



**Dorothea Walker Elementary School**  
Minutes of PAC General Meeting,  
September 19, 2019  
Meeting Commenced at 6:00pm

**Attendees:**

**DWE PAC Members:** *Simon Adams, Abbey Westbury, Renee Woolley, Kyla Van Eck, Kendra Penrose, Trudi Trask, Darlene Atkinson, Andrea Van Niekerk, Stephanie Harland, Steve Walker, Jennifer Huber, Abbey Westbury, Shannon Wilson*

**Parent Participants:** *Todd Knutson, Whitney Schack, Jones Schack, Yon Gao, Heidi Zhang, Neena Sidha, Jennifer Carnate, Renalta Lima, Rodrigo Lima, Marnie Walter, Elanda Baumgartner, Michelle Kershaw, Caitlin Holtby, Kelli rootes, Carley bortolin, Cheryl Perry, Sarah Stark, Staci Cooper, Kendra Dixson, Laura Lebbon, Jen Widmer, diane McLean, Colleen Dickerson, Theodora Koulis*

**DWE Administration & Speakers:** *Sue Bergen, Raelyn*

*Larmer Meeting Chaired by DWE PAC President,*

*Simon Adams*

1. **Call to Order, Welcome & Approve previous meeting minutes**
  - Abbey Westbury moved to approve previous meeting minutes. Todd Knutson seconded.
  - Large turnout of parents of new Kindergarten students - PAC says "Thank-you for attending and your interest/participation in PAC events and fundraisers"
  
2. **Administration Update**
  - Introduction of Raelyn Larmer as new Vice Principal of DWE.
  - Principal Sue Bergen provided explanation of challenges presented with 44 new French Kindergarten students and max. 20 student classroom size. School district sets numbers that are difficult to program. French Immersion cap was set when class sizes were bigger, and no longer suit the current 20 student class size max.
  - Sue led tour of classrooms and library for attending parent participants. The transformation to Innovative Learning Environments is accelerating at DWE and PAC funding to improve classroom environments will be a priority for the school administration. Funding ideas to be presented at next PAC meeting.
  
3. **Introduction to Roberts' Rules (Jennifer Huber)**
  - Overview presented by Jennifer Huber of Roberts' Rules for PAC meeting speaking rules.

- The objective here is to complete PAC meetings more quickly and to stay focused on agenda items. The objective will be to complete PAC meetings in 1.5 hours.

#### 4. **PAC Positions 2019/2020**

- Simon described the process for the positions, voted position vs. appointed.
- Positions and the roles described, with name of the elected/appointed person(s).
- Family Fun Night Coordinator position vacant. Jen Widmer (jmalist@gmail.com) volunteered for Family Fun Night Coordinator and Committee Lead. Stephanie Harland, Elanda Baumgartner, Carley Bortolin, Kyla Van Eck, Laura Lebbon and Abbey Westbury for FFN Committee.
- Contact Simon Adams if you are interested in any positions vacant or filled as some PAC members children are leaving the school soon and succession planning is required. Email: [simon.adams@qv.ymca.ca](mailto:simon.adams@qv.ymca.ca)
- Shannon Wilson to manage Art Cards with assistance from Michelle Kershaw.
- Laura Lebbon volunteered to be Education Coordinator. Anybody with education event ideas to contact Laura @ [laura.lebbon@gmail.com](mailto:laura.lebbon@gmail.com).
- A Co-Treasurer is still needed.

#### 5. **Financial Report (Renee Woolley)**

- Typically start school year off with \$30,000. This year we are starting out with about \$40,000
- A separate account is set up for the playground savings.
- Motion: Jennifer motioned, Shannon seconded to adopt the financial “update”.
- As Todd Knutson is no longer part of the PAC executive, a third signatory is required for the account.
- Motion to remove Todd Knutson as a signatory and add Simon Adams, Trudi Trask, and Kyla Van Eck as signatories to any DWE PAC bank accounts. Abbey Westbury motioned, Renee Woolley seconded. Voted in favour.

#### 6. **Calendar of Events and Fundraisers**

- As presented in handout with agenda, with exception that Art Cards start in October, not November.
- Dates to be further clarified as school year progresses.
- Kendra Penrose as Communications Coordinator will approach Sue regarding adding some of the school events to the PAC calendar. Encourage parents to go online and complete the Survey Genius that Kendra set up.

#### 7. **Playground Committee Update**

- Last year PAC voted to raise \$100,000 for an ambitious goal for a new playground that would be installed in addition to the existing playground.
- Simon presented how PAC historically allocated funds to teacher requests, STEM purchases, and DWE Community Learning Plan priorities.
- PAC doesn't have yet, what admin/teacher funding requests will be, but we suspect it will be less STEM, and more classroom improvements.
- Motion to vote to approve allocation of PAC funds as provided in agenda (25% Wish List items, 25% CLP items, 50% Playground Project). Abbey Westbury moved,

Jennifer Huber seconded to vote. Motion passed by majority vote.

