

**Thompson PAC Minutes
for the Nov 25, 2020 Meeting**

The meeting via Zoom was called to order at 9:34 am by Jen Dahl, PAC Co-Chair.

In Attendance

Jen Dahl, Harjeet Manhas, Pavan Padda, PAC Co-Chairs, Raj Chatha, PAC Treasurer, Mandy Lichtmann, PAC Secretary, Bill Juhasz, Principal, Imelda Nurwisah, Josephine Wei, Liz Ritchie, Jenny Lai, Rosa Maria Salazar.

Approval of the Minutes of the October 2020 Meeting

A motion was made by Pavan Padda to approve the minutes of the Oct 28, 2020 meeting. The motion was seconded by Liz Ritchie. **Motion carried.**

Welcome – Jen Dahl

Thank you for joining us. Today's meeting is the Budget Meeting, it is an important meeting.

Volunteer Opportunities – Harjeet Manhas

- Thank you to the parents who have stepped up to volunteer this year – from home and in person
- Need a Yearbook coordinator for this year and a person to carry on next year
- Playground planning committee members needed
- Crossing guards needed
- Donation Letter – volunteering can be done through your time but families can also donate to the school. The Donation Request Letter will be emailed soon with a Chinese translation

Donations – Jen Dahl

- New this year, donations can be made directly on the School Cash Online Website. Look for the "Make A Donation" tab. Credit card and debit card can be used. This will help school secretary Karen Fung immensely. You will receive a tax receipt through the website.
- Cash and cheque donations can be made still if anyone is uncomfortable with donating by credit card or debit card
- Josephine Wei asked about online donations – and if people can receive a thank you note? Speaking from the Chinese culture, families would like the school to realize that they have made a donation in order to be recognized. Bill is happy to acknowledge people who donated
- Crystal Huang did a hand-written thank you note to all families who made a donation last year
- Jen Dahl – suggested Josephine Wei, Harjeet Manhas and herself should maybe have a meeting about a personalized thank you card being sent home. Jen and Harjeet can work on thank you notes to families and pass it on to Bill.

Budget Report. PAC Treasurer, Raj Chatha, went over the Budget in detail. Please see the Budget Page.

- Closing numbers addressed

- Last year we started with \$18,000.
- Parent donations / Gaming Grant = 10,000 + an additional \$8,000
- Carrying forward \$14,00 at the beginning of September
- Gaming – determined by number of students – must be used within 2 years

Pac Budget Proposal

- \$23,000 to work with this year
- We cannot do the fundraising we have traditionally done due to COVID
- PAC Gaming Funds - \$4,460
- Parent donations – estimated at this time – hoping the parenting community can help out generously. Our student population is smaller this year. \$4,000 is a fairly aggressive target.
- Fundraising – last year \$8,000 was raised. This year will be different.
- No movie nights / Nova Foods / Family Photos due to COVID
- Outdoor Education – Bill. It likely won't happen this year
- Items 21 – 23 will not be happening – no grade 7 volunteering, movies, parent education
- \$3,360 will be regular expenses
- Gaming expenses - \$500 for outdoor equipment proposed as children are outside more.
- Bill – Gaming funds can be used to purchase a piece of playground equipment.
- Total expenses this year is much less than last year and we also need to have money to carry forward to next year, currently budgeted at \$10,000.
- Jen – Exec Meeting re: budget. Teacher allotments \$250 / teacher. Gaming grant is not allowed to be used for this expenditure. Usually this would come out of regular revenue (Nova Foods, and hot lunch). So, Teacher Allotments have been moved to benefit from parent donations

Approval of the regular PAC expenses as presented for the 2020/21 year

A motion was made to approve the regular PAC expenses as presented for the 2020/21 Budget by Pavan Padda. Liz Ritchie seconded the motion. **Motion carried.**

Approval of the enhancement & gaming account expenditures for the 2020/21 year

A motion was made to approve the enhancement and gaming account expenditures as laid out in the 2020/21 PAC Budget by Pavan Padda. Josephine Wei seconded the motion. **Motion carried.**

This year we have not spent much money so far. Hot lunches have been operating, but there are lots of credits owing from Spring 2020 school closure.

Jen – Thank you to Raj for doing the budget.

Liz Ritchie – asked if the grade 7 funds were used last year? This year we probably don't need a huge budget as the celebration will be small. There probably won't be much fundraising allowed to happen this year.

Principal's Report – Bill Juhasz

- Thank you to Raj Chatha for presenting the Budget
- Thanks so much to the PAC for all they do
- There are some schools that do strictly donations for fundraising, there may be some parents in the community who would be willing to make a large donation to a playground
- Playground fundraising – 90% comes from government grants and corporate donations, small amount from school and small amount from PAC on a \$150,000 playground. We need a marketing plan to elicit large donations
- 2022/23 will likely be the date of new playground installation if we raise the funds. Thompson is on the list for funding for of approximately \$90,000 from the provincial government (pending approval process). If parents see the large budget needed for a new playground, perhaps the donations would be larger
- Harjeet – this year there is a section in the fundraising request letter about the playground fundraising.
- Raj – worried some parents will not get around to making an online donation
- Bill – suggested that we share with our community what we are envisioning for our playground and include a photo with it to go with the fundraising letter. Right now, we can focus on purchasing one piece of equipment for our playground and focus on raising more money in the future.
- Harjeet – thinking this Donation Letter would be a general donation request but now sees that it is important to also focus on playground fundraising. Should we have a separate letter for playground fundraising?
- Josephine – also thinks the playground letter should be sent as a separate letter
- Jen – suggested we go with the regular donation letter and maybe in the Spring do a big launch for playground donations
- Liz – can we shorten the Donation Letter?
- Raj – thinks asking people twice is too much
- Bill – up to the discretion of the PAC. i.e., funds would primarily go towards the playground as well as the regular PAC expenses
- Liz – last year we asked for donations twice – one donation was asked around Chinese New Year as well
- Jen – 90% of donations come in after the donation letter comes out in December.
- Harjeet – maybe on the proposed donation letter there is an option to designate if the donation goes toward the playground or regular donations?
- Pavan – wonders if we have a separate donation request for a playground donation, would that be more successful?

