



**Dorothea Walker Elementary School**  
**Minutes of PAC General Meeting**  
**Nov. 3, 2014**  
**Meeting Commenced at 6:35 pm**

**Attendees:**

Administration Representatives: Wendy Briggs and LeeAnn Yapps

Teachers Representative: Leslie Greyell

DWE PAC Members: Darlene Atkinson, Tara Bridgett, Cara Carpenter, Beverly Dawe, Mark Hesketh, Michelle Kershaw, Christine, McDonald, Abbey Westbury, Renée Woolley, Betty Yao

Parent Participants: Chris Grout, Colleen Harris Smith Stephanie Harland, Cheryl Perry, Shane Styles, Monique Widing, Ward Willison

1. Meeting Chaired by DWE PAC President, Mark Hesketh: Call to Order, Welcome and Introductions.
2. Agenda presented. Suggestion that SmartBoard used to save paper.
3. Approval of October 6, 2014 AGM minutes.  
**Motion moved by Renée Woolley to approve the Oct. 6, 2014 minutes, seconded by Michelle Kershaw. All in favour. Motion approved.**
4. President's Business – Mark Hesketh
  - Hot Lunch: After meeting with the Hot Lunch Coordinator volunteers, it was decided the Cara Carpenter would act as this year's Hot Lunch Head Coordinator and Jamie Schram would provide assistance and administrative support to the program.
  - SPC (School Planning Council): Rita Verokosky has volunteered to be the third member of the SPC.
  - Christmas Angel Tree (Salvation Arm): Suzanne Jilek will be taking over leading this PAC initiative.
  - PAC Communication: Multiple tools for PAC to communicate with parents (PAC newsletter, school newsletter, sign board, email, PAC website, facebook). Christine McDonald will be PAC coordinator responsible for sending out PAC communication. Suggest staggering the PAC and school newsletters for communicating PAC info (school newsletter every two weeks, PAC newsletter is mid-month).
  - PAC Mailbox: There is a new mailbox at the office for PAC – Mark encourages committees to use the mailbox for communication.
  - PAC Meetings: PAC meetings are recorded for transparency. Purchases over \$50 require a PAC motion to approve. In scenarios with tight deadlines, email voting may be considered.
  - Mission PAC Presidents: Try to plan a January meeting (with the Director of Instruction for Mission and Lake Country schools).
  - PAC meeting treats & coffee: DWE PAC no longer receive Starbuk's sponsorship. Mixed feedback from meeting attendees on providing drinks/treats. Good gesture for the meetings, but if no sponsorship, PAC will consider easier options (hot water, instant coffee, tea bags, and rotating snacks). Snacks this week courtesy of Beverly Dawe. Evaluate need at future meetings.
  - PAC meeting babysitting: There will be babysitting at the next PAC meeting (budget meeting). Grade 6's can supervise children in classroom but not in the gymnasium. Suggested that the Grade 6's do not need to be paid, but suggested PAC consider a donation to the Grade 6 leadership party; however, Wendy Briggs indicated that it is good for the Grade 6's to do something for the sake of it.

5. Administration Update – Wendy Briggs

- Student Enrollment. As of Oct. 17, 436 students registered (but some changes already). 19 Divisions. Lower student enrollment will result in less money in the school budget.
- Added CEA time because of needs in the school.
- This year, the school will be promoting social and emotional well-being of the students, staff and community. Oct. 11 was the Implementation Day.
- A school goal for 2014/2015 will be dividing the school students (from K-6) into “Families”, consisting of a group of students of different ages, mix of FI and English, but generally 2 students per classroom. As a Family, they will be doing different activities together, with a Big Fun Day finale. The Families will build connections in the school to benefit learning, great mentoring with older and younger students. Wendy Briggs asked for feedback on whether to keep siblings together in the “Families”. Meeting attendees discussed the pros and cons. General consensus was to do whatever is easiest from the Principal's perspective.
- Christmas Primary Concert. Dec. 11 at 9am and 12:30pm. No evening concert this year. Teachers prefer day performances over the evening performances, and current teachers' contract does not require the teachers to come in the evening. The evening performances are hard on the younger students, and many end up not coming for the evening performance. Tickets will be available on-line on the PAC Hot Lunch website. Allocating tickets may be easier with two daytime performances, as in the past, the evening performance has been at capacity. Meeting attendees indicated that the school must let the parents know the date asap. Suggestions for the Christmas Concert included 1) videotaping the performance and selling the videotape as a fundraiser and 2) raffle the front row seats (or preferred parking spots).

