

**ROYAL OAK MIDDLE SCHOOL**

**PAC Meeting Minutes**

**Wednesday, May 6th, 2020, 7:00pm**

**Present:** Co- Presidents: Luanne Richardson and Lena Palermo,Treasurer: Don Mellings, Past President: Josie Pucci-Cocco, Volunteer Coordinator and Fundraising: Courtney Lloyd, Grants & COPACS Rep: Alayne Brygadyr- McCoy, Communications: Kathy Alexander, COPACS Rep: Lisa Gunderson, Member at Large and Lunch program: Elisa Greenway, Grade 8 Reps: Lynn Bartle, Sukhmani Virk, ROMS Principal: Karen MacEwan, Vice Principal: David Mark, Crystal Pollard, Melanie, Rosa Munro, Jennifer Stewart, Jill Shaw, Jim, Tara Rothwell, Cindy Hendrickson

**Regrets:** Secretary: Jenny Eastman, Members at large: Shannon Eastman, Emily Scott

**Territorial Acknowledgment:** We acknowledge and thank the W̱SÁNEĆ people on whose traditional territory we live, learn, and teach. The W̱SÁNEĆ people have lived and worked on this land since time immemorial.

1. **Administration Report – Karen MacEwan and David Mark**

See attached. As this was a long report due to the long gap between PAC meetings and the many changes due to COVID 19, the report is in a separate document.

1. **Approval of Minutes and Agenda**

* Lena requested we add a discussion on a new type of staff appreciation to agenda.
* Alayne Brydadyr-McCoy - Regarding gaming grant – will write grant application for next year’s gaming grant.
* **Motion** to approve agenda Lynn Bartle, Seconded by Kathy Alexander
* **Motion** to approve February minutes Lynn Bartle, seconded by Josie Pucci-Cocco

1. **President’s report – Luanne & Lena**

* Movie night was postponed – do not think we will be able to reschedule for this year.
* Thank you to Karen MacEwan for suggesting we meet virtually for this PAC meeting.
* Luanne suggested we still do a June PAC meeting (virtually).

1. **Vacant PAC Executive Positions for 2020/21**

Current executives are staying on at ROMS next year. The exec team will stand until the fall until we can have a face to face meeting and hold an election. We must, however, fill positions of people who are moving on (whose children are leaving ROMS). Vacant positions for next year include:

1. Vice president
2. COPACS representative – requires attendance at monthly COPACS meeting
3. Grant writer – completes application for gaming grant. Alayne will walk new person through how to do it, then liaise with new grant writer on any other potential grants for next year. Alayne will complete this year’s gaming grant application in June, which is when next year’s application is due.
4. Communications position – posting to PAC page on the ROMS site, posting minutes and announcements to PAC page, as well as to the daily announcements (from time to time) via the office.
5. Lunch program helper. Elisa will do lunch program for following year (2020/2021). She needs someone to share job next year though so the new person can learn it for the following year.
6. Grade 8 reps – to plan the grade 8 farewell (Courtney Lloyd interested in this)
7. **Treasurer’s report - Don Mellings**

Bank statements are not updated because statements are at the school.

$13,300 – general account

$9,700 – gaming

1. **Teachers’ requests**
2. MUSCIAL THEATRE - $2,000 - for the Musical theatre production of Beauty and the Beast. This will likely not happen, but is up in the air as a few options are being considered for a later performance. At this point, this request is on hold.
3. SCREENINGS - $550: The Whale($300) and a Grade 8 presentation on Excessive Screen time ($250). Is there still interest in online rights so that they could still show these screenings? The Whale and Excessive Screen Time – these are great offerings, but are they curricular? Can they be watched in kid’s homes? We agree this is fine to give the $550 if these screenings can still happen during remote learning. Luanne to follow up.
4. CART FOR CHROME BOOKS - $1300. On hold until next year.
5. STANDING DESK - $350 - This one is required for Jen Smyth. Actual price ended up being $217.17. Has been purchased. Fine to approve reimbursement. This can come out of gaming – it is a gaming table. **Approved**

**Motion** to approve authorization of item $217.17 for item #4by Kathy Alexander. Seconded by Lynn Bartle.

**Motion** to approve item $550 for item #2 if still required – by Lisa Gunderson. Seconded by Jill Shaw

1. **COPACS UPDATE – Lisa Gunderson**

* Check the SD63 website frequently and it is updated often.
* Also, if you haven’t already, check out the district’s website and click on the YouTube icon on the left hand side for a few Q and A’s with Dave Eberwein, they are very informative and may be beneficial to you. He posts three questions each week.
* COPACS encourages parents to reach out, especially if they are struggling. They can contact COPACS directly or self identify to their principal or the district. There are many resources for our families to access!
* COPACS meets with the Superintendent and members of the board to discuss issues that are critical and important for our kids. Therefore, it is important for us to have a representative so Royal Oak’s parent voice can be heard. Also, COPACS is the official representative to the Provincial PAC for SD63.

