



Dorothea Walker Elementary School

Minutes of PAC General Meeting

Apr. 13, 2015

Meeting Commenced at 6:35 pm

Attendees:

Administration Representatives: LeeAnn Yapps,

Teachers Representative:

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

Parent Participants: Maya Peever Stephanie Harland

1. Meeting Chaired by DWE PAC President, Mark Hesketh:
Call to Order and Welcome
2. Agenda presented. Agenda presented, no additions.
3. Approval of Mar. 9, 2015 minutes.

Motion moved by Cara Carpenter to approve the Mar. 9, 2015 minutes, seconded by Tara Bridgett. All in favour. Motion approved.

4. Administration Update – LeeAnn Yapps
 - Wendy and LeeAnn attended a workshop recently, met with Ross Hepp, Principal at the Oyama Traditional School. Ross indicated that their school was able to complete a significant portion of their Outdoor Learning Centre from volunteers with the SD approval (excavation, materials, charitable donations). Recommended that the DWE PAC contact the Oyama PAC to inquire what the school community was able to complete.
 - May 27th – As part of the social-emotional well-being focus of the school, a speaker will be coming to DWE to speak with the teachers on “Zones of Regulation”: Blue zone (down), Green zone (optimal), Yellow zone (cranked up), Red zone (out of control). PAC parents interested in having the Zones of Regulation model shared with parents, so common language can be used.
 - Instructional Learning Learn – will be working with 2 to 3 teachers over 8 weeks
 - Sign Board – Thank-you for the signboard – working well and getting easier with experience
 - Cultural Performers – Fees paid at the start of the year goes towards cultural performances and school supplies. SD has a committee which travels to Vancouver to “Arts Starts”. At Arts Starts, performers showcase their arts (i.e., signing, acting, storytelling). SD23 is the only SD which hires as a whole, resulting in cost-savings and efficiencies choosing the cultural performers, makes for an affordable way to get cultural performers to the school. The SD committee recently debriefed on this years’ performers.
 - ELF night Apr. 29 for 3-5 years old coming to DWE. Posters put up at local venues.
 - Parent-teacher interviews: School looked into combining the two ½ days for parent-teacher interviews. However, school is not able to combine into 1 day since there is not enough teaching hours in the combined day. Days are set for Sept. 24 & 25, 2015 and Jan. 28 & 29, 2016. Not sure whether it will be coordinated with other Mission schools
 - Printing supplies – The printing press and necessary supplies are purchased, and some funds remain. Rather than using the entire allocated funds on supplies at this time, it was requested that the remaining funds be transferred to an OPUS gift card, to allow future purchase of supplies as needed. Pippa Dean-Veerman will confirm that there is no expiry date on the gift card. Mark would prefer the remaining funds be transferred to a gift card or transferred to the school. All agreed on the gift card.
 - The “Appreciation to Volunteers” certificate from SD23 was shown to the PAC.

5. Treasurer's Report – Tara Bridgett

- Gaming Grant – Tara applied for the September gaming grant on Apr. 2. Tara noted that the gaming grant documents indicate that gaming grant funds need to be used up in 36 months, not 12 months. The gaming grant can be carried forward (i.e. not reduced the following year based on the remaining amount). Therefore, no urgency to use up the gaming grant; however, given the restrictions, it is preferred to use it first. This year, \$7,000 of the gaming grant was spent on the books; traditionally, the gaming grant was used for agendas. DPAC grant must be used within 12 months.
- Raffle License – Applied for the raffle license, but has not been issued yet. Tara and Betty would like to get the license by the end of the week as the license number is required on the raffle tickets. Mark suggested calling to confirm that nothing is missing.
- Hot Lunch reports are in the binder – Terms 1 and 2 brought in ~\$3,000
- Spring fundraiser (chocolate and bulbs) raised ~\$1,000 for the Outdoor Learning Centre (OLC)
- Commitments closed this month: sign board, hot lunch, gift for Wendy, agendas, printing press, bye-bye musical, raffle
- Tier of chequing account – Discussion on the two tiers of the chequing account (low and high interest). Mark would like the OLC funds placed into the high interest account. No need for a separate account for the OLC – just a separate accounting line item. Transferring funds between low and high interest account can be a lot of work for the treasurer (and requires two people to sign-off). For the OLC, placing the funds into the high interest account makes sense. For the rest of the PAC money, it is worth managing between the accounts for certain scenarios. Tara to look into the two tiered accounts. How much interest do we make? Does the treasurer have time to juggle the accounts? Need to understand how to manage. Good to transfer money to the high interest account for the summer.
- March financials – at the end of March, DWE PAC account at \$6,379 after commitments.

Motion moved by Tara Bridgett to accept the March financials; seconded by Beverly Dawe. All in favour. Motion approved.