6. Treasurer's Report – Tara Bridgett

- Lottery Grant totals will be based on last year's number. Current financial commitments are 1) sign rental and 2) hot lunches. Current PAC balance is \$25,000. The sound system has been accounted for in this total. Mark indicated that this amount is not the amount in the PAC bank account, as the PAC balance includes outstanding cheques and commitments. Hot lunch is reconciled at the end of the year.

**Motion moved by Cara Carpenter to approve the Financial Report, seconded by Betty Yao. All in favour. Motion approved.**

7. Social Committee Update – Beverly Dawe

- The newly formed Social Committee met recently; although not many attended, Beverly Dawe received a lot of email feedback, indicating that the interest was there. Current PAC social events/fundraisers include:
  - movie night x2
  - family fun night, June
  - art cards
  - magazine
  - photosNew ideas:
  - cookie dough
  - school dance
  - ladies or couples night
  - event to bring teachers, kids and parents together
  - teachers lunch
  - volunteer tea

Wendy Briggs indicated that the dance was a great idea.

- Discussion on fundraising initiatives deferred until after the budget meeting. Suggestion to target certain fundraisers to particular project.
- Next Social Committee meeting will likely be in December or January, and future meetings on an as-need basis, spread out meetings with PAC meetings.
- Meeting attendee discussed the social events vs. fundraising events. Social events are meant to build school spirit (i.e., Welcome Back Social) and PAC is prepared to lose some money, break even or make a small amount of money (as in the movie night). Fundraising events