1. **GRADE 8 FAREWELL Update – Lynn Bartle**

* David Mark: It is pretty clear graduations of all sorts will not be going on due to social distancing rules. We still want to find a way to have closure and will wait for direction from the admin. This is in discussion now. We know families find this important. If we go to stage 3 or 2 of re-opening – there will be new options to consider – it depends where we land by the end of June.
* We are committed to doing something. There won’t be nothing. We are lucky to have Ms. Hunter (former ROMS principal) at the board – she is thinking about the impact on middle schools. We will get marching orders for the rest of the year soon. Ms. MacEwan and Mr. Mark are brainstorming with the rest of Saanich.
* Many parents may have more time to volunteer and extra motivation to help brainstorm given the situation with COVID. The list of volunteers may grow beyond the original list. Send your name to Lynn or Sukhmani (this year’s Grade 8 committee reps) if you are wanting to help out.
* Available money is $1500, plus maybe $1000 from ski trip. Final Grade 8 budget is still TBD.
* There have been some very creative ideas… we might be surprised what we can come up with but please send any farewell ideas to Lynn or Sukhmani.
* **ACTION:** Make PAC and daily announcements – invite and collect names from parents who wish to sign up for Grade 8 Farewell help. Parent volunteers can come together in the first week of June.

1. **QUESTIONS**

SCHOOL SUPPLIES FUNDRAISER - Should we go forward?

* School supplies fundraiser has been with Monks or Staples in the past. Staples is cheaper than Monks. They will send supplies in wrapped box instead of backpacks. With Staples, parents can now select items they don’t want; Monks didn’t allow. Staples is bringing in a whole new program this year.
* There is an unseen population at the school that may have financial sensitivities now. Families are dealing with all these new realities. The thought of school supplies for Sept may be beyond what they can think about. Best to wait as long as we can.
* **ACTION** Courtney (fundraising) will put forward question to Staples - Can we wait until June to take orders or what is the last possible date for ROMS families to orders school supplies?
* **DECISION** - Hold off on all fall fundraisers for now, until we know more regarding schools reopening and social distancing rules.

NEXT PAC MEETING

* **ACTION –** Kathy – postNEXT PAC MEETING – will be June 3rd.
* **ACTION –** Karen MacEwan to invite grade 5 parents coming into ROMS to the June 3rd VirtualPAC meeting.

STAFF APPRECIATION

* What can we do? Deliver cookies or perhaps a bottle of wine… could leave packages at the school to be picked up. Drive bys with tables put out. David Mark says the school has tables and we can tape the ground for distancing. Roundabout driveway helps make this work with social distancing. Use some students to help give out appreciation gift? Use field? We’ll make it happen. Could do it by grade groups to make it stay within safety boundaries.
* Likely organize for the third week of June
* **ACTION –** Follow up on how to do Staff appreciation

CANCELLED FIELD TRIPS

* Karen: Grade 7 sailing was cancelled. Money to give back. France trip/Europe trip has been refunded. Whistler trip is in process for refunding. Taking time with Whistler Festival and tour company that was used. Waiting for a cheque – then we can do refund cheques to families.

HOODIES and YEAR BOOKS

* We are waiting to see if we can be back in the school to distribute these. We want to make sure we are organized and can hand these out safely. This is in process.

FAAS

* We completed 3 of 4 rotations of FAAS while school was still physically in session. We are not doing 4th rotation. Instead, FAAS opportunities are available through **clubs on the ROMS website**.
* French – The Ministry of Education said to focus on core subject areas (reading, writing and math) and then incorporate science and socials. French is not considered a priority during this time of remote learning.
* PE – trying to deliver PE activities via the ROMS clubs. PE and Health education club – These offer daily challenges to get active.
* A question was asked if there could be a student-led club – a baking club? FSL club was suggested too. It would be nice to get student led ideas going - Mr. Mark will talk to staff on approving this. Note that Staff support for all of these clubs is volunteer.

CELEBRATIONS DURING PANDEMIC

* Retiring teachers: Jennifer Cliche and Doug Mollard. It is difficult to be retiring in a pandemic but the school will find a way to celebrate these teachers.
* Zoom retirement parties have happened in other organizations. BYOeverythingl Zoom social cocktail hours are a thing too.
* Babies! Ms. Hill had baby in fall, Ms. Layton had baby in December. Ms. Cottier’s baby was due last week. Excited!

POSITIVES

* Luanne: We appreciate all the admin has done. Our kids are learning in all of this.
* David Mark: Karen has done an amazing job with communications. She is keeping everyone in the loop – staff and parents. This reduces anxiety and is key.
* Karen: We love and miss the students. We all feel we are ready to get back to normal whenever that can be.
* There was a Claremont teacher’s video published – it was a great success. Karen: ROMS teachers are putting together their own teacher’s video.

**Meeting adjourned**

Ongoing Fundraising

* **Peninsula Coop Number:** (**58597)** Put this number in your phone and don't forget to use it when you pay at the gas station or grocer.
* **Country Grocer receipts:** Save your receipts as PAC can earn gift cards to Country Grocer. The collection envelope is hanging by the PAC Bulletin Board at school.
* **COBS bread:** PAC participates in the COBS bread fundraising program. Mention Royal Oak when you go in and 5% will go back to our school with every purchase.

**Next PAC General Meeting:** June 3rd 7pm via ZOOM