



TPAC Meeting Minutes February 10, 2021

**** meeting conducted via Zoom ****

Attendance: no in-person attendance. Zoom meeting was moderated by Caren Morris (PAC communications). PAC executive members (Teresa Bubela, president; Tiffany Hanoski, vice-president; Caren Morris, treasurer); Torquay school administration (Lois Bender, principal; Sarah Elford, vice-principal). **A total of 11 Torquay staff, parents, grandparents and guardians were signed in to participate.**

Call to Order at 7:03 pm by Teresa

Adoption of meeting agenda: moved by Julena, seconded by Tiffanie.

Adoption of meeting minutes from January PAC meeting moved by Tiffanie, seconded by Caren. PAC exec notes that all meeting minutes are available on the Torquay PAC website, in lieu of in-person distribution.

Opening remarks: Teresa welcomes all present and thanks those who have made the effort to attend. She notes that the agenda is quite packed with much to discuss and that questions are welcome via Chat and can be presented either during the meeting or in the “town hall/open forum” at the end of the meeting.

Standing Items

Communications

- **Website:** call out for website help has been answered by a parent, thank you! We will work with her over the next few weeks to explore what is possible, with the intention of presenting a plan for the future direction of the website at the next (April) meeting. Caren confirms that she will be doing a training session with the new person shortly.
- **PAC constitution:** last updates to the constitution were made in 1996! Obviously, things have changed since then, so we are hoping to look at any items needing updating/revising as we plan towards our AGM in May. We will post any proposed changes/amendments to the constitution in advance of the AGM so PAC members can vote to adopt the changes at that time.
- **Earthquake Kits:** Sarah Elford gives the following update pertaining to the emergency kiosk. Sarah and Brian have checked through the supplies and noted that the granola bars expired in November 2020. These will need to be replaced as soon as possible. Sarah notes that while the current bars are peanut-free, we should also acquire some bars that are fully allergen-free as peanuts are not the only sensitivity. She knows of some brands purchased by her previous school, she will pass this info along to us. 400 bottles of water @ 500ml size that are good still (expire Nov. 2021), but there is a lot of expired water (another 400 bottles that expired in 2017 that would be better used for hand washing or other purposes). There are also other large jugs for washing. Sarah feels we need a Litre of water per person so we would need 400 more bottles. There were also some tetra-packs that expired in 2011.
- Sarah has received an updated list from the District (via the Ministry of Education) of suggested emergency supplies for school Kiosks. Kim in the office has done some preliminary cross-referencing. There are a few discrepancies between the two, Sarah notes that Torquay has an amazing kiosk with lots of things additional to the list but there are still some things that need to be acquired/replaced asap. Sarah is hoping for parent/PAC support in this.
- Teresa asks Tiffanie what has been paid for in past years by the PAC vs the school/district. Tiffanie says that historically the PAC has paid for and acquired the granola bars and water. The PAC also purchased the shovels and pails and a few other items but the food/water are the main ones. Caren indicates that there is a budget line item of \$800 for this year. Anything beyond that will require a vote. We just need a plan for picking up items and arranging reimbursement.
- Christina says that in the past her husband has gone to Costco for the water and granola bars. Julena mentions that Anne Theman from Ryan vending has offered bottled water in the past for the Halloween Howl.
- Teresa says that we can update the spreadsheet with new expiry dates once the bars and water have been purchased.
- Tiffanie asks Sarah to confirm the duration of time the kiosk is meant to cover (a few hours vs more). She wonders if protein bars would be better for a longer stay? Lois says that ideally we would want a quick turnaround, a few hours, before kids are picked up. Teresa points out that while protein bars are great, they are more expensive and may have additional allergens to consider. She suggests we defer to the list Sarah received from the District, and all agree this is the best course. Teresa thanks Sarah for all of that legwork

ACTION: Sarah will put together a list of items needed with the understanding that the PAC will purchase the items. She will give this list to the PAC (Caren) and Christina will help with pickup.

ACTION: Teresa will speak to Anne Theman regarding Ryan vending supplying water bottles.

ACTION: Sarah will check on what brand of allergen-free granola bars were purchased for her previous school.

