



**Dorothea Walker Elementary School**  
**Minutes of PAC General Meeting**  
**Nov. 17, 2014**  
**Meeting Commenced at 6:40 pm**

**Attendees:**

**Administration Representatives:** Wendy Briggs and LeeAnn Yapps

**Teachers Representatives:** Leslie Greyell, John Harford, Natalie Perrier, Natalie Spevakow

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

**Parent Participants:** Chris Grout, Cheryl Perry, Ashley Stocks, Ward Willison, David Wilkins

1. Meeting Chaired by DWE PAC President, Mark Hesketh: Call to Order and Welcome.

2. Approval of November 3, 2014 AGM minutes (Mark Hesketh)

**Motion moved by Ashley Stocks to approve the Nov. 3, 2014 minutes, seconded by Renée Woolley. All in favour. Motion approved.**

3. Budget Meeting (Mark Hesketh)

The 2014/2015 DWE PAC Budget Proposal split into three sections:

- a) On-going Funding Programs
- b) New Fix Funding Requests
- c) New Variable Funding Requests

There are currently a total for ~\$120,000 in funding requests. Tonight's meeting will identify approximately \$20,000 of requests that DWE PAC will commit to now, leaving approximately \$10,000 in the PAC bank account for later requests. Format of the meeting will jump around, discussing various requests rather than in order.

Wendy Briggs confirmed that the Gaming Funds is allocated for student use (i.e., field trips, music, agendas) and not towards smartboards, audio, etc. This year, the school will be allocated \$9,300 from gaming funds based on last year's student totals.

The following is a summary of the discussion between DWE PAC, parents, administration and teachers present.

**SECTION 1 – ON-GOING FUNDING PROGRAM**

**#2 – COBBS Bursary:** Question about the bursary being given to an OKM or KLO student. Currently, the bursary is allocated to an OKM student since most graduating students currently go there; however, will need to consider two bursaries in the future. Participants were in agreement with this request.

**#5 – Hot Lunch Annual Fee:** Designed by a person in White Rock. Participants were in agreement with this request.

**#1 – Teachers Breakfast:** Participants were in agreement with this request.

**#3 – Cross Walk Donation:** Last year, \$157 spent. PAC suggested authorizing up to \$200. Participants were in agreement with this request.

**#6 – Sign Board:** Discussion on whether to buy a new sign board or annual rental. Cost for new one ranges from \$2,100 to \$30,000+. Currently \$150/month (one change per month, addition change is \$30, fee to install and take away), paid up to the end of this month, no contract, on a month-to-month basis. \$2,100 sign would take 3-4 weeks to be ready.

Issues:

- Electronic board would require SD installation.
  - Changing of letters – need to have letters secure (screwed in).
  - Vandalism (not an issue in the past)
  - Trees and location
  - \$2,100 – is this plexi-glass or mesh
- Parents feedback on usefulness varied, but generally one good tool for communication (in addition to newsletter, website).

Discussion on whether to set aside \$2,000 to purchase basic model this year or set aside funds for a number of years. Participants were generally in agreement not to allocate \$20,000 towards the sign at this time. January PAC meeting – details on the sign board from the supplier will be present.

**#4 – Agenda:** Currently, agendas are provided to all students in Grades 1 – 6, varied level of use between teachers. Wonderful tool if used. Waste of money if not used.

Previously, the agendas were photocopied (\$800, by VP); currently the agendas are provided by a private company. PAC requested that a quote be provided by SD to provide photocopied agenda – can we get a more creative but cheaper option? Parents indicated that essential parts of the agenda are space to write and the envelope [teacher noted that plastic envelopes can be purchased at \$0.50/each]. Requested feedback from teacher's on what they find useful.

PAC suggested allocating \$1,500 rather than \$3,000. In the meantime, obtain details from SD on photocopying costs, teacher's preference – if the professional route is preferred, PAC will have that discussion later.

**#9-13 – Teacher's Requests:** Mark indicated that set-up Items 9-13 as annual "Fund" requests for general areas in the school, and the school administration would allocate need based on need as it's difficult for PAC to decide on specific needs.

**#13 – Learning Assistance Fund:** For one-on-one (as well as one-on-one reading program), exclusive to Mary Berg.

**#33 – Level Readers:** LeeAnn Yapp explained the Level Readers – used by grades K-5, and consists of readers Level 1 to 30, then novels, great for focused strategy with groups. \$6/book. The current request would be used to fill in gaps in English books; however, French book needs are currently met. Books get used a lot and worn (~12 years life-cycle). Level readers used by all students at the school. Teachers and parents at meeting both agreed that reading is essential. PAC agreed to set aside funding for this request.

**#14 – School Uniforms:** Current uniforms are very old. Used by volleyball, basketball, cross-country (Gr. 4-6). Question about use if the Grade 6's are moved to middle school, but this is still far out.

