

## PAC MEETING MINUTES

December 10th, 2014

Attendance: Jocelyn, Christine O, Leni, Erika, Valerie, Ali, Clare, Michelle, Amy, DeDe and Lorin.

Meeting was called to order at ~6:30 pm.

Introductions were made as there were a couple new faces at the meeting.

**MOTION by Christine that the minutes from the November 20th, 2014 PAC meeting be accepted as presented, 2<sup>nd</sup> by Clare. CARRIED.**

The agenda was approved with the addition of a motion adjustment under Old Business and PAC Constitution under New Business.

The PAC Constitution was discussed at this time, Jocelyn let parents know that there were copies of the PAC constitution available and that they could take a copy if they wanted one. Lorin offered to post the constitution online as well. Christine will send him a copy to post.

### PRINCIPAL'S REPORT:

Academic Report - DeDe briefly presented a copy of raw data regarding various school elements such as information regarding families that live in the catchment area of Westsyde/Raleigh and FSA information for Grade 4 and Grade 7 students. She explained that we would have a chance to go into more detail regarding this data at a later date, but passed it around the room for those that wanted to take an initial look at the numbers. DeDe also explained that this information would be helpful in guiding changes for our school improvement plan so that we can really focus in on challenging areas at DT such as numeracy. The data also included a District average for comparison. A parent asked if there were provincial goals or some goal that we are specifically aiming for. DeDe said that there was data at the provincial level, however, it was not included in this particular set of data. This comparison of data to the District was a reason why DT has a 0.3 teaching position for a Math Coordinator for the school as DT is lower than the District in numeracy. With this information the school staff are all working together to improve DT students' performance and understanding in numeracy. For example, the school has started a "Brain Gym" for students that require physical activity to kick start their mornings and get them ready to learn. This happens 3 times a week in the mornings.

Athletics Report - Basketball tryouts are happening this week and next.

School Activities - The Leadership group is putting together a Food Drive before the Winter Break.

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Library - Lorin reported that Future Shop was accepting proposals from schools for grant money. Lorin put in 2 proposals, one for another portable computer lab and another for 5 additional smart boards for the school, however, later found that he could only put 1 proposal forward. It was decided that the proposal for 5 smart boards would stand as we would like to have smart boards in each classroom. A decision on the grant money dispersal is supposed to happen as early as next week.

Lorin again thanked parents for participating in the Book Fair as teachers have been putting together wish lists and he has started ordering off their lists. A parent asked what kind of things were being purchased. Lorin reported that it is not so much books being requested but things for the school to utilize through the library such as a listening station and dock with headphones and school DVDs.

Homework Club - DeDe reported that the Homework Club happens every Monday, Wednesday and Thursday at 12:15 to 12:45pm. There is a Culture Club that occurs every Tuesday and Friday at lunch. DeDe explained that they will be reporting attendance numbers from Homework Club in the future. Parents wondered if they could request their children be in the club. DeDe said parents are encouraged to speak to their children's teachers if they would like their children to attend, however, at this point, it is teacher driven as to who needs to attend on a day to day basis. A student gets a slip of paper from their teacher describing what work needs to get done at Homework Club. Usually it is students that need extra homework support that go to the club.

Music - Mr. Martin has started a drum group which will be the opening act at the Christmas Concert. They have been diligently practicing for their performance!

Field trips - Skating trips are the main field trips that have been occurring at this time.

Parking lot - DeDe reported that with the recent snow falls we have had, it has been discovered that the new pavement in the parking lot is incredibly slippery. There have been a couple of falls in the parking lot this year already. There have been some parents who did some shoveling of the area by the bike racks one morning to help keep the area a little safer. DeDe explained that the District is not 100% comfortable with parents volunteering to shovel due to liability concerns and may require waivers to be signed for future parent volunteers. A parent suggested that DeDe add to the Safety Report that parent volunteers have shoveled after a snow fall to give the issue of snow removal at the school a little more visibility at a higher level.

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Window shutters - DeDe also reported that the District was currently installing roll down metal window shutters at the school. The shutters are being installed to prevent vandalism to school windows. These shutters would automatically close at 6pm and then open up again in the morning. Teachers would also have control of their classroom shutters in the classrooms. A parent asked if they could be utilized in a school lock down situation from the office. Lorin explained that there was not a master activation switch in the office, however, each teacher would have control of their shutters in their classroom and it could become part of the lock down procedure to close the shutters.

Staff Prep area - DeDe reported that the teacher prep area in between the office and the library was cleaned out of old resource materials (some of which was 10 years old or older and had not been signed out in some time) to give teachers a comfortable place to take their preps.

Den Groups - DeDe also reported that Den groups would be starting up in January. There would be one Den Group session a month which would be approximately 1 hour long and would comprise of students from Grades K to 7. The Behaviour Matrix would be a large part of these group meetings.