6. Social Committee – Beverly Dawe

- March dance was a great success – good feedback, fun for the community. \$218 profit
- Spring fundraiser – went well and smoothly. Limited (but yummy) feedback on the product to date. \$2,700 in sales results in a profit of ~\$1,200. Supplier was a very well-organized company. Discussed whether to offer a fall fundraiser (including cookie dough for Mark!). Beverly will likely go ahead with this initiative since there is no risk.
- Sept: magazine drive; Oct – Fall fundraiser (cookie dough) for arrival by ~Dec. 10
- Last initiative for the Social Committee is the Family Fun Night

7. Hot Lunch – Cara Carpenter

- A concern has been brought up about the quality and price of hot lunches, in particular quesadilla and pasta (in particular, portion size and profit margin). Feedback has been provided to the provider; however, it is a supplier that the DWE PAC will likely not retain next year. Good learning experience for the Hot Lunch committee to work with a different supplier. Will be looking for a 4th key vendor for the 2015-2016 school year.
- Hot Lunch Credits: Discussion about unused dance night pizza – credit was provided upon request. Last year with strike – email was sent indicating that a credit would be provided upon request for any credits over \$5. All in agreement that the policy should be that Hot Lunch credit refund will be provided *upon request*.

8. CPF Update – Abbey Westbury not present but provided an email summary to Mark

- French Family Night: George Pringle will be hosting a French family night with activities for pre-school to Gr. 3 (pajama story time), Gr. 4 to 6 (French-language Ballerina), and Parent social and learning French. Open to anyone, but still in early stages. Hope to roll-out to other schools and have involvement with high school students (reading to younger students).
- Looking into applying for a grant to bring “Maple Sugar Man/Caban au Sucre” to all SD23 schools for French Cultural Week (Feb) next year. All SD23 kids will be able to experience. Will know whether grant received in the fall.

9. SPC Update – Michelle Kershaw

- Focus is now on measuring the goals, now that the program is set-up. Plan last year, Implement this year. How to measure social-emotional family teams, how to improve learning?
- Met last week in preparation with meeting with the Superintendent and Board – one more meeting before the end of May meeting. Very excited to share what they have achieved this year. Very proud of the achievement of the school goals – Inquiry and Whole Child Learning. All (kids, teachers, admin) very excited on the achievement.
- BCPAC (Mark) – provided a summary of BCPAC, AGM scheduled for May 2-3. SD-SD-COPAC-BCPAC.

10. Old Business.

- Outdoor Learning Centre (OLC): A lot happening in the background, in particular research. Pippa went to the one-day workshop. Teacher's very excited. Teacher feedback was collected but not yet tabulated/summarized. One more meeting leading into the summer, over the summer, roles assigned (fundraising, ideas, OC involvement). Need to look into what SD will support (minimal maintenance, installation), and look into Oyama Traditional School OLC (costs, SD support, design, etc.). Fundraising goal likely ~\$50,000 (½ materials, ½ labour).
- Spring Raffle – Four prizes confirmed at ~\$3,000 (Kids package, Mom package, Dad package, Big White condo), looking for a 5th. Trying to get El Dorado weekend. Early bird draw (parking space). Draw will likely be at the musical.
- Bye-Bye Birdie Musical Field Trip to OKM. Mark sent an email request for PAC to fund the Grades 5 and 6 to attend the Bye-Bye Birdie Performance. Cost is \$600 (tickets purchased were ½ price).

Email motion to general PAC members and executive for PAC to allocate \$600 for the purchase of tickets for the Grand 5 and 6 students to attend the performance of Bye-Bye Birdie: 15 members voted by email. 13 in favour, two opposed. Motion approved.

11. New business

- Basil Cooper Photography Fundraiser – Only eight spots yet, ordered through Hot Lunch (payment must be received prior to session).
- Family Fun Night Committee – Suggest moving the meeting to lunch time, rather than 8:30. Meeting will be Wed. Apr. 22 at 12:15pm at playground. To be discussed: theme, prizes?, rentals (done, new games), menu, events (magic square, cake walk, 50-50), other logistics. Both a fundraiser and community event. FFN usually raises \$2,500.
- Scholastic Book Fair: This coming Thurs & Fri – need parent volunteers, especially before school on Friday, lunch times and after school
- Split Classes: Wendy would like to present at the next meeting a presentation on Split Classes – Pros and Cons. Presentation on: How is a split class taught, Effort that goes into placement. Note that school has a class placement form for additional input (not request form). This presentation will likely be well attended and babysitting by Gr. 6 would be appreciated – LeeAnn to look into the requirement for staff vs. parent supervision with Gr. 6 students.
- DWE PAC AGM: Discussion over June vs. Sept. AGM. Sept Pros: Mark would prefer a Sept. AGM, especially if a lot of PAC executive are returning – get positions ready in June and have Sept AGM. Are parents burnt out in June? Good to have Hot Lunch coordinator in June. June Pros: By having positions set in June, everyone is ready for Sept, and keeps Sept. meeting to a reasonable length, which is good, especially for new parents. PAC decided on June AGM, with vacant positions filled at September meeting. Make Sept. meeting more social and information and provide enough time for the Principal's Update.
- Upcoming Meetings:
 - May 19th (Tuesday): Split Class Presentation + PAC (reduced agenda: AGM, fundraiser, FFN).
 - June 8th (Monday): AGM

Meeting adjourned at 8:10 pm.

Next meeting: **Tues. May 19th, 2015 at 6:30 (library)**

Darlene Atkinson, Secretary