- (magazine, photos, cookie dough) are meant to raise money towards PAC. Mark indicated that the budget process will identify projects exclusive for fundraising events.
- Feedback from the meeting attendees included i) events should not make anyone feel uncomfortable with purchasing ii) PAC needs to be aware not to “over fundraise”, iii) PAC should identify the need for funds with fundraising events, iv) there is generally not awareness in the parent population that the events are raising funds (and what the money is used for, v) fundraisers should be a variety of events targeting different people, and vi) a lot of parents are not aware of what PAC is – PAC could do a better job of promoting the group.
  - Mark indicated that the PAC budget is published for the school parent population to review.
8. Hot Lunch Update – Cara Carpenter
- To date, 313 students have registered on the Hot Lunch website with 280 students signing up for the Hot Lunch Program. The program is not yet at the maximum.
  - Reminder that the Hot Lunch website is more than just hot lunches – website also includes other events (Christmas concert), volunteers, and class lists.
  - Volunteers – currently have 7 parents committed – could use some more.
9. Canadian Parents for French Update – Abbey Westbury
- The National Conference for Canadian Parents for French was a couple weeks ago. Lots of good ideas, event was a function to support French learning across the board.
  - Current Abbey Westbury and four other parents are the Kelowna representatives, with the AGM on Wednesday.
  - Programing is open to all.
  - There is a entertainers email list – CPF looking into coordinating with all schools to share the costs. LeeAnn Yipps indicated the there is a cultural performance committee which currently chose entertainers, making the process more cost-efficient.
  - PAC newsletter and website – new CPF logo and link to CPF.
  - With the school strike, the Funding for French application deadline of Oct. 1 was missed. 80% of the fees to go the local chapter. CPF initiatives: French Cultural Week (theoretically, CPF can fund). This year, the committee will gather ideas, and apply for the grants next year.
10. SPC – Michelle Kershaw
- The SPC committee comprises of the Principal, Vice-Principal and three parents (Michelle Kershaw, Rita Verokosky, and Abbey Westbury. The SPC committee looks at school goals. Last year, the process was to review, set new goals, and then submit to the District. This year, “measure’ will be included.
  - At the 1<sup>st</sup> meeting, the SPC committee discussed how to track the goals, feedback from the teachers.
  - Goals for this year are i) “Family Groups”, ii) Social-Emotional Well-Being, and iii) Inquiry with students and teachers in the school (different ways to learn - still discussing how to promote).
  - Wendy discussed outside time improving thinking power. Madame Dean-Veerman will be taking her class to an eco-centre 2.8km from the school (associated with UBCO), accessible all year. Good walk for intermediates, but younger students may need busing back to the school. Outdoor classroom – benefits of outside learning. Options could be as simple as picnic benches or more elaborate (more \$\$). Need to consider fire and vandalism. Okanagan College willing to survey the area and prepare CAD drawings next year. Outdoor classroom is an open proposal at this time. Outdoor classroom will require grants and planning.
11. Old Business
- Movie Night – Cara Carpenter. 130 students attended, \$475 raised. Sold extras from Back-to-School social, and PAC has plenty of popcorn.
  - Magazine Drive – Renée Woolley. Magazine drive is still on-going. \$3,470 in total retail sales on 99 sales. All but one were on-line orders. Will continue to advertise on sign-board.
  - Photographs (Basil Copper) - Renée Woolley. Family photographs were a great success, this year’s one day event sold out quickly, with only two outstanding payments. School was limited to one day due to the event starting late with the strike. Renée looking into a spring session (Guisachan, Spiritual Education Park, Winery, Orchard, Waterfront Park, Sarsons, Bertram)
12. New Business

- Thank-you Gift for Wendy Waller – Christine McDonald. Suggested that PAC purchase a thank-you gift or basket for Wendy Waller, for the 11 years of service (time, commitment and hard work) to the school. With the strike, the PAC did not have a final farewell to Wendy Waller. Wendy Briggs indicated that the school did something for Wendy as well.

**Motion moved by Abbey Westbury to approve the purchase of a \$50 basket or gift for Wendy Waller, seconded by Renée Woolley. All in favour. Motion approved.**

- Christmas Tree (organized by PAC). Meeting attendees suggested PAC provide hot chocolate (with real milk); however, that would take time to prepare (hot lunch volunteers could help?). Each classroom provides decorations, and time into the school Families.

**Motion moved by Christine McDonald to approve the allocation of up to \$200 to purchase drink ingredients for Christmas Tree School Decoration Event, seconded by Beverly Dawe. All in favour. Motion approved.**

- Halloween Candy. Betty discussed using Halloween candy to make Christmas crackers for Inn from the Cold. Betty to draft up an email to ask for candy, provide to Christine. Need to keep the candy away from the students.
- Read and Recycle. Mark outlined the program where PAC collects old books, students receive a ticket for the books donated, and then can “redeem” their tickets. Old books to be donated to charity. No preschool books! Cheryl Perry, Christine McDonald and Rita Verokosky to coordinate the event in January or February.
- Draft Budget List. Mark presented a draft budget list, to be presented at the Nov. 11 budget meeting. Mark outlined that there is \$25,000 in the PAC balance; however, that does not mean that all money to be spent (i.e., \$15,000). List includes requests from teachers (process was that the teachers received a wish list form, and then the teachers met to discuss). The meeting attendees discussed some of the draft budget items. Finalized budget list will be emailed to all parents approximately one week prior to the meeting.

Meeting adjourned at 8:45 pm.

Next meeting (budget meeting): November 17, 2014 at 6:30 (library)

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Darlene Atkinson  
Secretary