



**David Livingstone PAC  
General Meeting Minutes  
September 16th, 2020**

**Documents covered in this meeting:**

**Agenda –**

<https://docs.google.com/document/d/1gn5dRwkF8Xqhjudmdhh2A1KBVc8xUHqzVEPDa8lQHsk/edit?usp=sharing>

**June Minutes –**

<https://docs.google.com/document/d/1OoCfS0k43rCijgeRRxBDPkGs7A1GCufwYB3VaxGUeVU/edit?usp=sharing>

**Treasurer Report –**

[https://docs.google.com/document/d/1suzl4vAL9X6BA5s0WcpppoEjG\\_IRSfXFeyo4KedA4Wk/edit?usp=sharing](https://docs.google.com/document/d/1suzl4vAL9X6BA5s0WcpppoEjG_IRSfXFeyo4KedA4Wk/edit?usp=sharing)

**Chair Report -**

[https://docs.google.com/presentation/d/1TGvUZ4FIL7\\_YzkAMKdx6eUKaRTHTnvZzyD8QAXgwsAs/edit#slide=id.g6372239104\\_0\\_352](https://docs.google.com/presentation/d/1TGvUZ4FIL7_YzkAMKdx6eUKaRTHTnvZzyD8QAXgwsAs/edit#slide=id.g6372239104_0_352)

**Welcome:** Welcome and quick discussion on how the Zoom meeting will proceed - muting lines, how to ask questions, chat function, motions and approvals etc.

- Use chat function to ask questions
- Please stay on mute to avoid feedback
- Can use Zoom reactions for voting

**Acknowledgement:** We would like to begin by acknowledging that the land in which we gather is the traditional, ancestral, and unceded territory of the Coast Salish peoples, including the territories of the Musqueam, Squamish and Tsleil Waututh First Nations.

**Approval of Agenda:**

No new items

**Approve Minutes from June:** Please review documents **in advance** of the meeting so that we are able to approve and move forward. (3 minutes)

June [Meeting Minutes](#)

Motion to approve: Lee Palmer

Second: Shannon La Belle

Passed

**Principal's Report:** Livingstone's Principal, Carrie Froese will give an update on the year ahead followed by a Q&A - questions in advance or via chat function

- Good start to the year
- [Newsletters went home today - most of the info will be in there](#)
- You can find newsletters on [school website](#)
- Enrolment is 334 (90% of kids are in school)...about 10% are still at home
- Some kids with designations aren't returning to school
- Some people have moved out of the area
- 5 SSAs have been allocated - may lose some as some students have left

Health + Safety

- School is looking great
- 45 document on website with protocols (keep in mind they are ever evolving)
- Students divided into cohorts
  - Each cohort has 60 people (students + adults)
  - Those outside the cohort must wear mask if they cannot maintain physical distance
  - No adults in the building other than staff
  - Call ahead and make an appointment if you need to come to the school
  - Mask wearing is encouraged by visitors to the school
  - Sanitize hands upon entry to the school
  - If you have a medical appointment, older kids can tell their teacher and they can meet their parents at the front entrance to the school. For younger students, parents are being asked to write a note and call ahead to organize pick up
  - If you are late, please wait with your child outside where they usually line up. When another staff member comes around they will come and take the child inside. Older kids can just go inside
  - If you are outside with your (younger) child and nobody is around to pick them up - you can call the office
  - This is not about being unfriendly - we're really trying to control COVID groups and help with contact tracing if there is a case
  - Ventilation system is now being turned on earlier in the day. Has been tricky because of the smoke - windows have had to be closed
  - Best way to stay safe from COVID is by washing hands (soap and water is optimum, but hand sanitizer is good when a sink is not available in a classroom)

- 2M of distancing is not happening in classrooms or cohorts, but kids are being reminded of this when they are in common areas or out for lunch/recess
- JO: Do we have adequate HVAC?
- CARRIE: we've always had HVAC, but the biggest thing about being outdoors is that you have more space and the more space you have the better
- JO: Are there HEPA filters?
- CARRIE: the only difference is that the HVAC is being turned on earlier. It meets health and safety standards required by the district.
- JO: so, you're happy with the way things are working?
- CARRIE: primary issue right now is keeping windows closed because of the smoke
- PARENT QUESTION: I am wondering about the state of the HVAC system at the school, specifically the state of ventilation in the music room where singing is happening.
- CARRIE: Monica has marked off 2 M between students and the hallway is open with close proximity to washrooms. Choir and Band are not happening this year. The Library has been through the same process as the the VPL. More from Mr. Muress on this.
- In classrooms cleaning is happening two times a day. Kids are not supposed to be doing cleaning (except maybe if they've eaten at their desks).
- Depending on desk types and layouts procedures will be different. Best to talk to classroom teacher about exact procedures for your child's class
- JO: it isn't policy that you are not allowed to use the cloak room?
- CARRIE: no
- If someone gets sick - all directions are coming from Coastal Health.
- Supervision Aids have fanny packs with basic supplies and mask
- If anyone is displaying signs of covid, they immediately put on a mask. Staff/teachers are to leave right away, kids go into a isolation room with their mask on and a parent will be called to come and pick them up.
- Please make sure you have your alternate contacts for pick ups up to date
- Expectation will be that someone comes to pick up a child right away
- You will only be notified if someone is sick if Coastal Health determines through contact tracing that it is necessary
- PARENT QUESTION: is the school adhering to CDC recommendations regarding choir and band rooms?
- CARRIE: Monica has spaced kids 2 M apart
- JO: if this is something we want to advocate for (ie. a bigger space) maybe we look at better spaces?
- CARRIE: Monica came in early to review everything and space it all out
- JO: So we're good on the ventilation down there?
- CARRIE: Yes

