



**Dorothea Walker Elementary School**  
Minutes of PAC Annual General Meeting  
November 7, 2023  
Meeting Commenced at 6:04 pm

**Attendees:**

- a) Jen Widmer – DWE PAC President
- b) Trudi Trask – Treasurer
- c) Jennifer Drever – Secretary
- d) Nicole Goodis – PAC Vice President
- e) Kim Hafeman – Member at Large
- f) Terralee Burton – Co-Treasurer
- g) Jessica Petrie – Parent Member / Yearbook
- h) Lisa Wilson – Parent Member
- i) Justina Mintz – Parent Member
- j) Pablo Greenham – Parent Member
- k) Marla Styles – Parent Member

**DWE Administration:**

- Marie Josee Bedard, Principal

**Meeting Chaired by:**

- DWE PAC President, Jen Widmer

**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 June:
  - (1) Kim Hafeman
  - (2) Nicole Goodis
- d) Motion to approve agenda for tonight's meeting:
  - (1) First: Kim Hafeman
  - (2) Second: Nicole Goodis

**2) Administration Update (Marie Josee Bedard)**

- a) Finished all of our practice drills (fire drill, earthquake, lockdown etc)
- b) New Admin Assistant Mr. Sparrey and seems to be off to a great start
- c) Students helping with hot lunch delivery and monitoring grade 3 and grade 3 / 4 combined classes. Some caution with the placement of these students because we mostly only have intermediate kids and it is difficult to monitor kids that are just a year or two younger than you so some classes have or do not have monitors at the discretion of the teachers.
- d) Metis cultural dance presentation took place. Some English students participated too and they did get a lot out of it even with a slight language barrier
- e) Indigenous Veteran's Remembrance Day coming up and there will be an assembly this Friday for that. Not really a presentation for the public but there will be choir presentations etc.
- f) Harmony day that was in February is now taking place in November. This is about celebrating multiculturalism and inclusion of everyone. The district made the decision to change the date to Nov 17
- g) Photo retakes on Nov 15

- h) Gardam Lake Parent session taking place Nov 28 and will have the opportunity to ask questions and get information.
- i) A new program will be taking place where two students from every class will be brought in a group to meet with Mme. Bedard to get student perspective on various topics surrounding school. There is a goal that this may take place once every 3-4 weeks. Students will be rotated through and topics may not be the same all the time. This is a trial run that currently takes place during lunch but Mme. Bedard also ok with it running during school time if it successful.
- j) Scholastic book fair Dec 4-8 to raise credits for the library, where they can potentially purchase books with the credits. Stay tuned for information about that.
- k) School in session until Dec 22.
- l) Battery drive went ok. The ultimate goal of this was to educate kids that batteries do not go in the landfill. We are not sure how we came in compared to other schools but the overall goal was accomplished about discussing battery disposal.
- m) Considering doing a food bank fundraiser before the holidays. More info to come on that if Mme. Bedard chooses to run with this.

## **DID YOU KNOW!?!?!?**

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### **3) Financial Update& Budget Discussion – Terralee Burton & Trudi Trask**

- a) Fall Synopsis
  - i) September synopsis:
    - (1) Revenue:
      - (a) Welcome back dinner and spirit wear sales
      - (b) Some hot lunch payments
      - (c) Interest
    - (2) Expenses:
      - (a) Hot Lunch
      - (b) Pancake Dinner Rentals
      - (c) Welcome Back Float
      - (d) Banking Services Charges
      - (e) Nobody has come forward with expenses for Welcome back coffee (TBD)
  - ii) October synopsis:
    - (1) Revenue:
      - (a) Sprit Wear
      - (b) Hot Lunch
      - (c) Interest
      - (d) Pending receipt of our gaming funds
    - (2) Expenses:
      - (a) Hot Lunch
      - (b) Repaying Nicole Goodis for Pancake Dinner expenses
      - (c) Service Charges

b) Budget Discussion:

- i) Start of the year we had \$116 624.90 in the bank. The majority of this money will go towards the Phase II that we have not paid yet and the install of the rubber next year.
- ii) Our forecast for this year is that we need to raise about \$28 800 and then \$10 000 will be for repayment of the loan and \$8800 will go to DWE for wish list items.
- iii) We are certainly scaling back our fundraising initiatives because we are nearly finished our playground upgrade. Some of the anticipated Revenues include:
  - (1) Hot Lunches are anticipated to Net around \$8000
  - (2) Art Cards projection around \$2400
  - (3) Family Photos Estimated around \$975
  - (4) Spirit Wear Estimated around \$1000 profit
  - (5) Winter Movie Night is planned to be a “break even” event
  - (6) Spring Dance anticipated \$500 profit
  - (7) FFN anticipated \$7000 profit
  - (8) Yearbooks anticipated \$1500 profit
  - (9) Gaming Grant \$6980
  - (10) Bank Fees \$32 net profit
- iv) Some of the anticipated expenses include:
  - (1) Repayment of SD23 loan \$10 000
  - (2) DWE wishlist donation \$8800
  - (3) Staff appreciation \$200
  - (4) Bursary \$775
  - (5) Hot Lunch annual fee \$315

