



**Dorothea Walker Elementary School**  
**Minutes of PAC General Meeting**  
**Mar. 9, 2015**  
**Meeting Commenced at 6:30 pm**

**Attendees:**

Administration Representatives: Wendy Briggs and LeeAnn Yapps,

Teachers Representative:

DWE PAC Members: Abbey Westbury, Betty Yao, Beverly Dawe, Darlene Atkinson, Mark Hesketh, Michelle Kershaw, Renée Woolley,

Parent Participants: Stephanie Harland, Ward Willison

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

2. Agenda presented. Agenda presented, no additions.

3. Approval of Feb. 10, 2015 minutes.

**Motion moved by Beverly Dawe to approve the Feb. 10, 2015 minutes, seconded by Betty Yao. All in favour. Motion approved.**

4. Administration Update – Wendy Briggs

- District Calendar set, including
  - 1<sup>st</sup> day of school, Sept. 8
  - Thanksgiving, Oct. 12
  - PD day, Oct. 23
  - 1<sup>st</sup> day after winter break, Jan. 4
  - Family Day, Feb. 8
  - PD day, Feb. 18
  - Lunch to be two minutes shorter to account for March break and Easter at same time.
  - Implementation day (Oct. 9)
- Local Calendar (combination of local and district) deadline of March 31, including establishing dates for
  - ½ day training for teachers on new data system
  - Parent-teacher interviews & student led conferences (early release days in fall & spring)
  - Discussion regarding four short weeks in October, and in January.
  - Question whether the early release days could be combined into one full day instead.
- Very busy at school and until the end of the year; working on this year's activities and organizing for next year
  - Registration went smoothly, ~13 English kindergarten and ~35 FI kindergarten.
  - School aims for smallest number of divisions
  - DWE primary numbers are high, intermediate are lower

5. Treasurer's Report – Mark Hesketh in Tara Bridgett's absence

- Mark presented the January financial statement.
  - One-to-One books funding request not required; limited space and can use books from Read and Recycle.

**Motion moved by Abbey Westbury to reverse the \$500 One-to-One Books funding request and put the \$500 back into general revenue; seconded by Beverly Dawe. All in favour. Motion approved.**

- Hot Lunch report: \$1,900 in fall term, second term looking good.
- Spring Dance: to be a break-even event (not a fundraiser)

- Seeds & chocolate are upcoming fundraisers.
- Missing Zumba, curling and Harmony Day receipts

**Motion moved by Darlene Atkinson to accept the February financials; seconded by Betty Yao. All in favour. Motion approved.**

6. Social Committee – Beverly Dawe

- Committee met last Wed.
- Spring fundraiser brochures
- Thursday's dance (Mar. 12, 4:30 – 7:30). Aim to be a break-even event. More posters and notices will be posted, phone reminder on Wed.
- Raffle (Betty)
  - Raffle prizes procured include:
    - two month parking pass
    - massage
    - Big White condo donation
  - Need to think outside of the box, ask any who might have a service/item to donate
  - Newsletter sent out requesting donations
  - Apr. 2 deadline (most other schools start earlier);
  - Challenge to organize and solicit donation ideas since it is the first time DWE PAC has held a raffle
  - May request funds to run the raffle and for contingency; \$600 to run the raffle (\$400 for printing, gaming license \$25, early bird prize).
  - Betty to inquire at Instaprint. Tickets need to be numbered.

**Motion moved by Betty Yao to request \$550 for fixed cost of raffle; seconded by Ward Willison. All in favour. Motion approved.**

- To raise \$5,000, would need to sell 1,200 tickets at \$5/ticket; 4 tickets per student

**Motion moved by Abbey Westbury for set-up \$900 contingency fund should insufficient donations be procured; seconded by Beverly Dawe. All in favour. Motion approved.**

- 2<sup>nd</sup> movie night cancelled (too many other events)

7. Hot Lunch – Cara Carpenter

- Cara not present, no update

8. CPF Update – Abbey Westbury

- Nothing new to report.

9. SPC Update – Michelle Kershaw and Abbey Westbury

- Nothing new to report; will meet after spring break.

10. Old Business.

- Sign Board: THANK-YOU TO WARD for organizing the amazing sign-board
  - white looks great
  - letter box in PAC room
  - Over summer, can consider locking up the sign board, if needed.
  - Responsibilities for sign board (what, when, how): Consider one-side school, one-side PAC; school message for two weeks and PAC message for two weeks?
  - PAC decided that school will take control of the sign board and see how it goes.
- Printing Press:
  - Printing press is purchased and at the school; waiting for one piece to put it into the cart. Purchased through Ontario (for cost savings). Will be securing supplies.
- Read and Recycle:
  - Held today
  - Feedback included: Went over well, kids love it. Teacher's indicated that they had limited information on the event (suggest improving information and communication next year). Communicate that each student gets one book.
  - 27 boxes of books to Africa (Mr. Friesen's class).
- Outdoor Classroom Project

- Initial meeting was two weeks ago, good discussion and follow-up since then. Presented Mark's question at the meeting and Stacey Lea fine-tuned the questions to solicit teacher feedback.
- Outdoor Learning Workshop on Friday – Pippa will be going.
- In the next few months, the committee will be gathering more ideas, feedback, design options and costs.

11. New business

- 2015-2016 Agendas (Lee-Ann Yapp).
  - Need to order in May
  - Teacher's feedback: generally used in Grade 2 and up, not K and 1.
  - Bilingual version not available.
  - Hard to get numbers at this point.
  - Parents feedback:
    - never use subject lines, boxes
    - primary seems more suitable for whole school than intermediate for the whole school
    - are two language required (some concern over English only)
    - school should offer both French and English version
  - PAC agreed that i) Primary version is more suitable for the whole school and ii) both an English and French version should be utilized.
  - Currently, PAC has approved \$1,500 towards 2015-2016 agendas; additional funds will be required (based on \$5.50/agenda [all in including shipping]).

**Motion moved by Rennée Woolley to increase agenda funding request to \$2000 to fund English and French Immersion agendas (one version); seconded by Beverly Dawe. All in favour. Motion approved.**

Meeting adjourned at 8:30 pm.

Next meeting: **Mon. Apr. 13, 2015 at 6:30 (library)**

Darlene Atkinson, Secretary