



# Dorothea Walker Elementary School

## Minutes of PAC General Meeting

Jan. 12, 2015

Meeting Commenced at 6:35 pm

### **Attendees:**

Administration Representatives: Wendy Briggs and LeeAnn Yapps, Rhonda Ovelson (Director of Instruction, SD23)

Teachers Representative:

DWE PAC Members: Darlene Atkinson, Tara Bridgett, Cara Carpenter, Beverly Dawe, Michelle Kershaw, Christine McDonald, Renée Woolley, Jamie Schram, Betty Yao

Parent Participants: Krisztina Douglas, Stephanie Harland, Jennifer Kuntz, Ward Willison

1. Meeting Chaired by DWE PAC Vice-President, Beverly Dawe:  
Call to Order and Welcome
  
2. Agenda presented. Discussion of Purchase of Sign Board added to the agenda.  
**Motion moved by Renée Woolley to add Sign Board discussion and approve agenda, seconded by Tara Bridgett. All in favour. Motion approved.**
  
3. Approval of Nov. 17, 2014 budget minutes.  
**Motion moved by Renée Woolley to approve the Nov. 17, 2014 minutes, seconded by Tara Bridgett. All in favour. Motion approved.**
  
4. Approval for additional \$500 towards document cameras.  
In December after the Nov. 17, 2014, an additional \$500 was requested to purchase one additional document camera for the school.  
**Motion was emailed to general PAC members and executive: 15 members voted by email. 15 in favour, none opposed. Motion approved.**
  
5. Administration Update – Wendy Briggs
  - Rhonda Ovelson, Director of Instruction SD23, was introduced to the PAC. One of Rhonda's responsibilities is to conduct evaluation of Principals, and Rhonda will be completing this for Wendy Briggs as this is her 2<sup>nd</sup> year with DWE and SD23. Prior to the meeting, Rhonda requested feedback from the PAC. There will also be an on-line survey (posted May 1) for parents to provide feedback to Rhonda on Wendy's role as DWE Principal. In addition, DWE teacher's and select students will be interviewed. Rhonda works with schools in Lake Country and Mission, and is quite often at DWE. Her portfolio includes working with Early Learning, French Immersion, and is here to listen and support the teacher's work.
  - January Welcome Back: Back to School in January was a snowy start – 1<sup>st</sup> time in 35 years that SD23 has had snow days. DWE administration team tried to work with the SD to have a safe and efficient return to school. It was also a busy Back to School in January, with DWE welcoming new students from all over the country and world. There were more students than anticipated: 10 in the 1<sup>st</sup> week and 3-4 later.
  - DWE very thankful of PAC support, especially since DWE does not get student funding halfway through the year. DWE has purchased, are using, and are very thankful for:
    - document cameras
    - stereo system equipment – full functional at Christmas concert and great feedback from the parents
    - uniforms – being used with the current basketball season
    - books! – DWE has purchased \$4,000 of the \$7,000 allocated towards guided reading books. DWE staff will be looking at gaps in their book needs prior to using the remaining \$3,000.

- Zoomba and curling – organized and ready to roll.
- Agenda Books: Wendy went to the SD Hollywood Road office to evaluate agenda book options. Overall, the agenda books offered by SD would be smaller and less colour; however, the costs would be comparable:
  - a) \$3.80 for B&W agenda + \$0.56/copy to laminate
  - b) \$3.90 for colour agenda + \$0.56/copy to laminate
  - c) \$5.00 for current agendas

In addition, DWE would need to do their own cutting and cost does not include an envelope. The information for the agendas is due by April. Tara Bridgett noted that the current agenda (external) costs are the same as 2011. Michelle Kershaw suggested that the teacher's be polled to see how many actually use agenda books. PAC agreed not to use the SD option. Wendy will solicit feedback from the teacher's and provide at the February meeting.

- On-line Registration: Opens Feb. 16 for September entrance. Note that the current system is still open for last year's registration. DWE only has room for 19 divisions, and likely will not bring more portables to the school. DWE administration needs to provide projections of school numbers by Jan. 29 – this is used for staffing and planning purposes.
- School Calendar: Principal, Vice-Principal and Superintendent meeting soon to discuss proposed 2015-2016 school calendar. There is a new data system; therefore, some dates may change.
- Safety: Wendy indicated that Renée Woolley expressed concerns over school safety (traffic, speed, parking). Dave Gibsons, Regional Traffic Safety Officer, came quickly to review safety aspects. Reflective tape was placed on school zone poles. Volunteers will also come with the traffic speed sign board. RCMP have been at DWE at least three times (including recently) – primarily shouting at driver's who are speeding.
- Field Trips: Wendy will be meeting with specific parents about field trips to discuss:
  1. costs
  2. on-line payment (school ends up covering parents who do not pay – teacher's do not necessarily know who does not pay with the current on-line system)
  3. how many field trips are appropriate

There are ideas to improve the on-line system and make it smoother, but it will present new issues. Report cards do provide balance reminders.

