1. **R. MacNeill Parent Advisory Council Minutes**

 **Tuesday, January 19th, 2021, at 7:00 p.m.**

**Zoom**

**Present:** Pooja Kalsi (Chair), Aspi Ustad (Co-chair), Marcy Timmins (Principal), Herj Ghaug (Vice Principal), Yokin Tsui (Treasurer), Simon Kok (RDPA Rep.), Adriana Pinon (Co-secretary), Angela Ng (Co-treasurer)

Absent: Alyson Cho (Secretary)

1. **Welcome and Introductions; we introduced ourselves virtually online.**

The Meeting was called to order at 7:11 p.m.

1. **Approval of Minutes for Nov. 17, 2020:**

Ms. Y. Tsui precise the following adjustment to the November minutes:

* Top present: Angela's name is missing
* Page 2: dot no. 4. Heather’s last name is Larson
* Item no. 7: Treasurer report, the balances are of November 1st instead Oct. 1

The minutes will be updated, and Mr. Ghaug will send the last version.

1. **Approval and/or Additions to the Agenda:**

There wereno additions to the Agenda, and the Agenda was approved.

1. **Administration Report—Ms. Timmins**:
* Regarding the mandatory use of masks in the school, there is high compliance at MacNeill. The administrators are in the entrance doors providing sanitizer, and when some students arrive without a mask, they drive them to the office to pick one. There are sanitizer stations in the entrance and inside the classrooms, and students are encouraged to use them periodically. In general, there is a good acceptance to wear masks, and students and staff are willing to accomplish with the preventive measures implemented.
* Ms. Timmins clarified that there is no Principal movement at MacNeill, as a Richmond news article indicated. There is an administration shuffle with VPs, Ms. A. Varguese will become Principal in another school, and Ms. D. MacDonald joins MacNeill as Vice Principal. There is also a new Trustee (Mr. Richard Lee) who will be invited for future PAC meetings to be introduced.
* Program Planning - Ms. Timmins indicated that the program planning is a long process, and they have started to gather information to build a timetable structure based on student requests. Unlike previous years, when face to face informative sessions and a school tour took place with elementary schools, this year those activities will be done virtually, using zoom meetings to introduce the staff to seven grades parents and students, and a different format for the open house event will be delivered. There will also be zoom webinar sessions for incoming families. Additionally, there will be zoom sessions for grades 8, 9, and 10 to 11 to explain the program planning process to select their courses, some considerations they should take, and the additional elective courses for senior-level grades.
* Open House - Mr. Ghaug explained that this year, the school open house event would be different from the traditional format. To capture the essence of learning opportunities at MacNeill, a video company will visit the school to get some learning taking place in the school. They will also look up some events from previous years to create a school video, which will replace the open house atmosphere. The goal is to highlight the available learning opportunities offered by MacNeill to its future students.
* School website information - Mr. Ghaug indicated that they update information frequently. Clicking the Program Planning post, some previous videos are showed to introduce the school to new families, to explain the Outdoor incentive program and the Athletics program. Below there are invitations to scheduled meetings that will take place in zoom and zoom webinars. Dates, hours, meeting id and passcodes can be consulted in this area.
* The period to complete the course selection this year has been extended to attend to possible questions or clarifications. The Program Planning Sheets and course selection will be completed in MYED BC with a due date of February 24th.
* From February 3rd onwards, there will be daily updated information to explain how to access the course availability and selection process and complete the online program planning guide.
* Mr. Ghaug also recommended that parents contact the school if there are some questions and consult the school website to review updated information.
* Ms. Timmins explained that as a result of students' course selection, they could identify the blocks that can be assigned. She further indicated that principals and district representatives are having weekly meetings to analyze the educational scheme's possibilities for next year, considering that the health conditions could change by September. Thus, the timetable planning can be designed as a quarter system, but they consider that this situation could be different. Perhaps more students may be allowed to attend full-time courses; principals are considering preparing a linear timetable, so in the case it be a necessary pivot from quarter to full-time attendance, the transition could be done in a better way.
* Ms. Timmins also talked about the SEL Committee (Social Emotional Learning) initiative, formed by a group of teachers, which approaches students to improve social connection with creative strategies. Besides talking with students and gather their feelings, they are working on stress management through a planner to reduce the overload sensation that some students experience. Also, they design a series of supportive lesson booklet, present the lesson, and work on some activities.
* Staff is supporting students in reaching the course objectives during the year, even if the course has finished, through after school or learning center to help students improve their learning. Additionally, there have been some activities to increase the sense of belonging to the scholar community among students and promote social-emotional learning, despite having social distance.
* Ms. Timmins confirmed that there are no COVID-19 exposures in the school during this year, and also, there is a total of two cases not classroom transmissions in the MacNeill community until now. None of those cases was transmission at school.
* Ms. Timmins indicated that cleaning supplies are vast in the school. The district provided schools with foggers that are not harmful. During the evening, four custodians clean the tables and chairs in the launch, also the door handles and the washrooms. There are available wipes in the classrooms and spray. There are always extra masks in the office. The foggers are not used during break time because students wipe down tables and chairs after every class. Ms. P. Kalsi commented that in the RDPA meeting in December, they mentioned that the schools are using foggers in the students' transition period because cohorts of the morning are different from the evening. MacNeill uses them at the end of the day.
* After the first cohorts leave, two custodians make sure to weep down wallings and touching points in the school's main area.
1. **Chairperson Report—Pooja Kalsi and Aspi Ustad:**

