



Dorothea Walker Elementary School

Minutes of PAC General Meeting, October 23, 2019

Meeting Commenced at 6:00pm

Attendees:

DWE PAC Members: Simon Adams, Abbey Westbury, Renee Woolley, Darlene Atkinson, Stephanie Harland, Steve Walker, Jennifer Huber, Abbey Westbury, Shannon Wilson, Laura Lebbon

Parent Participants: Carley Bortolin, Martha Sirdevan, Gayle Grout, Hin Chong, Terresa Chong

DWE Administration & Speakers: Sue Bergen

Meeting Chaired by DWE PAC President, Simon Adams

1. Call to Order, Welcome & Approve previous meeting minutes

- Motion: To approve DWE PAC General Meeting Minutes from September 19th, 2019. Moved by Shannon Wilson, Seconded by Carly Bortolin. Passed by vote.
- Note: Attendance was lower than normal due to some members being unavailable at the meeting date/time, however min. quorum of 5 parent/guardians satisfied.

2. Administration Update

2.1. School Updates: Sue Bergen

- School facade renovations coming along. Currently installing aluminum fascia (woodgrain pattern) on front facade.
- Administration has vision of creating more innovative spaces. Utilizing gym, outdoor areas, etc. for learning environments. To implement, some more adaptable and progressive furniture solutions are required. Some teachers will be visiting other schools for inspiration, and to get feedback from other administrations regarding what is working, and will present to PAC. Some typical pricing of product was presented for benches, shelving with castors, and mobile tables.

2.2. Mural Project: (Sue Bergen and Shannon Wilson)

- Shannon Wilson presented the inspiration for the mural project. For concrete barriers around parking lot. The Buddy Bench also needs some refreshing (sand, colour, new graphic). Explanation of the buddy bench provided, and suggested the following wording be added, "Always be on the lookout for a new friend". Shannon Wilson donating some paint, and would like to check with paint stores for donations. If necessary, Shannon could spend a max upset limit of \$200 for materials.
- Motion: PAC support the creation of the mural and painting of the buddy bench to a maximum cost of \$200. Moved/Second: Secretary did not note names, however, the motion/vote passed unanimously.

3. Financial Update (Renee Woolley)

3.1. Canyon Falls gaming funds discussion

- Last year's english grade 5's have moved on to Canyon Falls. Schools typically request gaming grant funds in spring for following fall school year. CFMS has not had that opportunity to request funds. Discussion to see if PAC should contribute \$800 to CFMS PAC. Decision was to wait and see if CFMS requests any funds, as the new school is very well equipped and it wasn't anticipated by DWE PAC that CFMS PAC will be required to fund much.

3.2. Childminding

- Discussion on whether PAC wanted to fund child minding during PAC meetings. Most felt that paying one child to provide supervision was unfair to others that were helping or old enough to provide supervision themselves. Generally, it seems viable that kids will play nicely with a room full of parents nearby.
- Sue advised that the gym cannot be used in the future for this.
- Parents are welcome to bring children to the PAC meeting so they can attend, but will need to be responsible for their own child.
- Motion: PAC will not provide child minding for PAC meetings. Attendees will be responsible for their children. Darlene Atkinson moved, second by Shannon Wilson. Motion passed by vote.

3.3. COBBS Bursary

- Application required by Nov 5. \$750 bursary for a DWE student that has attended for a minimum of 3 years at any level within grades 3-7. Must allow picture and name released in school.
- Abbey advised that the \$750 can be funded by gaming funds, but the \$25 admin fee cannot.
- Motion: to approve the COBBS Bursary (\$775 total including \$25 admin fee) for the 2019/2020 school year.
- Stephanie Harland moved, Shannon Wilson seconded. Motion passed by vote.

3.4. Signing Authorities

- Motion: To remove Julie Haines, Cara Carpenter, Todd Knutson and Michelle Kershaw as authorized signing officers for the Dorothea Walker Elementary Parent Advisory Committee gaming and chequing bank accounts and to add Simon Adams (President), Kyla Van Eck (Vice President), Renee Woolley (Treasurer), Steve Walker (Secretary), Trudi Trask (Member at Large), and Jennifer Huber (Member at Large) as authorized signing officers for the Dorothea Walker Elementary Parent Advisory Committee gaming and chequing bank accounts.
- Moved by Abbey Westbury, second by Darlene Atkinson. Motion passed by vote.

3.5. Financial Statement

- As per attached.
- Laura Lebbon moved, Darlene Atkinson seconded to accept the financial statement.

