



Dorothea Walker Elementary School Minutes of PAC General Meeting and Elections, Oct.6, 2014 Meeting Commenced at 6:30 pm

Attendees:

Administration Representatives: Wendy Briggs and LeeAnn Yapps

Teachers Representative: Leslie Greyell

DWE PAC Members: Tara Bridgett, Mark Hesketh, Renée Woolley, Betty Yao, Darlene Atkinson, Michelle Kershaw, Abbey Westbury, Beverly Dawe, Cara Carpenter, Joanne Côté, Jamie Schra,

Parent Participants: Ronnie Zerr, Ward Willison, Chris Grout, Ashley Stocks, Krisztina Douglas, April Anderson, Erin Radomske, Stephanie Harland, Marnie Walter, Becky Clarke, Bryan Burns

1. Call to Order, Welcome and Introductions. Betty Yao chair.
2. Agenda presented.
3. Elections of Outstanding 2014/2105 DWE PAC Executive, including President, Vice President, COPAC Representative and Hot Lunch Coordinator

President: Mark Hesketh nominated by Tara Bridgett, seconded by Betty Yao. All in favour. Motion approved.

Betty Yao transferred meeting chair to Mark Hesketh.

Vice-President: Beverly Dawe expressed interest. Beverly Dawe nominated by Darlene Atkinson, seconded by Betty Yao. All in favour. Motion approved.

COPAC Representative: Not a required position but good for communications. Representative would represent DWE PAC at Kelowna COPAC meetings and report back to DWE PAC. Meetings are once a month. Position not filled at this meeting.

Hot Lunch Coordinator: Mark Hesketh moved to make this a non-elected position. Hot Lunch is an unpromoted fundraiser and approximately 80% of students participate. Two parents have recently indicated interest: Cara Carpenter and Jamie Schram. April Anderson also indicated interest. Mark asked that there be one coordinator, with a Hot Lunch Committee. The committee is responsible for arranging vendors and menu. Cara, Jamie and April will meet to decide on the Hot Lunch Coordinator.

Hot lunch schedule will be: provide parents registration handout, and then register and approval on the system.

Chris Grout (associated with Mission Retirement Home) stated that the Mission Retirement Home has menu planning and chef on-staff. Chris expressed interested in creating synergies with the school. Other parents requested additional information on the source of the hot lunches offered.

Other elected positions fulfilled at Jun. 2, 2014 AGM included:

Treasurer: Tara Bridgett

Communications Coordinator: Christine MacDonald

Secretary: Darlene Atkinson

School Planning Council Rep (SPCR): Michelle Kershaw and Abbey Westbury.

NOTE: Rita Verokosky has expressed interest to join. Mark Hesketh will check to confirm interest.

Members at Large: Renée Woolley, Betty Yao, Michelle Kershaw, Abbey Westbury

Other appointed positions fulfilled at Jun. 2, 2014 AGM and Oct. 6, 2014 meeting included:

Canadian Parents for French: Abbey Westbury
Angel Tree: Betty Yao
Basil Cooper: Renée Woolley
Welcome Back Social: Betty Yao
Class Parent Coordinator: Abbey Westbury
T-shirts: Renée Woolley

Elected/Appointed Positions still vacant:

COPAC Representative
Fall/Spring Dance
Family Fun Night
Movie Night
Parent Night
Read and Recycle

4. Approval of Jun. 2, 2014 and Sept. 24, 2014 meeting minutes.

Edits to Sept. 24 2014 meeting minutes – change Ladies Night coordinator to Betty Yao. Motion was made by Renée Woolley to approve the Jun. 2, 2014 meeting minutes. Seconded by Abbey Westbury. All in favour. Motion approved.

Motion was made by Renée Woolley to approve the Sept. 24, 2014 meeting minutes. Seconded by Abbey Westbury. All in favour. Motion approved.

5. Old Business:

- a. **Welcome Back Social:** Initial totals indicate that this was a break-even event (made approximately \$200); however, a borrowed appliance needs to be replaced (\$275). As an event, the Welcome Back Social was well attended (330 meals), well run, good volunteers and a great success! Good opportunity for teachers to socialize with students and teachers and increase moral of the school.
- b. **Principal's/Administration's Report:** Wendy Briggs reported that:
- i. Wendy was happy to see so many families at the Welcome Back Social, and saw the importance of this event in getting the school community together.
 - ii. Good Success with Scholastic Book Fair coinciding with Parent-Teacher conferences.
 - iii. Classes have generally settled out after the first couple weeks. Wendy provided discussion on the configuration of the classrooms and why. Classroom targets are 22 kindergarten, 24 primary, 30 intermediate. Many factors used to find best class combination, including boy-girl ratio, teachers, learning needs. Result of the strike was that quite a few students left for private school, resulting in changing dynamics and numbers. DWE staff did their best given the short timeframe – used the 1.5 days to see number of students present. Staff found it easier for students to return to previous years' classes, then create classes once numbers are confirmed. Advantages of this method is that the students know which classroom they are going to, minimizing confusion and fears. Wendy indicated that this system is good for schools that have uncertainty with numbers; however, DWE administration usually have a good estimate. PAC suggested that administration consider this system of 1st week of school for next school session. DWE staff appreciate the patience – 3 months of work condensed into 1 week. Feedback on first two days of school from parents:
 - positive and good.
 - difficult to know which door to pick-up students from
 - like the idea of students going back to last years' classroom – kids are more prepared
 - eliminate the big board
 - consider doing the switch at lunch time when parents not around, rather than morning

c. **Financial Update (Tara Bridgett):**

- One commitment to date for sign approval
- Currently in good position with ~\$17,000 in chequing account
- Approximately \$8,700 will be received through gaming grant (provincial government provides \$20/student, approximately 435 students in school). Gaming grant is in process, and gaming grants to be used on specific items in 2014/2014 school year.
- Additional funds will be received once Hot Lunch commences
- Financial plan will be what we have, what was spent, what is coming in, and outstanding with motions.
- November budget: PAC requested that administration/teachers provide their list of needs. PAC will also brainstorm ideas and publish list ahead of time. Will provide list of last years' projects.

