

William Watson Elementary Parent Advisory Council (PAC)
General Meeting Minutes – November 13th, 2019
William Watson Elementary Library

Welcome and Call to Order: Rebekah P. (WWE PAC President) calls the meeting to order at 6:30pm.

In Attendance, Aboriginal Territories and Introductions: Anne Smith, Rebekah Paul, Devron Paul, Rochelle Arlitt, Brad Arlitt, Farid Salji, Teri Parker, Karen Tan, Ronnie Haer, Sabrina Ngo, Jenny Gill, Michelle Hendy, Jennifer Kapaluck, Taeler Braum, Keri Gill, Lisa Leun, Melanie Terry, Kari Hartle (18 parents)

Adoption of Previous Minutes: September 25th, 2019 Meeting Minutes approved by Anne S.

Principals Report: Anne S. present, report given.

Staffing – Our EA (Educational Assistant) hours increased. One new fulltime EA has been hired and a current EAs hours extended. WWE is the 2nd highest EA to student ratio in the District. Our teacher Ms. Laskiwski starts maternity leave December 16th, 2019, her position is posted. Our crossing guard Cal is going on vacation November 19th – December 13th 2019, our teachers are generously filling his position. Our secretary Natasha is covering a maternity leave at another school, her position needs to be filled.

Road Safety – Continues to be a problem, a staff car was recently hit in our front parking lot (hit and run). Please do not use the front parking lot for pick up or drop off, it is for staff and parents with business inside the school.

Leadership Initiatives – Sixty students are going to Cloverdale to help fill Christmas Hampers this year. As well, many students are attending We Day November 19th, 2019.

Playground Safety – Our playground has recently been inspected by the District Maintenance Manager (no report received to date). He quotes safety concerns need to be remedied by 2021. The District will pay to remove the old playground, but a new playground will cost our school approximately \$110,000.00, a huge undertaking in Fund Rai\$ing for PAC.

Carved Paddles Spirit-Raiser – This is a one-time school Spirit-Raiser, headed by Anne S. Four wood paddles are being carved by First Nation artists. Three paddles will be paid for by the school and one by our PAC Gaming Grant. The 1st paddle, a Metis Voyager carved by Patrick Calihou is complete. The 2nd paddle, a Squamish Nation carved by Kurtis Antone is complete. They will be displayed on wood covered pillars in the school foyer.

President's Report: Rebekah P. present, report given.

Thank you to New Executive Team – New Pac Executive team thanked for jumping right into their new roles and ploughing through a lot of ground work.

Meeting Sign in Sheet - PAC general meetings have a sign in sheet with a Volunteering option. All parents are encouraged to attend the PAC General meetings - you are the best voice of your child's needs. All parents are more than welcome to offer volunteer time at both Fund-Rai\$ers and Spirit-Raisers.

Window Spirit-Raiser Display – This is once yearly Spirit-Raiser event with the idea of welcoming in the cozy holiday season. Headed by Rebekah P., our front windows were painted on Monday November 11th, 2019 by Jayna Simpson (website: Painted Planted) a Vancouver artist. She did an excellent job and the students and staff are really happy with the results. PAC has secured her services again for next year. Thank you to Devron P. for trimming the large Boxwood in front of the office & to DEVBEK Fabrication & Millwrighting Inc. for paying for this year's display.

Winter Spirit-Raiser Decorations – This is a once yearly Spirit-Raiser event with the idea of building excitement for our students as the holidays approach. Headed by Rebekah P., our front foyer will be decorated on Thursday November 21st, 2019 by PAC executives and leadership students. Decorations are generously donated by a local Garden Centre, Port Kells Nurseries.

RBC Days of Service – As part of giving back to the community program, RBC members help out at community events and offer some funding. Headed by Rebekah P., we hope to see RBC members at both our Sports Day and Grade 7 Graduation.

Teachers Report: No report or handout provided.

Treasurer's Report: Farid S. present, report given.