Christmas Concert - DT is holding 2 afternoon performances of the Christmas Concert with a dress rehearsal on Monday. There was a question from a parent regarding the A-M and N-Z last name arrangement and whether or not you could switch performances because of prior commitments etc. DeDe said that this was not a hard and fast rule, however, it was an easy way to divide the school population as we cannot have the entire school population of parents and guardians in the gym at the same time due to the fire code. The parent suggested possibly a color-coded ticket system where tickets could then be swapped between parents to accommodate work schedules, etc. Lorin responded that in a different school the ticket system was utilized but they found that many parents forgot their tickets at home.

Another parent brought up the idea of auctioning off the front seats at the concert performances for a small fundraiser for PAC or for the K.M. fundraiser. Several different ideas were put forward. Clare and Jocelyn were going to brain storm some ideas to see how they could make this work.

DeDe also reported that the DT Staff attended a Bullying and Personal Harrassment Training Workshop and said that the majority of the staff were able to attend and that it was a good reminder for all regarding working in a respectful workplace.

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### Teacher Liaison:

Ali read a Thank You note from Brandi and Chelsey for the Leveled Literacy Reading program. (See attached) At the last staff meeting Ali reported that Ms. Yeast asked if PAC could increase the bus amount per classroom from \$200 to \$300 or even \$400 per classroom. DeDe mentioned that there may be a possibility of getting funding for this from a stollery fund. DeDe said she would look into this. A parent asked if this request could come in writing to be a bit more formal. DeDe mentioned that Leilani was at the staff meeting while Ali was still doing supervision and said that she would take the request to the PAC without mention of a written request. Another parent brought up the fact that we are currently looking into getting some gross motor skill playground equipment for the front playground and that because playground equipment is quite expensive we wouldn't be sure we had enough money to increase the bus allotment for this year. It was generally agreed to that we would take another look at the budget and table this topic for the new year.

Ali also reported that the Kamloops Track and Field Club was willing to sell us their high grade high jump mat (originally ~\$7000 to \$8000) for \$1000.

**MOTION by Ali that PAC pay \$1000 to purchase the high jump mat from the Kamloops Track and Field Club, 2<sup>nd</sup> by Clare.**

There was some discussion regarding which account to use to pay for the mat. It was determined that PAC would use money from its general account as this item would be used for curricular purposes. **The Motion above was CARRIED.**

Ali also brought up the Ski Trip subsidizing request at the staff meeting and reported back that it would be \$195 per student to go on the trip, but at this time organizers were still unsure of how many kids might be in need of the subsidy. There was further discussion regarding tabling this topic until the new year when we may get a better idea of how many students would need this. There was also the suggestion of just making a motion to sponsor up to a certain number of students without knowing how many are in need. In the end it was generally agreed upon to go back to the teachers and say that PAC is open to sponsoring students, but that we require a number of students that may need this so we can better gauge our budgetary concerns. If necessary once PAC gets a number we can take it to an email vote if the teachers need an answer before the next PAC meeting in January.

There was some discussion regarding the choice of ski hill and a parent wondered if Harper mountain was ever considered for the ski trip. DeDe said she did not know if Harper was ever considered as she doesn't generally get involved in those discussions with teachers. As some

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schools don't have opportunities like the ski trips to Sun Peaks, she generally supports teachers when they are willing to take on extra-curricular trips such as these and lets the teachers decide on the details.

### **DPAC REPORT:**

No Report as the December DPAC meeting is on December 16th.

### **TREASURER'S REPORT (see attached):**

Leni explained that PAC has approx. \$18,000 in Gaming and approx. \$21,500 in General. The General account holds the income from Hot Lunches (with further expenses due for the remaining Dec. and Jan. hot lunch days), Purdys, School Clothing, QSP and Art Cards. Christine brought forward a document (see attached) that contained all of the monetary Motions PAC has made so far this year. There are motions for up to ~\$4500 that needs to come out of the general account as well as the \$1000 for the high jump mat for a total of \$5500. After expenses to be paid, Leni reported that PAC would still have approximately \$9000 in the General account.

### **COMMITTEES:**

**Fundraiser updates** - Jocelyn reported that the Art Card fundraiser was complete and that they were given out this past Monday, although she reported that 5 families had not received their orders. A few other parents at the meeting then indicated that they had not received their Art Card orders either. Jocelyn requested their information and asked Christine to send out a broadcast email to parents asking families that had ordered Art Cards but had not received them to contact her as soon as possible.

There was a question regarding when school clothing orders would be going home, Christine explained that Mrs. Hansen was currently sorting through the orders.