- **Sheepdog Self Protection update:** we are looking at May dates for Kris to present to the school (all classes). Lois has received info from Kris on topics. We will need to make a motion to approve the expense. The cost as quoted is \$250 per class. Lois feels this cost is high for 15 classes. Teresa suggests that we can do the presentations by cohort instead (7 cohorts). Lois says we could use the gym potentially, as each presentation is tailored by age. Sarah and Lois discuss the logistics around having two classes together and both feel this is within the guidelines. A parent asks if the presentation is in person or virtual. It's an in-person presentation and Teresa notes the subject matter makes it best delivered in person for maximum engagement.
- the motion would be put forward as 7 cohorts at \$250 each rather than per class. Teresa mentions that this expense can be covered by the gaming money we received this year.

ACTION: Tiffanie will follow up with Kris about the possibility of doing the presentations by cohort rather than by class.

- **Parent Education:** we are partnering with three other schools (Lake Hill, Tillicum Elementary and Northridge) and sharing costs to host a webinar with Allison Rees. "Sidestepping the Power Struggle" has been a fantastic and well-received presentation. The cost to Torquay would be around \$125 which is 1/4 the total cost. It will be a date in April (TBC).
- **Staff appreciation:** even more important this year given all the challenges our staff and administration are facing! Caren speaks to the unfortunate restrictions this year that make potlucks and food-sharing in communal spaces impossible. We are looking at a few options (catered individual lunches or baskets/goodies). Since things need to be so different this year, the previous budget of only \$100 is not enough, but we are hoping to increase it to closer to \$400. We are hoping to get approval for funding at this meeting (\$300 additional to budget). Lois confirms that any of our ideas would be appreciated! The PAC exec will consider options and try to move forward with something once the funding is approved.

Financials

- Caren presents the updated profit/loss statement up to January 31st. This shows income/expenses to date.
- Caren asks Lois to remind the music teachers of their \$500 budget for this year (Lois says she will follow up).
- **Two non-agenda financial items:** PAC has received a proposal to fund 3 butterfly larva kits for 3 divisions. Exec is in favour of passing this (vote to happen later in meeting). No objections from parents following discussion. Total amount proposed would be \$260. This includes cages and all required materials.
- Sarah Elford submitted a proposal to fund Workshop kits, one for each division ("ELEMENTARY WOODSHOP PROGRAM"). She speaks to it as a way to connect to the applied design skills and technologies curriculum. These are actual woodworking kits, and the district purchased one kit per school. At Torquay every class chose to participate. The kits are specific to each grade level and scaled up/down accordingly (from build-a-buddy to planter boxes and bird feeders). Lots of math connections, language arts and indigenous connections as well. It does benefit the whole school community. \$2703.75 was the total cost but the school is proposing that the PAC split the cost 50/50. \$1351.88 would be the cost to the PAC. Sarah invites parents to look it up online for more information. Parent comments via Chat are very enthusiastic and supportive! We will vote on this later in the meeting.
- **Thrifty/Fairway Market cards:** available for parents to load and use like cash. A portion will go back to the Torquay pack if you use one of the PAC cards. Please get in touch with the Exec to arrange pick-up.
- **Helping families in need:** Teresa mentions that the PAC is trying to get more info from other PACs in Victoria as to how they help families in need in their school communities (via contingency funds or via budgeted items). We are hoping to have some ideas/suggestions for the next meeting and ultimately for the AGM if something needs to be added to the budget). Lois says that arranging Fun Lunches for some families works well (the PAC is already sponsoring this).
- **Fun Lunch:** a new vendor (Cook and Create) has been recommended for possibly after Spring Break, a local catering company that could put together individual sandwiches, salads, muffins etc. We are looking for more info to see what is possible and we would probably use this person for our Staff Appreciate lunch if it works out.

Events update

- **Spirit Wear:** sales for this round have resulted in \$322 profit and the orders are on track for being delivered Tuesday February 16th. We are looking at how to move forward with distribution of orders sometime next week.
- **Grade Five celebration:** Julena says that hoodie and T-shirt orders are moving forward (still waiting on a few signatures from the hybrid/homeschool students. Caren says that discussions about farewell celebrations are underway, that we will likely be doing something virtually (TBC). Other options are doing a walk up to Mt. Doug. Fundraising is underway to offset any potential expenses and the Easter Purdys chocolate sale will benefit the grade fives specifically. Deadline for orders is March 1 with a March 10th pickup.