4. Coordinator Updates

4.1. Welcome Back Dinner (Simon Adams)

- 290 meals sold at Pasta dinner. 7 teachers attended. Kindergartens got free ice cream.
- Was a sold-out event. Quantity of food prepared was for an estimated 300 plates. and based on last year's sales which were much lower, and resulted in a lot of leftover pasta.

4.2. Holiday Event Night (Steph Harland)

- Dec 9 for kids to bring their own ornament for tree.
- Dec 13 holiday event (waffle or pancake dinner with fresh fruit) some prizes for kids. 5:00 - 7:30pm. Activities for kids in music room including cookie decorating and colouring contest for Purdy's prizes. Santa will also visit and give out candy canes. Movie tentatively planned after, such as the Grinch or Charlie Brown Christmas.
- For inclusion on Poster: No unattended children. Reduce waste - Bring your own hot chocolate mug.
- Budget for event to be decided at November PAC General Meeting.
- Winter Concerts hosted by Administration: Feb 4 for primary students, Feb 6 for intermediate students.

4.3. Hot Lunch (Jennifer Huber)

- In general, we've had great volunteer turn-out, however volunteers for last Friday were low. If we can't get enough volunteers, we will have to cancel pizza Fridays.
- Hot Lunch has received a few requests for alternate vendors offering gluten free and healthy options. Menus for 2 places reviewed.
- Naked Cafe does have other lunches. Jen asked if Soups and Stews would be a possibility, since leftovers are not supposed to go in the garbage at school, but rather sent home. This can result in some messy lunch boxes and backpacks.
- AME has a parent rep that helps with the hot lunch delivery. Some felt that there isn't many parents that are available to do that on a weekly basis.
- Deli City had good options, but the work involved in putting together a 'pkg' meal with options is not very doable with present volunteer counts.
- Reminder that parents must cancel orders when their children are scheduled to attend field trips.
- Reminder that changes to ordering closes midnight the night and a week (8 days) before the hot lunch day.

4.4. COPAC and bussing (Andrea Van Niekerk)

- No COPAC Updates
- Parent input on the SD23 Transportation Planning process is critical. There are a number of SD23 Parent Meetings scheduled to discuss transportation:
 - Canyon Falls Middle School – December 3 (6:00PM-7:30PM)
 - George Elliot Secondary School – December 5 (6:00PM-7:30PM)
 - Mount Boucherie Secondary School – December 9 (6:00PM-7:30PM)
 - Rutland Secondary School - December 10 (6:00PM-7:30PM)
 - Dr. Knox Middle School - December 12 (6:00PM-7:30PM)

- 4.5. FFN (Jen Widner)
- Jen could not attend. Deferred discussion to a future meeting.
- 4.6. Playground (Kyla Van Eck)
- In two weeks a meeting is scheduled with the Harold Schock with the district to confirm what is possible with respect to use of school space for playground enhancements.
 - Sue Bergen will look into the newest playground installed in Rutland.
 - Steph, Kyla, Raelyn are on the playground committee. Still could use more Committee members.
- 4.7. Purdy's (Steph Harland)
- Ordering of Purdy's starts November 9..
- 4.8. Art Cards (Michelle Kershaw and Shannon Wilson)
- Art cards being sent home from classroom +/- Oct 30.
 - Parents to return cards to class and order art by Nov. 5.
 - Visit www.CREATEDbyKIDS.ca for more information.
- 4.9. Save-On-More Cards (Jennifer Huber)
- Steph doing posters for the Save-On-More cards.
 - November 12 the notice goes out
 - November 29 last day to purchase
 - Cards arrive Dec 9-13
- 4.10. Family Photos & Spirit Wear (Renee Woolley)
- Some sitting fees already paid for Basil Cooper appointments
 - Spirit wear discussion deferred to a future meeting.
- 4.11. Education Events (Laura Lebbon)
- Possibilities presented and attached.
 - Consider child minding services for the education events. To be discussed further.
 - Likely looking at two events, one free, one \$350. To be held in new year, late January and later. Dates TBD.
- 5. New Business & Events:**
- 5.1. Spring Dance
- Discussion deferred to a future meeting.
- 5.2. Pub Fundraiser Night
- Discussion deferred to a future meeting.
- 6. Other Business / Adjournment of Meeting**
- 6.1. Next Meetings:
- General Meeting (Wish List, etc). November 13, 2019 6:00-7:30pm
 - Budget Meeting. November 27, 2019 6-7pm
- 6.2. Motion: to adjourn at 7:54pm.

- Martha moved. Abbey seconded.

Steve Walker, DWE PAC Secretary