**#7/8 – iPads:** #7 is for use of all teachers. #8 is for use by Mary Berg for individual student needs and would be used to supplement the current pool for learning assistance. Teacher's use the iPad to film kids on projects, recording kids reading, strategies for hearing, connectivity with the classroom. Likely would not be used by each teacher. Android tablet not an option due to apps, SD maintenance, internet. Concerns that about technology going out of date. Michelle Kershaw suggested having a pool of 24 iPads, which could be wheeled into each classroom.

Question whether which would be better item for PAC to invest in – Level Readers or iPads. Participants were in general agreement that the readers are a better investment. It was noted that PAC has invested in several other technologies (sound system, document camera, Smartboards [2-3 purchased annually over several years]).

**#17 – One-to-One Books:** It was noted that program is up and running, additional resources would be great from Wendy Brigg's and teacher's opinion.

**#31 – OKM "Gift":** OKM requested gaming funds for Grade 7's from DWE, AME and Chute Lake (only AME agreed). It was noted that there was a lot of discussion in last year's PAC meeting.

**#16 – Music Program:** This new curriculum would be used by Grades K – 5, both English and French. The program would re-vamp the music program. The requested amount is a lifetime fee, with 10 years projected used. Program can be used by any teacher. Music program has not been funding recently.

## **SECTION 2 – NEW FIX FUNDING REQUESTS AND SECTION 3 – NEW VARIABLE FUNDING REQUESTS**

PAC discussed that some funding requests should be linked to specific fundraisers. The subcommittee has discussed some different fundraisers including spring raffle (Casorso raises \$15-\$20K from their raffle; DWE family fun night raises \$2K). The larger fundraisers should be tied directly to a certain item (i.e., outdoor classroom, playground), while the general fundraisers could be used to cover other regular requests. However, the PAC does not want to overload the school parents with fundraisers. The \$52,000 raised for the playground was raised through a combination of private donations/contributions (\$15K), bud foundation (\$10K), TELUS (\$5K) and bottle drive and parents. The intention for Section 3 is that these requests will not come from the \$20K general revenue.

**#39 – Printing Press:** Cost is between \$2K to \$4.2K (depending on type of press). Teachers at the school are excited about this item, would be used by all teachers, and would rather than a press in the school rather than having to go to the Art Gallery. PAC discussed having the card fundraiser proceeds go towards purchasing the printing press. Last year, the card fundraiser raised \$1,800. Mark indicated that there is not budget in this year's budget to purchase a printing press, but agreed allocating upcoming card fundraiser proceeds towards the press.

**#38 – Sign Board:** Won't put forward at this time (see discussion above)

**#36 – Art Room Renovation:** PAC and school have no understanding of the needs at this time, space is currently very dysfunctional and lacking appropriate storage. Any renovations/ modifications to this room would need to go through the SD. PAC needs a better idea from admin/teachers on what improvements the room needs. Wendy indicated that the parents are welcome to help with the organization and provide assistance on how to best store items within the space. Wendy would like to see a group of parents volunteer for this. Table this item until the January agenda.

**#29 – Kinetic Sand:** Kindergarten class has a sand table. Mark suggested than this would be a suitable request under the "Art Supply Fund (#9)"

**#34 – Outdoor Classroom:** The idea of the outdoor classroom is very preliminary. A committee will be funded in January to pursue further. Two Okanagan schools have outdoor classrooms (Oyama Traditional and Marjolk). Grants are available (including the TD grant up to \$20K and Toyota \$3.5K). Grants applications require significant work and different due dates. Opportunities for community involvement (OK College). Raising money for the outdoor classroom should be tied to specific fundraisers.

**#35 – School Gym Sound System:** PAC contributed last year. Any additional funds would be appreciated but school administration would prefer support towards readers. Future dance could be used towards providing additional funds towards the sound system.

**Feedback from Teachers Present:**

**#24 Zumba & #22 curling classes:** Are great items and benefits all grades. No identified capital costs for the gym this year (new volleyball stands last year). Wendy Briggs indicated that the school currently has a lot of gym equipment.

**#27 Food Bank Busing:** Can consider using City buses rather than bus rental.

**#26 Document Camera:** Teachers indicated that the existing cameras are well received and used by the teachers who already have the cameras in their classrooms. All teachers would use them. PAC purchased two cameras last year at a cost of \$460/camera - \$700 is the maximum cost for high-end model.

**#33 – Readers:** PAC decided to allocate \$7,000 towards the readers this year.

14 funding requests were highlighted, totaling \$20,595.