- Bill agrees there should be a separate donation request letter specifically for the playground.
- Liz – agrees with Jen that a Spring ask might be a good time to request
- Harjeet – thinks we have a great donation request letter that summarizes what the donations will be used for
- Jen – second letter should go out specifically for playground fundraising with a marketing plan to be sent out around Chinese New Year or the Spring

Bill – COVID Updates

- Communication process. Schools are starting to have exposures. How do people feel about the communication that was sent home re: COVID exposure in the school?
- Thompson was the 7th or 8th school to have an exposure in our District
- Only 10 students did not show up to school at Thompson following the letter re: exposure. Generally speaking Bill was happy to see how level-headed our school community response was
- The staff coped with it well too
- Timing of exposure: Bill received a phone call on Nov 11 that we have a case in our school. Letters went home the next day. The Health Department makes the call on the timing. It depends on when testing occurs too.
- Rosa Maria – Victoria had a COVID test pre-surgery, the results come in 24 – 48 hours after the test
- Bill shared a flowchart of relaying COVID positive results. The District handles communication with Vancouver Coastal Health and media.
- There are a number of dates when transitional learners can return to school.
- We have 5 cohorts in our school (2 classes each)
- Resource teachers and EAs are not traveling from cohort to cohort
- We have had children returning to school outside of the regularly scheduled dates. If the teacher can accept the student, they are welcome back
- Bill said we need to be nimble and it is possible we may have to go back to online learning. He isn't worried if we have to go back to remote learning.
- Professional Development Day:
 - First People Principles of Learning – how do we incorporate it into our curriculum?
 - Education is becoming more holistic as a process
 - “Making Thinking More Visible’ – book our staff is using.
 - Bill will share on the school website the chart about progressive learning
 - There is continuance improvement in our teaching practices

- Thankful for a staff that is so progressive

Jen - we appreciated how the staff handled the COVID exposure and thinks the staff is doing a great job. We know it is not an easy year.

One more meeting PAC Meeting in the Spring is proposed.

The meeting adjourned at 11:20 pm

THOMPSON PAC

Statement of Cash Flow
September 1, 2020 to Aug 31, 2021
As of Nov 25, 2020

	Budget	Actual	Difference
Opening Balances as of September 1, 2020			
Regular Funds	\$ 6,700	\$ 6,700	
School Board Donation Account	\$ 5,127	\$ 5,127	
Gaming	\$ 2,792	\$ 2,792	
	\$ 14,619	\$ 14,619	\$ -
Carried over from prior year	\$ 14,619	\$ 14,619	\$ -
REVENUES			
	Budget	Actual	Difference
<u>Source</u>			
PAC Gaming Deposit	\$ 4,460	\$ 4,460	\$0
Parent Donations	\$ 4,000	\$ -	(\$4,000)
	\$ 8,460	\$ 4,460	
<u>Other Fundraising</u>			
Hot Lunches	\$ 2,160	\$ 282	\$282
Hot Lunches - Refunds Owed	(\$1,145)	(\$1,145)	
Hot Lunches - Credits Used	(\$1,015)	(\$1,015)	
<i>Subtotal Other Fundraising</i>	\$ -	(\$1,878)	(\$1,878)
TOTAL AVAILABLE	\$ 23,079	\$ 17,202	(\$5,878)
EXPENDITURES			
	Budget	Actual	
<u>Regular Expenses</u>			
PAC Operating	\$ 500	\$ 140	(\$360)
PAC Contingency	\$ 500	\$ -	(\$500)
JN Burnett Scholarship	\$ 500	\$ -	(\$500)
Leadership Volunteers	\$ 300	\$ -	(\$300)
DARE Donation (\$13/ Gr.5 [x 22])-zoom call	\$ 286	\$ -	(\$286)
Movie Copyright (\$0.5/student(228))		\$ -	\$0
Outdoor Education- did school pay?	\$ 1,000	\$ -	(\$1,000)
Education Assistants (\$75 x 5.5)	\$ 413	\$ -	(\$413)
15.448)	\$ 3,476	\$ -	(\$3,476)
Grade 7 Dance	\$ 250	\$ -	(\$250)
Parent Ed (every 2nd year) - not this year		\$ -	\$0
<i>Sub Total Regular expenditures</i>	\$ 7,224	\$ 140	(\$7,084)
<u>Gaming Expense</u>			
Playground - outdoor balls etc (\$50/division)	\$ 500	\$ -	(\$500)
Playground big piece of equipment	\$ 4,000	\$ -	(\$4,000)
<i>Sub Total Gaming expenditures</i>	\$ 4,500	\$ -	
<u>Extraordinary Expenses</u>			
<i>Sub Total Extraordinary expenses</i>	\$ -	\$ -	\$0
Funds available prior to Teacher's Enhancement List	\$ 11,355	\$ 17,061	
<u>Enhancement List</u>			
Playground - set aside from last year	\$ 1,000	\$ -	(\$1,000)
		\$ -	\$0
		\$ -	\$0
		\$ -	\$0
<i>Sub Total Teacher Enhancement List</i>	\$ 1,000	\$ -	(\$1,000)
Total Expenditures	\$ 12,724	\$ 140	(\$12,584)
Ending Balance	\$10,355	\$17,061	\$6,706