



Dorothea Walker Elementary School

PAC General Meeting Minutes

Nov 5, 2024

Meeting Commenced at 6:33 pm

Attendees:

- a) Kim Hafeman –PAC President
- b) Rosie Kufeldt – Communications Representative
- c) Jenn Drever – PAC Secretary
- d) Teralee B.– Treasurer
- e) Trudi Trask – Past Treasurer / Member at Large
- f) Lisa Wilson – Member at Large / Art Cards
- g) Nicole G. – PAC Vice President
- h) Ashley Rowan – Member at Large / Hot Lunch

DWE Administration:

- Marie Josee Bedard, Principal

Meeting Chaired by:

- DWE PAC President, Kim Hafeman

1) Call to Order, Welcome, Approve previous meeting minutes & Approve agenda

- a) DWE PAC welcomes all parents of DWE students and DWE administration
- b) Territory Acknowledgement.
 - i) DWE PAC acknowledges that our community is located on the traditional, ancestral, unceded territory of the Syilx/Okanagan people.
- c) Motion to approve meeting minutes from September:
 - (1) First: Rosie Kufeldt
 - (2) Second: Nicole G.
- d) Motion to approve agenda for tonight's meeting:
 - (1) First: Rosie Kufeldt
 - (2) Second: Nicole G.

2) Principal's Update (Marie-Josée Bedard)

- a) Administration Update:
 - i) Past or Ongoing
 - (1) Parent Teacher conferences
 - (2) Battle of the books started for grade 3-4 students
 - (3) Volleyball has started
 - (4) Picture day
 - (5) Family groups – attempting to build a sense of community and belonging to strengthen our school community mixing the kids grade 3-6 and mixing English and French
 - (a) They first met their family last week and did an activity with different teacher
 - (b) Each “family leader” is a teacher that is likely not their own teacher
 - (c) There are about 22 kids in each family
 - (d) Each family has a name (animal names)
 - (e) They will see how it went at the next school staff meeting and try to plan another one before Christmas break
 - (6) Halloween – next year inflatables will likely be not allowed at school. They pose a safety risk and add stress for administration, students and parents.
 - ii) Coming Up

- (1) Book Fair Nov 25-29
- (2) Written learning updates Nov 29
- (3) Performing Arts – Nov 27
- (4) Harmony Day – Nov 23 (used to be in February – to celebrate acceptance and diversity)
- (5) Indigenous Veterans' Day and Remembrance Day Assembly – Nov 8
- (6) Virtual Reality headsets were used for two weeks with Ms. Newell. Students took turns using the headsets in the gym rotating through virtual reality stations.

b) Discretionary 2024/2025 School Budget

i) Resources available for discretionary use

- (1) \$350/student, \$25/ student (on top for FI items), \$50/ student that is an English Language Learners
 - (a) The money has to be used by the end of the school year because it is not allowed to be carried forward
- (2) Other income that comes:
 - (a) gym rentals, small schools, ready set learn (not applicable anymore because this is for age 3-4), family affordability funds

ii) Expenses/ Allocations:

- (1) Additional Staffing – approximately \$20 000 - (i.e. collaborative marking, teachers going to Gardom Lake and a teacher still needed at the school or Apple Bowl etc)
- (2) Services and Supplies:
 - (a) Field Trips (that take place in the school), pro-d ad training expenses, cultural presentations, telephones, meeting expenses, F.I. Library resources, photocopying, athletics, library books and supplies, learning resources, F.I. Learning resources
- (3) Capital
 - (a) Computer software, furniture/equipment, computer equipment, facilities improvement
- (4) Wish List
 - (a) Money for field trips (they are trying to cap it at around \$30 per student per term)
 - (b) Picnic tables
 - (c) Interactive games (from Social Emotional teacher)
 - (d) Chorus Handbells (for music class)
 - (e) Black Lights (for dance)
 - (f) Daily Physical Activity equipment (items for recess)
 - (g) Gymnastics \$2500
 - (h) Books
 - (i) Rug
 - (j) Spirit wear for the staff
 - (k) Gardom Lake \$1200

3) **Financial Budget and Discussion (Teralee B.)**

a) Review of September Financials

- i) Welcome Back Dinner – roughly \$500 profit
- ii) Motion to approve Sept Financials
 - (1) First: Kim Hafeman
 - (2) Second: Rosie Kufeldt

b) Review of October Financials

- i) Hot lunch orders and expenses
- ii) Gaming money coming in
- iii) Motion to approve Oct Financials
 - (1) First: Kim Hafeman
 - (2) Second: Rosie Kufeldt

c) Review of Budget for 2024/2025

- i) Welcome back coffee and dinner
- ii) Hot Lunch – projected to be about half of revenue over last year

- iii) Art cards – about the same as 2023/2024
- iv) Family photos – anticipating about the same
- v) Spirit wear – anticipating a little less than last year because we have one less run than last year, but with the new students coming into grade 3, we could have a higher revenue, although budgeting the same
- vi) Winter movie – not anticipating profit for this event
- vii) Hot chocolate February – small cost associated with this
- viii) Spring Dance – will cost us a bit of money because we pay for the DJ here and then he comes to FFN pro bono. This event is not meant to make money
- ix) FFN – planning on hopefully the same amount of funds coming in here as last year
- x) Student Bursary cost
- xi) Bank fees
- xii) \$200 staff appreciation
- xiii) Loan payment for phase I loan \$10 000 (this year is payment 4/5 so will be completed next year)
- xiv) Teacher wish list \$6000 (was \$10 000 last year)
- xv) Net profit anticipated of \$6300
- xvi) Motion to approve operating budget
 - (1) First: Rosie Kufeldt
 - (2) Second: Jenn Drever