Parents feedback is that they need reminders and cues that field trip fees are due.

#### 6. Treasurer's Report – Tara Bridgett

- November Financial Report: \$24,559, including hot lunches and art cards
- December Financial Report: \$13,981, including all the budget commitments, hot lunches (last term) and art cards.

**Motion moved by Renée Woolley to approve the November and December Financial Reports, seconded by Cara Carpenter. All in favour. Motion approved.**

- Tara wanted to thank all the organizers of the art cards – this is a great fundraiser for the PAC, raising ~\$2,536.
- Mark Hesketh had requested that money raised from the art cards fundraiser be set aside for the "Art Fund" (including potential printing press), but this motion needs to be voted on. PAC decided to wait until the February meeting to discuss the proposed costs of printing presses.

#### 7. Hot Lunch – Cara Carpenter

- Discussion about PayPal payments: Jamie Schram does a lot of work following up on late payments for payment received by cheque/cash. Reminders are sent out (generally ignored) and eventually the payment is received by cheque/cash. Hot lunch coordinators and Treasurer would like to move to PayPal only, which uses credit card or bank account. The current PayPal usage of parents ordering Hot Lunch is 92%, and most order by the term. Current balance of hot lunches not paid for this term is \$300. PayPal will not totally eliminate parents not paying – there is a method on the Hot Lunch website to click and pay later (for families with multiple children). It is also noted that PayPal charges by every payment, there would be more charges if it was mandatory to pay with each order. PayPal will allow orders to be cancelled (eliminating the need for time-consuming reminders).

**Motion moved by Tara Bridgett that payments for the next Hot Lunch session (starting after March break) only be by PayPal, seconded by Michelle Kershaw. All in favour. Motion approved.**

- Cancelling Non-Payment Orders: Starting Term 3, Hot Lunch Coordinator will send out reminders prior, but will cancel order if not received in deadline stated. Parent will be notified in advance prior to Hot Lunch day. Wendy will look at communications provided by PAC regarding Hot Lunch cancellation and will communicate it to parents.
- New Vendor: This term started slower; however, sales are back up. Student participation is 282 out of 375 students. Going well with new vendor. Only bad feedback with new vendor is that the kids did not like the “green salad” – this will be amended. Spaghetti, meatballs and veggies got good feedback. DWE Hot Lunch coordinators impressed with Mission Villa kitchen (received a tour) – well organized, close by and quick delivery.
- DWE PAC Hot Lunch Policy: Mark Hesketh emailed proposed DRAFT wording on a DWE PAC Hot Lunch Policy. Beverly briefly went over Mark’s email., main issues being:
  - Hot Lunch is a fundraiser, not a nutritional supplement
  - Hard for PAC to take-up the burden
  - It would cost ~\$300 to support one student per year.
  - Hard for PAC to decide which students are in need and it is a sensitive issue
  - PAC has received two requests this year to pay for student hot lunches
  - There is a concern that some students may feel excluded if they don’t receive a hot lunch; however, student participation rate in the school is not 100%.
  - Christine MacDonald indicated that if the school identifies and agrees with a student in need, PAC could consider the request.
  - Cara Carpenter likes that the Policy would remove the responsibility of PAC subsidizing students.
- The SD does run a brown bag program, but there must be a minimum of 10 students in need in a school to run the program. There is a difference between the brown bag program and hot lunch program.

