to write and sign cheques promptly. I want to thank Lilli Patey, Rozee Hyder, Eileen Coyle, Gillian Gaffney, and Bonnie Alexander for their contribution as signers this past year.
- One of the other issues we have had is the inability to see account details online for reconciling numbers in time for PAC meetings and having the bank statements available for PAC members to review. By adding the treasurer as a signing officer, I am now able to view the PAC accounts online and print up statements as needed.

- We also had the conundrum of only being able to deposit to the general account. As of today, we will be set up with a card for both accounts to avoid having to request the transfer of funds to the gaming account.
- The most significant learning this year is how essential it is for all receipts to be accompanied by reimbursement forms when submitted. Tracking down miscellaneous details such as names, division numbers, and confirmation of what budget line the expense is to come out of is time-consuming. With that said, I want to thank Susan Cottier and our president Angela for being the MVPs in this game – their attention to detail is much appreciated. Moving forward, only receipts with reimbursement forms will be paid-out.
- Putting in place safe cash handling procedures has also been a focus for this year. Making sure cash handlers have annual record checks, using a float log, sourcing a new cash box that has a working lock along with a safe for the PAC are all needed to keep funds safe for the kids. Melanie looking into sourcing a safe through the district. We'll see what the best deal is. Once the safe is purchased.
- And thank you to Roberta for her brilliant restructuring of the expense worksheet. It will make tracking of general and gaming expenses much more straightforward.
- Up next will be the gaming grant application to be completed in June. If there are PAC members who are interested in learning more about the role of treasurer and what the role entails, please feel free to approach me.

George Jay PAC  
Secretary's Annual Report  
2019-20

1. Minutes of each general meeting posted on PAC website (<http://www.georgejaypac.com/documents.html>) and posted to PAC Facebook page. Meeting agenda is now stored as a google doc, accessible to anyone via a link posted on the PAC website and Facebook page.
2. We formed a Constitution and Bylaws subcommittee this year, which drafted a new constitution and set of bylaws, consulted with the membership on the drafts and revised, and passed on 8 January 2020 for the Constitution (subsequently amended 8 April 2020) and on 8 April 2020 for the Bylaws. Both have been posted on the PAC website (<http://www.georgejaypac.com/documents.html>).
3. With the new constitution and bylaws in place, the PAC is ready to move forward to apply to be a non-profit society, if we wish to do so. Recommend considering this in the new school year. Reporting requirements are relatively minimal. Note that being a non-profit society is different from a charity and does not facilitate tax exempt donations.
4. The PAC formed a new granting program this year with a subcommittee adjudicating applications and facilitating donation requests. We attempted to fund all applications this year, but the PAC will likely need to put in place criteria for judging applications in the future as the Special Funding Program is likely to experience increased applications. The committee was too optimistic about our ability to obtain donations for some applications this year, and this will likely be even more difficult in the 2020-21 school year. Also, clearer communication between the PAC and staff about funded applications would be helpful.