- Need to raise \$60,000 in short period of time, so more ambitious fundraising is required. PAC needs to raise money as quickly as possible to provide playground equipment for the children that are currently enrolled in DWE in order to capture/keep the fundraising interest of parents. If purchase of smart boards, IPADs, and sound system is eliminated from budget, that will preserve all other traditional "Wish List" items. It was noted that most classes are now equipped with smart boards, IPAD need is filled, and the sound system was a one time request.
- +/- \$11,500 coming from gaming grant.
- Question: is \$100,000 practical, or is more required to fund something of significance. When would playground equipment be installed? Simon's answer: If the budget is \$100,000, 50% will go to installation, 50% will go to equipment. PAC needs to reconstitute the playground committee. What are we looking for, what does the process look like for parent feedback. Date for installation T.B.D.
- Anybody interested in joining the playground committee can email Kyla Van Eck or Simon Adams. (Kyla's email: [kylavaneck@gmail.com](mailto:kylavaneck@gmail.com) Simon's email: [simon.adams@gv.ymca.ca](mailto:simon.adams@gv.ymca.ca))

## **8. New Business & Events**

### **8.1. Winter Concert**

- Traditionally, the teachers and students had a Winter aka Holiday Concert. Last year the teachers decided that there would not be one.
- PAC will request from Administration that PAC be notified early if teachers decide again to not have a Winter Concert, so that PAC can organize a next best event.
- Michelle Kershaw received from a teacher, a list of tasks/items that parents can help with that would support the teachers in the production of a school concert.
- Overall, it was agreed to provide Sue at next meeting with an inquiry of how PAC/parents can help; and to stress that a winter concert is very important to the families of DWE.

## **9. Other Business**

### **9.1. DWE school painting**

- School District approved the painting of the school, however it wasn't painted over the summer. Request update from Sue on ETA.
- Mary Berg was to request a hop-scotch game to be painted on the paving in the school yard. PAC to request Sue or Raelyn to submit request to school district.

### **9.2. Welcome Dinner**

- Most volunteer positions filled. Cara providing pasta. Climbing wall scheduled.
- Date is Thursday Sept 26.
- Volunteers still required at bouncy castle to make sure kids are lining up, make sure shoes are coming off, etc. 2 ppl needed for 2 time spots.
- UPDATE: Welcome Dinner was well attended. Sold out +/- 300 meals by 6:00pm. 7 teachers attended. Trudi/Cara to provide debrief of results.

### **9.3. Hot Lunch Update (Trudi Trask)**

- Pizza Friday will always be Little Caesars
- Wednesday will now include Fatburger, Will not include Naked Cafe.

- Credit card transaction fees are now charged directly to the purchaser (rather than paid by PAC). This is a common practice with a number of Hot Lunch programs at other Kelowna schools.
- 15-20 adults are best volunteer level for the hot lunch for about a half hour commitment.

#### **9.4. PAC Classroom Rep**

- Kyla Van Eck to speak to Sue about really pushing for all teachers to encourage on of their parents to be a Classroom Rep.

#### **9.5. COPAC Update (Andrea Van Niekerk)**

- Attended school district facilities meeting (Sept 18). Contact Andrea if you want more detailed info. Andrea was only parent attending.
- New SD Rep, Ryan Stierman, Secretary Treasurer (ryan.stierman@sd23.bc.ca).
- Wasn't much info shared on transportation.
- Chair of the Okanagan COPAC can speak as freely as other SD board members, but cannot vote. Has more voice than other parents/PAC members that attend.
- For stronger voice to SD board, it is best to acquire a common message, and present as a leader of a group to be heard better, not just one parent voicing their unique position.
- The bus route that PAC helped preserve no longer goes to Chute Lake Elementary. SD has a transportation task force that is to work out the issues that have been presented to them.

#### **9.6. PAC funded scholarship (Simon Adams)**

- DWE supports a scholarship for a graduating grade 12 student that has attended DWE for a minimum of 3 years between grades 3 and 7. PAC supports this scholarship.
- Student recipient sent a letter of thanks to DWE and PAC for being the recipient of the Doug Evans Dorothea Walker Award.

### **10. Next Meeting:**

- Meeting well attended tonight (a Thursday), however Oct 17 not do-able for Trudi and Renee. Next meeting Wednesday, October 23 at 6:00pm.
- Oct 23 Agenda could include:
  - Opportunity for teachers to present their budget requests.
  - Discuss budget wish list collected prior to Oct 23 meeting, essentially a "pre-budget" meeting.
- Budget meeting would be a separate meeting due to the amount of time required to decide budget. To be scheduled in November. Date TBA.
- Separate Playground Committee meeting also to be announced. Date TBD.

Meeting adjourned at 8:10pm.

Steve Walker, DWE PAC Secretary