Financial Statement Update – The PAC executive has closed long standing accounts with Coast Capital Bank and opened two new accounts with Royal Bank of Canada (RBC). Our 1st account is a PAC account built on Fund-Rai\$ing activities throughout the school year. Our 2nd account is a Gaming account built on a \$20.00 per student Grant given at beginning of the year. The grant must be spent within 3 years of dispensing and used for extra-curricular activities only.

Budget for Approval - See attached.

Budget for Approval -

Motion to approve PAC budget for the school year Sept 2019 – Aug 2020.

1st Brad A, 2nd Farid S.

Vice Presidents Report: Rochelle A. present, report given.

Hot Lunch – In October, PAC paid for 3 parents to get their Food Safe Certification (Rochelle A, Robin B, and Carol A), valid for 5 years. Headed by Rochelle A, at least one certified parent will participate in each Hot Lunch and make sure code is met. All equipment will be cleaned before and after each use.

New Fridge Temperature Log – A fridge thermometer has been purchased by PAC and a documented temperature log is now in practice. Headed by Rochelle A., the fridge temperature will be kept at 38–42 degrees Fahrenheit and will be checked and logged before and after each event requiring cold food storage.

New Fridge Donation – Our current Hot Lunch fridge is not adequate for the size of our school. Rochelle A. has been in contact with a local appliance retailer and has written a formal donation request for a large fridge. Anne S. has gained approval from the school board to proceed.

New Faucet and Sink Donation – Our current Hot Lunch faucet and sink make washing large equipment very difficult. Rochelle A. has been in contact with a local plumbing retailer and has put in a request for a spray faucet and a deep sink.

Pest Control – Our school is 60 years old and like many others in the District, it has a rodent problem. Rochelle A. and Anne S. have worked to enrol our school in a weekly pest control pilot project paid for by the District.

New Coffee Bean Fund-Rai\$er – This is a onetime Fund-Rai\$ing event headed by Rochelle A. With the idea of offering something for everyday use, 4 blends of Kicking Horse Coffee that is Organic, Fair Trade and roasted in Invermere BC, will be for sale @ \$15.49 per 1lb bag. Purchases can be made on the Munch-A-Lunch website November 18th through November 30th 2019. Delivery will be made to our school in December and sent home with your child.

New Family Portrait Night Fund-Rai\$er – This is a onetime Fund-Rai\$ing event headed by Rochelle A. With the idea of offering something special for Mother's Day, a family portrait night was proposed. The 10 minute, formal session would be held in our school, 5 weeks before Mother's Day, allowing sufficient time for pictures to be delivered to our school. The cost would be approximately \$60 for two 8x10 portraits.

Hot Lunch Fund-Rai\$er – This is a twice monthly school Fund-Rai\$ing event headed by Julie S. The current group of well-trained volunteer parents have pulled off 2 very successful Hot Lunch events and operate like a well-oiled machine. The next 4 Hot Lunches will be on Thursday November 21st, December 5th, December 16th and January 16th. Something special is planned for the 1st Hot lunch back in January, an Asian theme to celebrate Chinese New Year. In addition, our Pac will provide individually wrapped, nut free fortune cookies with inspirational messages for each student.

Hot Lunch Donations – In the past, Hot Lunch for some students has been provided by either PAC or parent donations. This year PAC will request Hot Lunch Vendors donate a small number of lunches to our school for any child in need.

PJ Pancake Lunch Spirit-Raiser – This is a once yearly school Spirit-Raiser event, headed by Rochelle A & Rebekah P, paid for by PAC Fund Rai\$ing and supported by donations from the local fire department. On December 12th 2019 the students and teachers will be treated to a sit down Lunch consisting of a drink, mandarin orange and pancakes with syrup – dress code is Pajamas. We will be needing some volunteers for Wednesday 11th December (the night before) to set up the Gym and many more helpers on the day of the event.