4) **School Fundraisers**

- a) Hot Lunch – Ashley Rowan
 - i) Deadline for ordering for December & January is NEXT THURSDAY (Nov. 14)!
 - ii) So far, it is going well – Grade 6's are being really helpful with sorting and distributing, very short on volunteers still. The goal would be to have three volunteers and two students per Hot Lunch
 - iii) Come January, we will run into a situation where if we do not have more volunteers we may have to cancel hot lunch in February. This has been a very stressful part of the fundraiser. Grandparents can volunteer too as long as they have criminal record check completed. Please spread the word and contact Ashley Rowan for more information
 - iv) Volunteers are most critically needed from 11:05-11:35AM. Do you work from home? Order lunch for yourself and help your DWE PAC by coming to the school to volunteer during your lunch break and you can pick up your own lunch!
 - v) Volunteers can sign up on the google form below (also listed on hot lunch website)
<https://docs.google.com/document/d/1giRP4jfwOZ3GtWa7oTjAaQimvDOxMqK8h51uLaa5Vfk/edit?usp=sharing>
- b) Basil Cooper Family Photos (Kim Hafeman)
 - i) Family photo session was thanksgiving weekend
 - ii) Final tally of how many families participated is still unknown but \$25/family sitting fee will be coming back to PAC so Thank you to all that participated!
- c) Spirit Wear (Lisa Wilson)
 - i) Online store is set up and ready to go with size charts on each item
 - ii) This platform has been completely switched to online
 - iii) Open now until Nov 17
 - iv) Admin is collecting signatures for Grade 6 French and Grade 5 English for their “moving on” shirt
- d) Art Cards (Lisa Wilson)
 - i) 160 pieces of art will become projects. Final tally still unknown as it just closed but will report back at next meeting

5) **School Community Events**

- a) Movie Night – Tiffany Earl

- i) We have to move the date because Kelowna Gymnastics will be set up in the gym on the originally planned week of December 5^h
 - ii) Kim to connect with Tiffany because we could either move earlier one week or one week later. The gym is not booked on Nov 28th.
 - iii) Since the meeting, November 28th has been confirmed
- b) Hot Chocolate – Kim Hafeman (February 13th)
 - i) Nothing to report yet about this, there will be a call out for volunteers closer to the date
- 6) **Playground Phase 3 (Trudi Trask)**
 - a) Kim has expressed interest in being part of the committee with Trudi
 - b) Trudi met with an accessibility consultant, Melissa Grafton (mom who spearheaded Julia's Junction in West Kelowna) for a fresh perspective
 - c) The accessibility consultant can also help us with grants if we want but he has a fee
 - d) The school district now has an accessibility committee (which they did not before) and they are not associated with the facilities department. The district has been contacted and we are waiting to hear back
 - e) \$131 000 was one quote for rubber that Trudi got from Play Envy and another set of quotes from Habitat ranging from \$44 000 - \$114 000 but they have a lot of questions about whether the district is doing the civil work in advance of laying down the rubber, this makes the price fluctuate greatly. It is significantly cheaper if the district removes all of the wood chips and prepares the surface.
 - f) A committee is needed, many questions about direction from the district
 - g) More information to come. Trudi's next step is to find out from the district what we are able to accomplish for this year.
- 7) **COPAC Update: Jenn Dyson (not present tonight – last night's meeting went very late, Jenn's comments from the meeting were relayed to the group via text and discussed as follows)**
 - a) Meeting was held last night, went very late
 - b) French Advisory Council
 - i) It does not seem that anyone knew whether or not we have a French advisory council. I asked the question but no one really had a good answer. Jenn Dyson is going to send an email to Kevin Kardal - he said he would confirm in writing if we have one and if not what are the next steps.
 - c) BCCPAC
 - i) It's recommended that we pay our fees to BCCPAC. It's still very concerning what is happening in the organization, however, it's our only current voice at the provincial level. And we will want to have a vote at the AGM. Recommend to approve to pay fee \$100
 - ii) By-election notice was sent out. Nominations open right now until December 2. On December 9, all eligible members will be sent an email. Then must vote by January 5.
 - iii) Motion to approve paying the BCCPAC membership:
 - (1) First: Ashley Rowan
 - (2) Second: Rosie Kufeldt
 - d) In other news:
 - i) Our COPAC is working with other district PACs to hopefully organize training and other educational opportunities, so there may be opportunities for support and advocacy through that.
- 8) **New Business:**
 - a) Courage for Youth programming for English 5's, French 6's – Jenn Drever will discuss further with Mme. Bedard
 - b) Tentative meetings until the end of the year:
 - i) February 5 @ 6:30 PM – 8:00 PM
 - ii) April 10 @ 6:30 PM – 8:00 PM
 - iii) June 12 @ 6:30 PM – 8:00 PM

10 Other Business/ Adjournment of Meeting:

a. No

- Motion to adjourn @ 8:44 PM:
 - o Kim Hafeman
 - o Adjourned.