Mme Bedard commented about what the school uses the PAC wishlist donation money for. Some things that the teachers have mentioned for the upcoming year are:

- i) Outdoor Gaga ball pit
- ii) Water bottle filling station – Mme Bedard will ask district about what this would look like
- iii) Inline skating (skate rentals and lessons) – this would be cheaper than gymnastics \$2500 total
- iv) Finch robot classroom flock – helping grades 3-6 to develop coding skills – Mme Bedard asked the teacher to brought this forward to get more information \$1600 USD for two sets
- v) LOMI to compost food waste one per class (there are 13 classes at about \$300 each)
- vi) Considerations to amend the budget to \$10 000 and then potentially approve the gagaball pit upgrade for financial commitment next year

c) Motion to approve budget as drafted with the amendment to increase the DWE wishlist to \$10 000

- (1) First: Nicole Goodis
- (2) Second: Pablo Greenham

4) COPAC Rep Vote (Jen Widmer)

a) We started the year with no COPAC rep. We had two individuals step forward for nominations:

- i) Shane Styles
  - (1) Brief Bio
- ii) Jennifer Dyson
  - (1) Brief Bio

b) Everyone was given a ballot and a secret vote was completed

c) With a vote of 7 to 4, Jen Dyson was elected as our COPAC representative.

5) Housekeeping

a) PAC Executive Statement of SD23 Employment

- i) Both Jen Widmer and Kim Hafeman who sit on the executive are paid employees of SD23 as noon hour supervisors

- ii) Acknowledged by the group. No objections.
- b) Code of Conduct
  - i) Handed out to the group, all present acknowledged and signed
- 6) Fundraisers/Events:
  - a) Movie Night (Kim Hafeman):
    - i) This is not a drop off event – some verbiage may be required for this in advance of the event so parents are completely aware of this. One parent can bring multiple children but a designated adult supervisor will be required for every child in attendance.
    - ii) November 23, 2023 from 5-7pm
    - iii) Hot lunch website – order your pizza in advance please!
    - iv) Donations will be needed for baked goods
    - v) Requests were made for what movie to watch and the most requested movie was selected. This is a surprise that will be announced just before the event!
  - b) Hot Lunch (Stephanie Becker)
    - i) Special Request for Pizza Days (Dec 22, Mar 15, June 21)
    - ii) Discussion about this as Mme. Bedard needs to be in agreeance with this.
  - c) Art Cards (Lisa Wilson)
    - i) \$2400 anticipated net profit
    - ii) This was a very well-received fundraiser this year and the teachers all did a great job doing cool art that the kids wanted to showcase!
    - iii) Items should be here first week of December
  - d) Spirit Wear (Nicole Goodis)
    - i) Sold \$3200 on hot lunch site, and \$1300 via cheque and cash
    - ii) Profit of \$790
    - iii) Sweatpants were a huge hit
    - iv) Reflection from Nicole that next round we will be going completely digital on the hot lunch website. This would really help streamline the entire process, especially for the volunteers.
  - e) Looking ahead to 2024
    - i) Valentines Hot Chocolate in February – More info to come.
    - ii) Spring Dance – April 19<sup>th</sup> or 26<sup>th</sup> to be considered at January meeting (we also need a lead for this event)
      - (1) Please put your name forward if you would like to help coordinate this event!
    - iii) Roseanne is reaching out to COPAC about digital wellness education
- 7) Playground Update
  - a) We need a new quote for rubber
  - b) Potentially engage with a accessibility consultant to ensure that our rubber is adequate for need of the community. This would also help with our grant writing to ensure best accessibility. Jen will take this on to see how difficult this is to obtain. There are several grants available and it is very difficult to manage when each one is due and what the criteria are.
- 8) COPAC Update
  - a) Hot lunch coordinator meet up on Nov 28 – register via zoom
  - b) Amended COPAC budget was approved for 2023/2024
  - c) COPAC will pay the BCCPAC fees as long as we give them the authority to vote on our behalf
  - d) COPAC have supported Simon Adams in pursuit of a vacant BCCPAC position
- 9) New Business:
- 10 Other Business/ Adjournment of Meeting:
  - a. Thursday, January 18 @ 6 PM
  - b. No meeting in December

- Motion to adjourn @ 7:57 PM:
  - Jen Widmer
  - Adjourned.