

A.R. MacNeill Parent Advisory Council Minutes
Annual General Meeting
On-line via ZOOM
Tues. June 9, 2020
7:00pm

Present: Dale March (Chair), Yokin Tsui (Treasurer), Alyson Cho (Secretary), Marcy Timmins (Principal), Herj Ghaug (Vice-Principal and Zoom host), Simon Kok, Adedoyin Luwaji, Adriana Pinon, Naoko Watanabe, Pooja Khalsi, Kazuko Wang, Ching Man, Tes Magsino

Meeting called to order at 7:15pm

1. Welcome and Introductions. So nice to see so many parents in attendance!
2. Approval of Minutes for Feb. 18, 2020
 - Draft minutes were reviewed with no changes noted
 - Simon motioned for approval, Yokin seconded. Minutes were approved.
3. Nominations for 2020-2021 PAC Executive positions: Chairperson, Co-Chairperson, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Richmond District Parents Association (RDPA) Representative
 - Yokin will continue as Treasurer for 2020-21; Co-Treasurer still needed
 - Alyson will continue as Secretary; Adriana volunteered to be Co-Secretary
 - Dale will take on the role of Past-Chairperson and will plan to attend the first 2 or 3 PAC meetings of 2020-21 to provide support to the new Chairperson and Co-Chairperson
 - RDPA Representative needed to attend RDPA meetings on the first Tuesday of each month at 7:00pm at the Richmond School Board Office and report back to school PAC
4. Approval and/or Additions to the Agenda
 - Dale requested to add a discussion and vote re: a change to the PAC By-laws and Constitution in Other Business.
 - Yokin motioned for approval; Alyson seconded. Agenda was approved.
5. Administration Report—Ms. Marcy Timmins
 - There will be some changes to the Administrative Team: Sarah Garr is leaving for an Administrator's position in Victoria as of July. Annie Varghese will be our new Vice-Principal. She is coming from Surrey School Board and will be introduced in September.
 - There will also be some other staffing changes over the summer as some staff members will be going on Leaves of Absence and new staff will join the MacNeill community.

- In April and May, learning was on-line. June 1st was the beginning of optional on-site learning support for students. The priority continues to be health and safety for all, so there are posters to remind everyone of health protocols, directional signs for one-way travel, hand sanitizer readily available and assigned seating. Students who attend sit at one of 40 desks spread out in the lounge. There are two possible sessions for attendance: 9:00-11:00 am or 1:00-3:00 pm with sanitizing between the two sessions. There are 5 or 6 teachers available at each session each day, so although a student will not necessarily have their own teacher present, there is someone from each department available to answer students' questions.
Most students in the Life Skills and Aspen Programs are attending full-time.
 - Normally June 12th would be last day of regular class, then there would be time allotted for students to work on their portfolios and enjoy other activities. Due to Covid-19, things are different this year. June 12th is the last day that work will be assigned on-line and teachers will be in-putting marks between June 12-19, however students are still welcome and encouraged to complete and turn in work after those dates.
On June 25th report cards will be posted on-line.
 - Summer School will look different this year. Students will attend in smaller groups (10-15 students per class) for face-to-face learning. Although registration for Summer School Preview classes has been open since mid-May, registration for remedial courses will open once all schools have released their report cards, just after 3:00 pm on June 25th.
 - Many administrative details need to be taken care of in June every year; library book returns, textbook returns, uniform returns, unpaid fees... an email has been sent to families with scheduled times for students to come to school to clean out their lockers and make all their returns. Yearbook distribution may be delayed this year, and may need to occur in the Fall.
 - Grade 12 Valedictory needed to be done differently this year. Mr. Ghaug and the Dry Grad Committee members worked hard to put together gift bags, set up the stage and prepare a recorded Valedictory for students. Families will be able to view & download from the school website the video on June 24th after it is professionally arranged. Many thanks to them for their efforts; students also expressed their appreciation and gratitude.
 - Congratulations are due to the Grade 12 students' Graduation Committee who, with the support of Ms. Valiquette, had successfully fundraised a significant amount of money and decided to donate the money to Richmond General Hospital. Their donation was also recognized on Global News.
6. Chair Report—Dale March:
- There have not been RDPA Meetings since February due to Covid19. Their AGM has not occurred yet and may be happening virtually in September. Dale again recommended that we have a school representative attend those meetings. More information about RDPA can be found at: <https://dpac.sd38.bc.ca/>

