**In Attendance:**

Jen Neufeldt, Nicole Vanselow, Yifan Li, Ritu Sandaram, Marsha Ojiro, Adeline Gu, Bhupinder Shergill

Motion to begin meeting: Marsha 2nd Nicole

Adoption of Minutes from previous PAC meeting held June 15, 2020 via Zoom Jen

**PAC EXEC TEAM 2020/2021 (confirmed September 16, 2020):**

CHAIR - Jen Neufeldt

 VICE CHAIR – Nicole Vanselow

 TREASURER - Yifan Li

 SECRETARY - Ritu Sundaram

COMMUNICATIONS - Jessica Giuliani and Judy Mao

HOT LUNCH - Marsha Ojiro and Judy Mao

YEARBOOK - Adeline Gu

We welcome anyone wishing to have a role in the PAC to contact us at any time

throughout the year at bayridgePAC@gmail.com

**PRINCIPAL’S REPORT:**

* Overall enrollment at Bayridge is similar to last year
	+ 368 students total with 268 enrolled in face-to-face instruction and 100 in the Surrey Blended program (16 divisions total – 12 face to face and 4 blended)
	+ Almost all Blended learners are here at Bayridge in the 4 divisions (Grade1/2 Ms Douglas, Grade2/3/4 Mrs Williams, Grade 4/5/6 Ms Grewal, Grade 6/7 Mr Smith) however 2 Grade 1 students and 4 Kindergarten students are completing the Blended program with White Rock Elementary.
		- 6 students are on the Bayridge blended program waitlist
* Question arising from parents regarding cleaning protocols
	+ District cleaning protocol documents can be found here: https://www.surreyschools.ca/covid19/Documents
	+ Each classroom is cleaned once during the day and again in the evening
	+ High touch surfaces throughout the school are cleaned once each day
	+ Janitors have been trained to use what is commonly called a “fogger” for additional disinfecting (called a Clorox 360 however no bleach is used by the device)
		- Used in the evenings in each room for 15-20 min to mist the surfaces and areas missed by regular cleaning
		- Worksafe and WHIMS approved all cleaning agents for schools (even Lysol wipes do not pass the test for use in schools)
		- Teachers are not to use disinfectant in their classrooms, only specific cleaners provided by the school
* Head Secretary on leave due to injury until at least Thanksgiving

**TREASURER’S REPORT:**

* Yifan applied for the Gaming Grant in July and the application is being processed
* Gaming Account Report Summary for where money was spent last year needs to be sent in September (Yifan and Jen will sign and send)
* Payment for hot lunches site hosting needs to be made by the end of the month (Jen and Yifan will arrange for the cheque to be sent)
* Current signing authority on PAC cheques: Marsha Ojiro, Jessica Guiliani, Yifan Li and Jen Neufeldt
	+ Yifan and Jen will arrange with bank to allow for e-transfers from our account to make reimbursements easier during this time (two signing authority members will still be required to make any withdrawals)
* Proposal to only accept online payments this year to limit trips to the bank and parents in the school/office dealing with payments – agreement amongst members present that this will be the policy for this year
* Items that need to be updated to finalize last year’s accounting (Spring Hot Lunch, Cheque Writing, New Classroom Tech, New Gym Sound System, Care and Concern)
	+ Will need to wait for Head Secretary to return from leave and for the district to release funds for some items
	+ Any leftover amounts in the Classroom Fund and Field Trip Fund that are unused from last year, the school will return to the PAC treasurer for use this year
		- Funds will be made available for teachers again this year
* Hot Lunch refunds from last year – proposal for all funds to be refunded so that accounts are cleared – Yifan says this can be accomplished by the end of the month
	+ Thus far about $3600 refunded, another $18,000 to be returned to parents
	+ Email would need to go out to all families to let them know this is being done – Jen will compose and send in a welcome back email with meeting minutes

**WHAT IS THE PAC DOING THIS YEAR?**

* 1. **budget**
* We have a healthy contingency in the PAC accounts to be able to accommodate making some funds available for the school this year without fundraising
* Preliminary budget with scaled back items for discussion
	+ No hot lunch for now – will re-evaluate in November if term 2 lunches might be possible
	+ Spring art cards may be possible without the in-class parent volunteers (teacher-led)
	+ Fundraisers may be possible if ordering can be done online and items sent home easily through classroom teachers (no pickups days or in person selling)
	+ Expenses may include teacher wish list, library funds, new gym equipment
	+ Projected Budget will be voted on at November’s Meeting
* Thank you to Teachers and Staff Goodies – Ritu has arranged for this Friday September 18th for drop-off – cost is approximately $93 to be reimbursed back to Ritu by the PAC

**Yearbooks**

* Between 20-30 books still available from last year – Jen will pick up from office and arrange for an email to go out to parents who missed this opportunity in the spring
* Yearbooks this year may look a bit different but Adeline will work with the Grade 7 teachers who have kindly offered to capture images of students in the school while parent volunteers are unable to be present in school

**NEXT MEETING:** PAC MEETING VIA ZOOM - WEDNESDAY NOVEMBER 18TH