8. Social Committee Update – Beverly Dawe

- The newly formed Social Committee met recently – 6 parents attended. Other parents expressed interest in assistance with functions, but not available for meetings. The committee discussed the success of several fundraisers: art cards, hot lunch and family photos.
- The committee needs to know how much needs to be raised and for which initiatives and what timelines – what is the overall goal to be raised. Parents are more likely to support a fundraiser for a particular item vs. contributing to a general fund. The outdoor classroom was discussed, but more concrete ideas are needed.
- A raffle was discussed at the committee meeting. Other schools have had good success in raising money with raffle. However, the committee needs to discuss further with Mark Hesketh. Questions were raised about who dispenses and sells the ticket, while still meeting BC Gaming laws. Casorso sells raffle tickets through students, raising ~\$10,000. However, there is no push to sell, there are early bird prizes for students. LeeAnn Yipps suggested that the DWE PAC talk to the Casorso PAC for feedback and how Casorso improved their raffle.
- Betty Yao provided an overview of the social committee discussion on a potential “social” fundraiser, including ladies night, couples night. Other schools are very successful in raising funds for the school with black tie events, casinos, etc. but Betty can’t see these events being overly successful at DWE. Right now, many ideas out there, maybe a scaled-down event, possibly tied into the raffle; however, a social event could be expensive to hold and expensive for parents (i.e., \$65/person). How to gauge the participation, how much a social function would actually raise? It was suggested that a black-tie event could be considered for next year once more information available (costs, participation). Betty and most parents at meeting would prefer that the DWE PAC organize a family dance at the school. Would the raffle tie into the family dance? Beverly indicated that Mark Hesketh wants the year-end Family Fun night to be fun and not associated with a raffle. The Social Committee will find a dance coordinator and volunteers. It was suggested that the Family Dance be held before March break and the Movie Night be held after March break.

- Beverly was contacted by a lady who sells “items” with 30 to 50% profit , and described it was fundraising without pressure, no risk.
- Halloween Candy – over 120 bags of Halloween candy delivered to Kelowna shelters and was greatly appreciated. Thanks to Betty. Parents appreciated the opportunity to get rid of excess Halloween candy.

9. SPC Update – Michelle Kershaw;

- The SPC recently met on Thursday (Abbey Westbury, Michelle Kershaw, Rita Verokosky, LeeAnn Yipps and Wendy Briggs).
- Happiness survey, as outlined in the November newsletter. Every class/child wrote/drew what made them happy, and what the kids produced was amazing with diverse answers. A lot of answers involved family and relationships. There are quotes provided on blackboard outside the office. One teacher discussed short-term vs. long-term happiness. Older students were told that it was not an exercise to evaluate writing, but to consider the process of what makes them happy.
- Family Groupings went well in the 1<sup>st</sup> term, and a few more events for the remainder of the year. Staff identified need for more connection across the school.
- Other examples of school interaction includes: floor hockey – grades 3-6, boys with girls; basketball – Grades 5 & 6 playing together. The school is trying to shake up the integration between french, english, and different grades through field trips and activities, lesson plans together.
- Other SPC initiatives include: HAZE – health and education, Instructional leadership team
- Upcoming SD-SPC meeting

10. Old business

- Art Cards – Stephanie Harland  
Feedback on the art card fundraiser included:
  - More assistance with inputting and checking the orders (there were a few mistakes)
  - Although one cheque per family would mean fewer cheques, it is easier to keep track of orders with one cheque per order.
  - Great participation in 2014!
- Angel Tree – Suzanne not present to provide an update. However, the Angel Tree was great success, with the tree completed twice because of the great participation.
- Sign Board (Ward Willison): Ward outlined the range in sign boards to purchase (\$2,200 to \$25,000). Currently DWE PAC is paying \$150/month to rent, with limited changes (2xmonth). Discussion over who will change the letters – Wendy indicated that the students would love to do it; however, it was noted that drills may be required. Mark Hesketh previously identified concerns with bylaws. Ward solicited many quotes in the past. There is a local company which can provide a basic sign board similar to the one currently used for ~\$2,200. Ward will request a new quote from this company.

**Motion moved by Ward Willison that \$3,000 be allocated towards the purchase of a new Sign Board for DWE, seconded by Christine MacDonald. All in favour. Motion approved.**

11. New Business

- Read and Recycle: Mark Hesketh and Rita Verokosky recently discussed and Cheryl Perry also volunteered. Aim for May-June event. None were present at meeting; tabled to February meeting.
- Printing Press: Further discussion moved to next month’s meeting. However, Wendy provided some information. Two teachers (Stacey Lea and Pippa Dean-Veerman) are looking into options for the printing press (new vs. old). A used printing press (~1980) has recently been put up for sale privately (~\$2,500 to \$3,000, no taxes). It comes with a table but needs new rollers. Stacey and Pippa will to view the press in February to evaluate the shape of the unit and compare the price with a new unit. Cost of new unit at OPUS is comparable, but does not come with a table and may not be as high quality as the used unit.

Meeting adjourned at 8:00 pm.

Next meeting: **Tues. Feb. 10, 2015 at 6:30 (library)**

Darlene Atkinson, Secretary