7. Treasurer Report—Yokin Tsui:

- Yokin reported on our bank account balances as of June 1, 2020. Note: all our accounts are at Coast Capital Credit Union.
General Account: \$335.17
Gaming Account: \$8222.38
Dry Grad Account: \$8806.59
- Due to Covid19, Dry Grad events had to be cancelled. PartyWorks invoice had already been paid \$4972.02 (this was paid by PAC gaming account and MacNeill school account). We were not able to secure a full refund, but a partial refund was secured as well as credit towards using PartyWorks next year. A refund cheque from PartyWorks for \$1513.99 will be deposited into the Gaming Account, bringing the Gaming Account balance to \$9736.37; however several cheques have yet to clear (including \$3,900 for supporting Dry Grad's gift cards), so next year's projected Gaming Account should be starting with \$5238.08. From that amount, PAC will allocate \$2486 credit towards using PartyWorks for next year's Dry Grad.
- Yokin has applied for 2020-21 Gaming Grant already.
- All receipts must be in by June 30th in order for Yokin to file the Gaming Report to the Ministry, so Ms Timmins will tell staff they have until June 19th to get receipts to Yokin.
- The gaming account approved budget has been disbursed at 75%.
- Note that we will need a new sponsor for the bank in September; we always need two signing members for cheques; one needs to be a Coast Capital member. Dale was our sponsor but will be leaving at the end of this year.

8. Dry Grad Committee Update:

(Please note, this update was completed via email after our Meeting as the Dry Grad Representative was not available to attend the AGM.)

- Due to Covid19, all schools had to cancel their graduation and Dry Grad events. The Dry Grad Committee had successfully fundraised \$5000, so decided to use that money to benefit all of the students. We bought \$50 Amazon gift cards for all graduating students, had 8 x 10 grad photos printed for all grads, and a special "Congratulations" card from the MacNeill Parents Dry Grad Committee, all placed in a sealed goody bag. A valedictory booklet was also provided by the administration. These were given out as the grads walked across the stage.
- Because we had extra money, we also decided to give a simple token of appreciation to all 7 advisory teachers (a \$50 gift card each and thank you cards). We also gave Purdy's chocolates boxes plus thank you cards to Ms Timmins and the 3 VPs)
- Dry Grad also gave gifts for a draw; each advisory class got 2 gift cards worth \$25 each and 4 cineplex gift cards. Aside from this we also gave Mr. Chiang 1 USB, and 7 cineplex tickets for a General Draw

- Additionally, parent volunteers donated a total of \$300 gift cards which went to each advisory class for another draw.
- The Dry Grad Account currently has some as yet unpaid expenses, so the projected total available for seed money for the 2020-21 Dry Grad Committee will be approximately \$4000.

9. Incentive Update: Incentive Parent Group will have a Zoom meeting next Tuesday; they have no news to share at this time.

10. Election of 2020-2021 PAC Executive:

Dale emphasized the importance of having a Chairperson in order to have a PAC; the province's Gaming Grant gives the school approximately \$14,000 (\$20/student) but only if we have a PAC.

Chairperson: Pooja Khalsi will consider taking on the role of Chairperson if someone will Co-Chair with her.

Co-Treasurer: position to be filled

RDPA Rep: Simon Kok volunteered to take on this position.

11. Dates for 2020/2021 Monthly PAC Meetings:

- These dates are posted on the school website. Meetings will take place at 7:00pm in the School Library on Tuesdays (unless Covid19 prevents in-person meetings.)

September 22, October 20, November 17 (will include an AP Presentation at 6:30 pm), January 19, February 16, April 20, May 18 (will be our AGM).

12. Other Business:

- Dale spoke of his recommendation to change Part 7.1.a of our PAC Bylaws and Constitution. It currently says "This Constitution and By-Laws may be amended at any duly constituted general meeting of members provided that a) a notice of the meeting containing details of the proposed amendment has been provided to all members no later than 21 days before the date of that meeting..." Due to the uncertain times caused by Covid19, Dale proposed that we change the 21 days notice to 14 days notice, noting that three weeks can be a long time to wait when important changes and decisions need to be implemented. A Motion to approve this change was made by Alyson, Seconded by Simon and Thirded by Yokin. All were in favour, so Dale will write up the change and send to Mr. Ghaug who will put on the school website.
- Question from parent regarding projected enrollment for 2020-21: We are expecting 740-750 students. Covid19 has also affected the number of international students at all schools in Richmond. MacNeill had 45 international students in recent years; we have 23 currently here and we have 36 potentially coming, but they may not be able to come. Administrators have been cautioned to not expect our usual number of international students, which is a huge financial hit given that international students pay tuition \$15000/year.

- Question from parent regarding what Ms. Timmins and Mr. Ghaug think school might look like in September. Principals have asked the School Board to get a group together to start thinking and planning. They are meeting already tomorrow at 8:00am. Principals want the planning to be systematic and consistent across the district. Everything is still in question as to what extent in-person learning will continue to be optional; administrators and teachers are hoping for a schedule that allows for a hybrid model (in-person and on-line). There are still no firm answers as we need to work within the parameters of the Health Ministry and the top focus is on everyone's health and safety.
- Question from a parent regarding electronic devices that have been loaned out. Families have been asked to return those devices beginning June 19th; they will be "wiped" and sanitized and may be loaned out again in the Fall.

Meeting adjourned at 8:28pm

Next meeting at 7:00 pm September 22, 2020