- Possible popcorn sale through Kernels: Caren will get in touch with Lois to discuss logistics re: ordering and distribution. Orders would go through the Fun Lunch website. April, May and June would be likely dates.
- As mentioned previously we are waiting on some signatures from some grade 5 home school families, hoping to include their names somehow even if we don't get an actual signature. Lois will provide those names to Caren.
- Overall there are lots of possible options but they need to adhere to the school district COVID protocols and it obviously might be limiting. Sarah has met with Brena and Robin about what is possible and tempering expectations. She feels that recent COVID guideline updates may impact some ideas that were previously discussed. It's a work in progress and everyone wants to do something fun within the current guidelines. There are 45 grade fives this year and some kids are not part of the school-based classes so we don't want to exclude anyone.

Voting on Funding Approval:

Caren creates a poll where parents can vote on the following motions for funding:

- 1) \$300 additional funds for staff appreciation lunches
- 2) \$1750 for Sheepdog Self Protection presentations to 7 cohorts (assuming this works for Kris). Gaming funds can be used.
- 3) \$1351.50 for half of the cost of 13 class workshop kits from the Elementary Woodshop Program. Gaming funds can be used.
- 4) \$260 butterfly larvae kits for 3 divisions

These motions are forward by Caren, seconded by Tiffanie. Parents vote via poll and the motions are unanimously approved by the voting parents.

Admin report

Lois Bender, principal:

- Lois is really hoping we can do something fun for the grade fives and a number of options are being explored.
- All parents have received a letter from the Superintendent of SD61, with an indication of updated safety messaging, guidelines and standards. The links are important for families to look at and go through. Lois feels Torquay is doing a great job overall but that we can't get complacent. A spring tune-up is a great idea and some newish things are suggested in that document:
 - 1) Clear stipulations on seating arrangements for students in classrooms. The staff is to do as much as possible to avoid any face-to-face seating and maximize space between students. The more that we can do (little things here and there) to provide additional layers of safety.
 - 2) Staff is now required to wear masks indoors in all situations except when they are sitting/standing at their workstation, or behind a barrier, or eating in staffroom. Mask wearing up until now has been in public spaces only, so this is turning it up a notch. In terms of masks for children: it hasn't changed, is still a personal choice for each family. Lois emphasizes that masks are not a replacement for social distancing. It's not a protective shield so the two metre rule should still be respected as much as possible.
- Lois also emphasizes that how we act as adults also matters. Parents who are at the school before and after school, and waiting with the kids, should be giving space and keeping distance. Lois does not want to "police" this.
- Get to the school as close to the bell as possible. Remind their children that they shouldn't be playing before and after school, as much as she hates to say it. They need to go right to their line-ups.
- a reminder that the South entrance needs to be entry-only, one way traffic. North side can be both way traffic, for coming and going.
- spread the word that this is our transfer week, any school transfers need forms to be filled out asap. If you are applying for a transfer out of catchment, it should be done during this week as this is the week where the transfers are more likely to be prioritized.
- Friday Feb 12 is a pro-D day. The teachers will be participating in the Tapestry Conference with David Bouchard as keynote speaker.
- Student-led conferences are coming up, with the format TBC.

Town Hall/New Business

- Caren has a question for Lois about the strings program and notes that she has discovered that funding is being cut at the district level for the grade five strings programs. There hasn't been any notice for this. Up until this year Torquay students could go to GHM to participate and that would be impacted (they could no longer do this). On a personal level Lois is quite saddened to hear it but from an administration standpoint she cannot comment further. Caren mentions that there is a letter-writing campaign about the cuts that parents can get involved with it if they would like. February 15th is the last day to submit letters. This info will be posted to the PAC Facebook page. Teresa notes that the more letters that are received, the more likely it is that voices will be heard.

Meeting adjourned: at 8:27 pm by Teresa.

Thank you to all who attended! A reminder that there is no PAC meeting next month.

Next meeting: Wednesday April 14, 2021