Book Fair Fund-Rai\$er – Rebekah P. speaking. This is a once yearly (over several days) school Fund-Rai\$ing event, previously headed by Keri G. and Ms. Cheema (WWE Librarian). The PAC is very grateful to Keri G. for all her hard work and ultimate success with this event, raising \$5105.65. All proceeds went directly to our school library to buy new books. PAC executive will review reward points earned through Scholastics before this year's points are distributed.

Fruit and Veggie Program - Anne S. speaking. This is a yearly program sponsored by the District. A variety of fruit and veggies are distributed to the student's class room by our EAs (Educational Assistants) and leadership students. This is a wonderful way for our children to try new or seldom eaten foods and to pass these ideas onto family and friends.

Partners in Reading Program - Anne S. speaking. This is a 6 month program, previously prepared for by Keri G. The PAC is very grateful to Keri G. for all her had work. The new program heads are Ms. Cheema and Sonam M. All students are encouraged to read and record daily accomplishments on a log sheet (signed by a parent or guardian). Upon completion of one log sheet, students hand them into their teacher in exchange for a new book of their choice. There are 6 levels the students can pass, 6 books to achieve. Currently we have a good collection of books for the students to choose from, but once depleted, PAC will be asked to Fund-Rai\$e for new books.

Old Business:

Revision of WWE Constitution and Bi-laws - These are the guidelines and standards that PAC is governed by. Last updated 2003. PAC executive will bring the Constitution and Bi-laws up to date and present a draft to PAC (all parents and guardians of students at WWE) for review at the next PAC general meeting.

New Business:

Building of New School - WWE is still #3 in line to have a new school built. Our current status has been downgraded to additions only. Karen T. (DPAC) encourages all parents to speak up, call and write personal experience letters to our MLA, Marvin Hunt. State your support for a new school and how the current overcrowding is affecting your children. There is no unutilized space left at our school. We

currently have 2 outdoor classrooms (portables). The front foyer, the staff room and the halls are regularly used as teachable space. Much needed student exercise is canceled when the gym is used for the Christmas concert rehearsal.

New EA (Education Assistant) Division - A request was made by Jenny Gill for \$300.00 to be given to the EA teachers as they are the unspoken division. A motion was made by Rochelle A. to make a 19th Division at WWE for the EAs. 1st Rochelle A. 2nd Rebekah P. All in favour (18 PAC members).

Open Forum:

Grade 7 Grad Committee - Meeting Tuesday November 18th 2019. A request was made by the Grad Committee for an advance of funds from PAC to start buying supplies for the event (seed money). A motion was made to give \$300.00 in seed money to the Grad Committee now. 1st Rochelle A. 2nd Farid S. All in favour (18 PAC members).

PAC Bulletin Board - A request was made to provide a visible PAC communication board, placed in the school foyer to encourage communication with all PAC members. Posting such things as WWE Monthly Newsletter, PAC Executive, PAC Monthly General Meeting Minutes, Next PAC General Meeting, A Word from PAC, Fund Rai\$ing Events and Goals, Spirit Raising Events, Volunteers Needed Sign Up Sheet, etc. The idea was well received and will be developed in the near future. Teri P. will take the lead.

WWE Website: A request was made to update our current website. Any input from PAC members on improvements is welcome. Anne S. will take the lead and has assured PAC our school secretary will be given time to work on the update.

Fundraising: A request was made for the PAC Fund Rai\$ing goal this year. Rochelle A. states \$16,000.00, as the new PAC executive needs to focus their attention on basic groundwork in order to move the PAC forward to 2020. It was suggested that PAC match Fund Raising with a goal, let the parents know exactly what they are fundraising for. Rochelle will take the lead.

Adjournment: Motion made to adjourn the meeting by Farid S. The meeting was adjourned by Rebekah P. at 08:30 pm.

Next Meeting: Wednesday March 11th 2020.

Respectfully submitted by Teri Parker (WWE PAC Secretary)