- PARENT QUESTION: Thinking ahead to the winter when it's much colder and the smoke situation isn't a problem, is it still possible to keep windows open or will the heating system not be able to keep up?
  - CARRIE: it will be determined by the teacher in the classroom
  - JO: if there is no band, what happens to rental fees we pay to Long + McQuade? Is that just a loss?
  - CARRIE: I will speak with Monica and see what she says about it
  - JO: the initial rentals are organized by the school, at the end of June we got a renewal notice, but there was no communication around whether or not we should renew
  - CARRIE: I will speak with Monica and let her know about this situation
  - JOHN: question on Facebook group about Twitter and if we miss updates on that are we going to be out of the loop
  - JO: this was addressed, you can still click through to the links even if you don't have twitter
  - CARRIE: these are more day to day updates. All pertinent information is shared on the website
  - JO: Did all the kids in the school get masks?
  - CARRIE: yes - upon recommendation from the trustees, all kids have now been given one mask each. They will be given one more each. There are also disposable ones available.
- All students got planners this year
  - Code of conduct - every single kid is being asked to keep a gratitude log
- Seismic work has been continuing
  - Electrical team is the most recent team to do their site inspection
  - All workers must complete health and safety training and health check
  - JO: they won't be in classrooms?
  - CARRIE: no, it would be too disruptive. They check with me about what will work.
- School fees
  - All transactions will go through Cash Online
  - \$35 school fee is based on wholesale prices
  - \$10 performance fee - still being collected. Number of arts groups are doing things online or in school with small cohorts of kids/outside
  - Planners were \$6
  - Some classes have workbooks (there will be online payments for those)
  - JO: Communications around school fees - can families who may have trouble paying for fees?
  - CARRIE: I ask people what they can pay, and the school will cover the rest
  - JO: Did the newsletter say this?
  - CARRIE: I will add something that says they can come to talk to me.
  - JO: Cash Online said fees aren't due until March
  - CARRIE: thanks, I'll amend that - it's incorrect

(See [chair report document](#) for the full report)

- PAC role and what it does
  - Any parent in the school is a member
  - Our role is to advise and advocate
  - Organize volunteer activities
  - Contribute to effectiveness of school
  - Work with community to help provide a safe and healthy environment
- Meetings are the 3rd wednesday of each month
  - Will be by zoom until further notice
  - Feels easier for people to participate
  - Provide timely documentation and communications
  - Zoom etiquette is a bit difference (see beginning of these notes)
  - Generally meetings are about an hour
- Fund reports can be found in the PAC section of the Livingstone website
- 2020 fundraising initiatives:
  - Want to do some fundraising initiatives as all the funds we currently have are allocated
  - PAC Exec
    - Execs can stay in their position for maximum 2 years
    - Jo + Julia are finished after this year
    - We are looking to amend bylaws to perhaps keep on the Treasurers and they have a good system.
    - Great opportunity for new parents to help out and get involved - existing PAC exec's kids are older and we'll be ageing out of the school
    - Email [livingstonepac@gmail.com](mailto:livingstonepac@gmail.com) if you're interested
  - 2020 class reps
    - We will put out a volunteer sheet
    - Share info with parents around events, activities, advocacy etc.
    - If you are interested email [livingstonepac@gmail.com](mailto:livingstonepac@gmail.com) with your name and your child's division
  - Will try to still find ways to do staff appreciation
  -

**Treasurer Report:** Krista & Vanessa (5 minutes)

### Summer [Treasurer's Report](#)

Fall fund drive: will need to be discussed

PAC donations must stay at the school in order to get a tax receipt

6/7 \$4900 needs to stay in the account right now in the event that there will be a trip in the new year.

PARENT QUESTION: is there any projections for revenue this year?

JO: Hard to say as we don't know what we can do or what we may want/need to raise funds for. We really want to be able to deliver on what we have previously committed to and have a \$5000

buffer. Still want to be able to do division funding starting again next September. Any suggestions are very welcome if you see something in the community do keep us posted.

### **Unfinished Business:**

SSA Letter - looking for update from Carrie and we'll discuss how we proceed for the 2020-21 school year

- CARRIE: it hasn't been a big conversation item at the district level recently. But there are 3 programs training SSAs and many are staying within the VSB.
- JO: let's as a group look at this and see what's happening in other school communities, and if it's something folks still feel strongly about advocating about, we can certainly still support

School Garden - Carrie, do you still want a parent rep to help with the garden?

CARRIE: Yes...it would be great if a parent/parents wanted to help take on the garden

JO: if you are interested in working on the garden you can email [livingstonepac@gmail.com](mailto:livingstonepac@gmail.com)

PAC Exec Recruitment - it would be really great if people could volunteer!

If you haven't signed up for the PAC newsletter, you can on the PAC website.

**Next Meeting:** Wednesday, October 21st, 7:00 p.m. Zoom call instructions will be the same as this call. Agenda will be posted one week prior to this meeting. If you have anything you'd like added to the agenda, please email [livingstonepac@gmail.com](mailto:livingstonepac@gmail.com).

**Meeting Adjourned: 8 PM**