Nothing to report;

Mr. A. Ustad recognized the school's efforts to keep students safe and thank for that work.

1. **Treasurer Report—Yokin Tsui**

Our accounts are at Coast Capital, and these are our balances as of Jan. 1st, 2021:

* General Account: $260.17
* Gaming: $ 18,560.64
* Dry Grad: $ 4,208.18

Ms. Timmins commented that they would encourage teachers to submit invoice to PAC for reimbursements.

Ms. Y. Tsui mentioned that the PAC budget for supporting Grad Scholarship is pending approval. $ 2,000 is usually designated to scholarships, $500 each for 4 grade 12th students. Motioned and budget approved.

Ms. Timmins indicated that they started to talk, looking ahead valedictory and graduation plans to enhance students' experience. They were considering other school events, like McRoberts Secondary that last year hired a video company to create a thematic video with school and parents collaboration. One of the ideas is to record students walking on a red carpet to arrive a stage, allowing parents to film and take photos.

1. **RDPA Representative Report--Simon Kok**

Ms. P. Kalsi and Mr. S. Kok attended the December and January RDPA meetings. They commented the following:

* December meeting - The main topics were extending transitional learning, classroom cleaning, the change of chair, the new chair of board of trustees, Sandra Nixon, concerns, and discussions about the extension of winter break. The meeting minutes were posted.
* January meeting - Give information about how transitional learning is changing from Elementary and 8th and 9th grades. Talk about the budget and food safe for elementary. The meeting minute is not posted yet.
* Transitional learning - The Trustee has approved the budget for the third quarter.

Ms. Timmins observed that there are 40 students in grades 8, 9 in transitional learning. About six students are coming back to school for quarter 3.

* RVS has offered few quarter course options for grades 10 to 12. Ms. P. Kalsi observed that this method keeps a connection point with teachers at least once a week, while other online courses are entirely self-directed. Unfortunately, the course selection is limited.
* In the January meeting, the Principal shuffle was not part of the Agenda. Ms. Timmins commented that they had the information about Principal movements in some secondaries not before January 7th.
1. **Update from Incentive –Marcy Timmins:**

Incentive Representative unavailable

Ms. Timmins commented that this year, a team of teachers supported by Ms. Varghese created a package of information in a video posted on the district website to share broadly.

1. **Other Business:**

Dry Grad Representative unavailable

Mr. S. Kok inquired if there is any additional PAC fund request pending approval? No

The current PAC committee would like to express its special appreciation towards Mr. Dale March for his contribution and extraordinary job as a chairperson in the last years and his help and guidance to the new committee transition.

Meeting adjourned at 8:17 p.m.

Next Meeting: Tuesday, February 16th, 2021 at 7:00 p.m. on Zoom