6. **New Business:**

- PAC sign rental (Presented by Mark Hesketh):** Suggestion to rent sign for front of school for two months. \$144/month approx. Includes one change per month. Previous years have looked into purchasing signs (either electronic or board) – different options may be presented at November budget.
- Family Photo Fundraiser (Renée Woolley):** Already sold-out for the one-day event (only one-day available). 100% of the sitting fee goes to PAC, usually raising ~\$1,000. This year's photo event will be at the Father Pandosy area. Basil Cooper is covering the \$50 facility fee. Renée will be cross checking payments (responsibility of PAC, not school).
- Ladies Night Out Fundraiser (Betty Yao):** Betty outlined her concept for Ladies Night Out (El Dorado, wine, appetizers, vendors, fashion show?). However, she indicated that October-November may not be ideal time, it is a busy time for vendors and overextend corporate sponsorship. She is looking into organizing the event around Mother's Day, perhaps obtain facility at no cost. This will allow more time to find vendors (approach in January while planning budgets), and sponsors will likely be more refreshed.
- T-Shirt Program (Renée Woolley):** Only 23 hoodies sold last year, for \$140 profit. Is there value to the program. PAC discussed the demand and need, and also considered changing styles (different t-shirt style, toques, hats, hoodies?). Nothing wrong with the logo, just need the product refreshed. Also identified the need for an on-line ordering system to reduce administration. Renée is willing to organize again, but needs to re-evaluate the program. Differed to a subcommittee.
- Subcommittees (Mark Hesketh):** Mark suggested creating a PAC subcommittee, to focus on organizing social events and fundraisers. He indicated that it is difficult to get parents to participate in PAC meetings. PAC meetings would continue to focus on administration items. Mark suggested that Beverly Dawe head this subcommittee.
- Magazine Drive (Renée Woolley):** Announcement for newsletter to PAC and administration for approval. Company this year is QSP. The external coordinator is OK with forgoing the in-school promotion and individual prizes. Instead, the prize (\$200 budget) will go to the classroom with greatest sales, and that classroom can decide what to do with the money. There is the option for both on-line and hard-copy paper sales; PAC is encouraging on-line sales (Renée is going to take out the paper ordering page from the magazine handout). Advantage of on-line ordering is reduced logistics, reduced administration fee (\$1 for paper sales) and quicker ordering. Past magazine events have fundraised \$2,000.
- Christmas Cards (All):** In the past, Stacey Lea has organized the Christmas Card event. Four parents volunteered to take-over this event: Stephanie Harland, Joanne Côté, Ashley Stocks, Krisztina Douglas. Need to organize now to have cards ready by November. Suggestion that the money raised by PAC (\$2,200 last year) be put back into art-related projects (i.e., printing press?).
- Movie Night (Mark Hesketh):** Usually two Movie Nights per year (~200 kids), with 1st usually before a pro-D day. Currently no coordinator, but lots of information to pass onto next coordinator. Not a difficult event to organize (movie, concession), school has audio. Movie Night is more of a social event, usually making \$400. Beverly Dawe offered to chair, with

Stephanie Harland, Michelle Kershaw and Cara Carpenter volunteering. Event requires two to three teachers – Leslie Greyell to table at next teacher's meeting.

- ix. **Family Fun Night (Spring) (Mark Hesketh):** Family Fun Night is typically a chaotic fundraiser/year end social, raising \$2,000 (\$400 in raffle tickets). Combining the family social event and the fundraiser is a challenge. In comparison, Casorso raises \$20,000. PAC discussed ideas for 2014. One idea is to separate the two, and make the spring event more social and the raffle (i.e., 25 larger prizes) a separate event at another time (Feb?). Suggestion of tying fundraiser into what the money is being used for. Discussion about having a raffle at Ladies Night.
- x. **Meeting Schedule 2014-2015 (Mark Hesketh):** PAC agreed to keeping the monthly meetings on Mondays at 6:30pm. Suggestion in Oct. 6 meeting of holding meetings during daytime; however, PAC agreed that those times would be difficult for working parents.
Next meeting: Mon. Nov. 3
Budget meeting: Mon. Nov. 17
Social committee meeting will be held prior to regular PAC meeting.
Subsequent Meetings:
Mon. Jan. 12
Tues. Feb. 10
Mon. Mar. 9
Mon. Apr. 13
Mon. May 11
June meeting (family fun night June 5).
Mark Hesketh suggests holding AGM in September, rather than June.

7. **Next Meeting:** Monday November 3 in the DWE Library at 6.30pm.

- Abbey Westbury will present SPCR report

Meeting adjourned at 8:00 pm.

Darlene Atkinson
Secretary