



**Dorothea Walker Elementary School**  
**Minutes of PAC Meeting**  
**Sept. 24, 2014**  
**Meeting Commenced at 6:40 pm**

**Attendees:** Wendy Briggs, LeeAnn Yapps, John Harford, Cheryl Perry, Mark Hesketh, Renée Woolley, Christine McDonald, Betty Yao, Darlene Atkinson

1. Introductions. Today's meeting was chaired by Christine McDonald.
2. Tonight's meeting agenda was presented. Not an official PAC meeting; therefore, past agenda not approved.

**3. REPORTS:**

a. **Treasurer's Report:** Treasurer Tara Bridgett absent from meeting, Christine McDonald provided budget summary. Current balance is approximately \$18,000, after last year's commitments. This balance does not include the gaming funds, which are distributed in October.

b. **Principal's/Administration's Report:** Wendy Briggs reported that:

i. 1<sup>st</sup> week of school back was very busy and stressful for DWE staff, many decisions to make in short time.

ii. Class structure:

Approximately 435 registered this year, compared to 450 last year.

<b>FI</b>	<b>English</b>
2 kindergarten classes	1 kindergarten class (13 children)
1 Grade 1 class	2 Grade 1/2 classes
1 Grade 1/2 class	
1 Grade 2 class	
1 Grade 2/3 class	1 Grade 2/3 class
1 Grade 3 class	1 Grade 3 class
1 Grade 4 class	1 Grade 4 class
1 Grade 4/5 class	2 Grade 5/6 classes
1 Grade 6 class	1 Grade 6 class

10 FI classes                      9 English classes

- iii. Wendy Briggs explained that the split classes were necessary to balance size and composition. Wendy Briggs and LeeAnn Yapps explained the difference between Learning Assistants (focus on academic needs, does not bring in funding), Learning Resources (focus on medical/health needs), Counselor (focus on behavior/mental health).
- iv. Teacher's preparation time will be increasing from 90 minutes to 100 minutes this year, 100 minutes next year.
- v. Budget/Funding - Decreased numbers will have big impact on this year's school budget. Question was asked how PAC can support this school, such as resources (books). Wendy Briggs indicated that the Hip Hop instruction from Sam Crosely last year was a huge hit, and there may not be budget for this in the school's budget. Sound system: PAC provided \$5,000 to pay for the system, and the school carried \$26,000 forward. System is not installed yet. John Harford inquired whether the math program was a resource that could be funded. PAC asked Principal to solicit teacher's for their Wish List, to put forward to November's budget.

#### 4. NEW BUSINESS:

- i. **Welcome Back Social:** Set date for Oct. 3, 5-7. Coincides with Parent-Teacher interviews and Scholastic Book Fair (Oct. 2-3). Decided on a name of "Fall Back to School". Betty presented estimated cost for spaghetti dinner (pasta, buns, cookie, drink - \$3.19/person). Betty has a quote from Valoroso's for the pasta sauce, will look into pasta options. Lots of drinks and ice cream left-over from family fun night. Discussed keeping games for free (costs incurred by dinner). Rooms available include kindergarten rooms, fine arts and gymnasium. Teacher's will be invited to attend (but due to interviews schedule, PAC will not ask for teacher assistance).

Games suggested by Betty: gourd bowling, pumpkin ring toss, pumpkin seed spitting, donut eating contest (Tim Horton's may donate donuts), toilet paper roll, wacky family portrait, jelly bean guess, bopping for apples, potato sacks, magic square, 50-50. Bryan ? has warehouse with potential decorations.

Wendy Briggs suggested using the Gr. 5/6 leadership students to help advertise, plan and run the event (30-40 students). Will still need approximately 20 parent volunteers for set-up and clean-up (Betty to prepare handout for request for volunteers). Principal and Vice-Principal offered to serve. Wendy Briggs will also advertise event in upcoming newsletter.

Mark asked that the PAC guarantee any loss associated with the event, and general agreement was yes.

- ii. **Other Fall Fundraisers:** The following fundraisers were suggested for the fall:
- T-shirts and Hoodies (Renée): Last year, there were few sales (23 orders) and PAC only made \$140, but since on-line, little work. Suggestions for 2014/2014: less colours, less style selection, switch to another item (hats)? Renée will look into options and report at next meeting (with aim to sell in November)
  - Photos by Basil Cooper (Renée): Only three days available (Oct. 18, 25 and 26) – October 18 is the agreed upon date. On-line system on Basil Cooper's website, donation to PAC as sitting fee (cheque to PAC). Agreed upon at \$25 donation.
  - Magazines, QSP (Renée): This has been a good fundraiser in the past (~\$2,000). 100% on-line, but PAC agreed that we would prefer the rep not to do the in-school presentation.
  - Ladies Night Out (Betty): Suggested fundraiser at the Eldorado. Costs: \$250/room plus decorations. Charge \$20/person (1 drink + appie) and \$20 for vendors. 15% of vendor sales to go towards PAC. Betty will provide a more formal proposal at next meeting, and will look into booking room with no penalty.
  - Book Fair – Sarah will take care of finding coordinator and volunteers.
- iii. **Other:**
- Elections: Available positions include President, VP, Hot Lunch Coordinator, COPAC, Family Fun Night Coordinator. Mark indicated that he would put his name forward as President.
  - Hot Lunch on hold until new coordinator identified). For hot lunch coordinator, there are currently lots of volunteers, just need a coordinator. Christine willing to show the ropes.
  - Website – Christine will update PAC website on Hot Lunch Coordinator.
  - Communication – Room for improvement in improved communication in 2014/2015.

#### 5. Next Meeting: Monday October 6, 2014 in the DWE Library at 6.30pm.

- Discussed time of meeting – Christine suggested having the meeting after school drop-off or after school, to try to increase attendance/participation.
- Mark (and Betty) to provide agenda for next meeting.
- Chair – Mark?

Meeting adjourned at 8:00 pm.

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Darlene Atkinson  
Secretary