### **OLD BUSINESS:**

**Request for Funds - New High jump mat** - Already discussed earlier in the meeting.

**New Playground Equipment** - No update.

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**Yoga Mats** - Leilani said that she could donate 8 yoga mats to the school, but requested that it be put in the next school newsletter that PAC is looking to gather up yoga mats in good condition. We will table this until the next PAC meeting to see if the donations are enough or if PAC needs to purchase a few more mats.

**PAC ski trip sponsoring** - Already discussed earlier in the meeting.

**School Dances** - Jocelyn suggested a separate dance committee in January to start planning for the March 5<sup>th</sup> suggested date for a school dance/DT Art Show/Silent Auction.

**Shelves in PAC room** - At the last PAC meeting there was a motion to use the remaining money from the Fridge purchase motion for updating the PAC room with shelves/storage options and re-arrange the room to better fit the 2 fridges. Christine suggested that because this was a Gaming money motion, we actually could not use that money for improvements to the PAC room as it was not directly benefitting the students per the Gaming Branch guidelines for gaming fund uses. DeDe suggested that if given measurements she would check with maintenance to see what could be done for shelving units in the PAC room. Christine will provide these measurements to DeDe.

**Karate instruction via Gaming money** - Erika reported that she had been in contact with the karate instructor, Mrs. Hansen and Christine regarding when the karate class could be held at the school. Erika determined that the class could be held on Tuesday or Wednesday nights from 6pm to 7:15pm. There was some discussion around fees associated with the karate classes. It was discussed that the yoga class was \$10 for the entire session with PAC paying \$5 and the parent paying \$5. Erika suggested that his classes were more for intermediate students with maximum participants of 15 students. Erika thought that there may be an approx. cost to PAC of around \$600 if the fees were \$10 per class, however, she was unsure at this time about possible rental costs of the gymnasium. A parent asked if PAC would be covered under the school's insurance for liability purposes. It was reported that this had not come up for the yoga classes last year. DeDe felt that it should have been checked out before proceeding with the program. She suggested asking the district rental person about this issue when booking the gymnasium for the classes. Erika said she would contact the person responsible for booking and ask those questions. There was also discussion around the time frame of the classes. The initial suggestion was for 8 weeks, however, it was also suggested PAC try a shorter 4 week session to see how it turns out and if there is sufficient interest.

**MOTION by Christine that PAC pay up to \$500 from Gaming funds to facilitate putting on a set of karate classes at the school, depending on PAC having insurance through the school for liability purposes, 2<sup>nd</sup> by Leni. CARRIED.**

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**Motion adjustment** - Christine reported that there was a discrepancy in the amount of money needed to pay for the Literacy program PAC agreed to help purchase for the school. The teacher presentation said that they would need \$2100 from PAC and \$1000 from the school to purchase the program, however, in the written request for funds it showed tax and shipping added to the total. Instead of \$2100, PAC would need to pay approx. \$2500.

**Ali amended the original MOTION** "MOTION by Ali that PAC pay \$2100 for the LAT request to purchase the Leveled Literacy Intervention program as described at the beginning of the PAC meeting, 2<sup>nd</sup> by Clare. CARRIED (2 opposed)." **to say MOTION by Ali that PAC pay up to \$2500 for the LAT request to purchase the Leveled Literacy Intervention program as described at the beginning of the PAC meeting, 2<sup>nd</sup> by Christine. CARRIED.**

### **NEW BUSINESS:**

**St. John Ambulance First Aid course/Babysitter course** - Clare had thought that perhaps PAC, in an attempt to use some Gaming money, could bring a St. John Ambulance First Aid or Babysitter course to the school, however, St. John Ambulance is not open to that sort of thing. Christine reported that PAC had in the past used the YMCA-YWCA and brought in the At Home Alone course to the school all organized through the YMCA-YWCA. All PAC needed to do was coordinate the time and space. The program was 100% at the parent's cost. Another parent suggested that the YMCA-YWCA also offered a Babysitting course.

**Fruit Program** - Ali asked if the school would be participating in the fruit program as we did the past couple of years, as the trays for the program are in the PAC room and have to be constantly moved around to utilize the room. If we are not doing the program, Ali wondered if these trays could be picked up or removed from the PAC room to get a little more space. As the program was coordinated by our previous administrator, Mr. Wood, no one had a contact number for them, but DeDe said she would find contact information and ask them about the trays. There was also discussion regarding the current food program at the school coordinated by Mrs. Bonthoux. Every week food is brought in to the school for use by any student who needs a lunch or an extra snack throughout the day. Unlike the fruit program it is not distributed from class to class, but utilized more on an as needed basis.

There was some discussion regarding the leftovers from the PAC's previous soup days and if they are helpful or being utilized. Christine explained that unfortunately, there is often not enough time at lunch to thaw and prepare soup for students in need of a lunch and that granola bars and other types of snacks are more commonly used for that purpose.

**Next meeting Thursday January 22, 2014 at 6:30 pm.** (Minutes recorded by: Christine Ony)