#### Section #1: Ongoing Funding Programs

Item #	Item Description	Cost
1	Teacher Appreciation Breakfast (PAC). June event to bring in breakfast for Teachers one morning as a thank you.	\$300
2	COBBS "Doug Evens DWE" Bursary (PAC)	\$775
3	Cross Walk Patrol Year end Party donation (PAC)	\$200
4	School Agenda's (Admin)	\$1,500
5	Hot Lunch Online Annual Fee (PAC)	\$400
6	Sign Board Rental (PAC). Dec to June. \$150/month.	\$1,050

#### Section #2: New Fixed Funding Requests

Item #	Item Description	Cost
7	IPad/Tablets for each class (Teachers). 19 Classrooms @ \$600/per.	\$11,400
8	IPad/tablets for Learning Assistance. 6 @ \$600/per. Will be allocated as needed to classrooms for individual kid usage.	\$3,600
9	Art Fund (PAC): donation from PAC to be spent ONLY on Art department needs as school sees fit. Paints, art supplies, paper.	\$1,000
10	Science Fund (PAC): donation from PAC to be spent ONLY on Science department needs as school sees fit. Batteries, bulbs, magnets etc.	\$1,000
11	Music/Drama Fund (PAC): donation from PAC to be spent ONLY on Music or Drama department needs as school sees fit. Costumes, make up, decoration etc.	\$200
12	Library Fund (PAC): donation from PAC to be spent ONLY on Library needs as school sees fit.	\$1,000
13	Learning Assistance Fund (PAC): donation from PAC to be spent ONLY on Learning Assistance needs as school sees fit.	\$1,000
14	School Sports Uniform (Admin) 60 uniforms to replace old ones for school sports teams.	\$1,550
15	Music/Drama TOC days (Boake): Two days requested for day of/Prep time for Christmas Concert and Intermediate Concert/play. \$360/day.	\$720
16	Music Play K – 5 (Boake). Music curriculum. Bilingual. Canadian content. Fixed cost. Target lifecycle 10 years.	\$2,000
17	One to One book bin upgrade (Berg): update book selection in volunteer reading to kids program.	\$500
18	Hokki Stools (Pastinelli) \$125/per. 5 requested. Already has one and would like 6 for group sessions.	\$625
19	Large Foam building blocks (Sadlowski) two sets of 35 blocks. \$1,300/set.	\$2,600
20	Study Carols (Pastinelli) 24 Cardboard and one deluxe plastic.	\$85

21	Plastic Step stools (Pastinelli) 6 step stools to offer kids options to sitting on floor.	<b>\$70</b>
22	Rocks and Rings Curling Program (Spevakow). Interactive two day event in gym to introduce kids to curling game. \$200/day.	<b>\$400</b>
23	Extra-curricular discretionary Fund (PAC): Fund set up to support the needs of teachers for extra-curricular activities such as field trips.	<b>\$3000</b>
24	Zumba Classes (Spevakow). 2 sessions per classroom. 19 classes.	<b>\$720</b>
25	Visual Wall Timer: 8 teachers requested.	<b>\$400</b>
26	Document Camera: 5 Teachers requested. \$700/per.	<b>\$4,000*</b>
27	Food Bank Field Trip for Grade 6's (Spevakow). Busing cost.	<b>\$125</b>
28	Strategy Thinking Games: (Waddell) 8 day trial licence pilot for school.	<b>\$250</b>
29	Kinetic Sand (Sadlowski). 8 boxes of kentic sand for sand table. Each box \$55.	<b>\$440</b>
30	Bubber (Sadlowski) ideal material for sculpting. 12 boxes requested @ \$23/box.	<b>\$276</b>
31	OKM "Gift" from 2013-14 Gaming funds for Grade 7's moving to OKM. \$20/child x 48 children. (PAC)	<b>\$960</b>
32	Poster Boards display holders. (PAC) 4 doors.	<b>\$200</b>
33	Shared Leveled Readers for Guided Reading (Grades 1 to 4) approx. (School). \$450/level. 10 titles x 6 copies each. 26 levels available.	<b>\$7,000</b>

### Section #3: New Variable Funding Requests

Item #	Item Description	Cost
34	Outdoor Learning Classroom (PAC). Possibly 5 to 6 round tables with landscaping.	<b>\$50,000</b>
35	School Gym Sound System. (Admin). Total system cost \$17,000. Last year PAC donated \$5,000.	<b>\$12,000</b>
36	Art Room Renovation. (Admin) help in the cost to redesign art room with shelves etc. as needed to make functional.	<b>\$10,000</b>
38	Sign Board Purchase (PAC). Standard board with letters (cheapest) or Digital color wireless sign (most expensive)	<b>\$25,000</b>
39	Printing Press (Lea).	<b>\$4,200</b>

\* an additional \$500 was requested to purchase one additional document camera (a total of seven purchased). 15 DWE PAC Executive voted Yes to approve this request, Dec. 17, 2014. See Jan. 12, 2015 meeting notes for the motion.

**Motion moved by Renée Woolley to approve the Nov. 3, 2014 minutes, seconded by Tara Bridgett. All in favour. Motion approved.**

Next Meeting: Monday January 12<sup>th</sup> 2015 @ 6.30pm in the School Library

Meeting adjourned at 9:00pm.