

PAC – PARENT ADVISORY COUNCIL

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Date: September 18, 2019, 6:30 pm

Location: General Wolfe School, South Hill Elementary School library

Agenda

PAC MEMBERS (in order of sign-in sheet):

Meghan Hunter, Libby Taylor, Katie Stevenson, Kate Saunders, Kristin Rotte, Stacy Kerr, Maria McClean, Julie Nichols, Anna Rucker, Shirley Mutsuura, Mark Hendrickson, Francia Marbella, Uli Rasehoth, Nicola Gubbins, Annie Low-Beer, Raj Diamond, Jared Diamond, Stephanie Willox, Nicole Kief, Caroline Bonshor, Jenny Evans

PAC Executive:

- Donna Rayner, Co-Chair
- Hope Walker, Co-Chair
- Kemp Edmonds, Vice Chair
- Jaimini Thakore, Treasurer
- Claire Wilson, Secretary

Administration/Teachers: Nancy Bourque, Principal. Teacher reps Ms. Polley & Mr. Allan

1. **Welcome and Call to Order** – Donna Rayner

2. **Approval of June 2019 minutes**

Moved Libby Taylor	Seconded Kristen Rotte	Carried
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3. **Teacher report: Ms. Polley, Mr. Allan**

Wolfe teachers would like to extend a warm thank-you to the parent volunteers who helped pack up the school in June. With the community's help we were able to move out of the Wolfe site smoothly and on time. The teachers would also like to thank the PAC and volunteers for the Welcome Back Party. It was fun to see new and old families and to celebrate the new start at South Hill.

The Meet the Teacher event went well. Thank you to parents who took the time to attend and meet their child's teacher. The teachers are looking forward to the Walkathon and would like to thank the volunteers for this event. The effort to raise money for the students is greatly appreciated.

Wolfe students had a successful Terry Fox Run on September 5 at Memorial Park. Ms. Soper's students provided a wonderful presentation on Terry Fox's life, legacy and dedication to cancer research and everyone was impressed by the depth of their own research.

Ms. Beeman and her student teacher, Ms. Dala, will sponsor cross-country this fall. Wolfe was permitted to change zones for cross country meets. Practices start September 24 for grades 4-7 students during lunch to ensure

intermediate students have equal access to practice time. There will be mini meets in the afternoon at Henderson and Moberly Elementary. Kids can walk there in about 20 minutes and return in time for the bus back to Wolfe. The school will book buses for the final meet at Trout Lake so that all interested students can participate.

4. Administration Report: Nancy Bourque

Nancy echoed the teachers' thank yous with respect to the Welcome Back Party, and Walkathon. A big welcome to the new PAC co-chairs, Donna and Hope, and the other members of the Executive: Claire, Jaimini and Kemp.

Staffing update: over the summer Wolfe lost a number of Kindergarten students. Originally there were 45 registered but this decreased to 37. As a result, HR pulled one K class and we had to reshuffle class and teachers. As Ms. Friesen found a job in another district there was no need to surplus a teacher, but internal shuffling was required. Nancy is grateful to teachers for their support in this task. They displayed dedication and professionalism. This is also why the students needed to wait for Monday to move into their classes.

There is a new staff member, Cathy, who is a supervision aide. The daytime engineer is Felix. The night engineer job is posted and so there are temps in the evening position.

In September, the teachers will be assessing students to determine their various levels in order to design learning opportunities for each kid. There are a lot of things being booked: VSO for grades 2-5, Arts Umbrella, Project Chef, and hip hop. An update will be provided on events each month.

The Community School team would like to run some after school clubs. We now have access to an additional classroom, which allows more freedom for this. If families choose to register in these clubs then parents would have to pick up their child instead of using the bus. Information about the programs will be sent to family and then we will assess feasibility.

The South Hill site is welcoming and bright. It was an adaptation – teachers and staff have had to reinvent the environment and schedule including recess and lunch. Crossing guard patrol is training to allow intermediates to cross to Memorial Park at lunch. Hot lunch is up and running. The priority at recess and lunch is the safety of the students. City staff have advised that they do a daily sweep for needles and other debris. The intermediates are not permitted to go into the forest area of South Hill for safety reasons.

In relation to bussing, Nancy is grateful to parents who call in when their child is not on the bus. If the child is not on the bus in the morning, then the school will call to find out where they are. Some Spare Time families were permitted to take the bus one way. However, if a child who rides both ways is on the bus in the morning but not in the afternoon, then the school starts looking for the child. If a parent has called in to advise that they have picked up the child, then Rosemary will have noted this on her list. If the parent has not called and the child is not at the bus in the afternoon the school tries to call the parent. If the parent does not answer the next number is 911. It is the school's responsibility to ensure the child is where they are supposed to be during school hours, including in relation to the bus.

However, if a child misses the bus in the morning it is the parents' responsibility and the parents need to make arrangements to get the child to school. A parent is supposed to wait with their child and ensure that they board the bus safely. **Note: after the PAC meeting, it was clarified that if no one is present to pick up a child from the bus at the Wolfe site after school, the bus drivers are instructed to drive the child back to South Hill. The drivers will inform dispatch that they are returning to South Hill and dispatch will let school staff know. The driver is to walk the student from the bus back into the office and ensure they are met by a staff member.**

Nancy is formulating a plan for recess on rainy days. There is no undercover area or basement at South Hill. It may be possible to have board games in the gym and switch between primaries and intermediates eating and playing. However, when there are extracurricular activities in gym at lunch then kids will need to go outside. Recess will be outside every day.

Update on Seismic: Work has started. The project is on target, on time for 24 months. Currently the contractor is working on protection of all of the surfaces (floors, millwork). In the next few weeks they will be disconnecting electrical and mechanical systems. The Wolfe playground will be open almost always but will need to close sometimes and will give 48 hours' notice. Michael Nedelec is the Chair of the Seismic Advisory Committee. The next meeting is October 1, 2019. Anyone with questions about seismic, ideas or suggestions, please funnel them through Michael and he will bring them to the meeting.

5. Chair Report and update – Donna Rayner and Hope Walker

In the next few months, Hope and Donna will focus on educating K and Grade 1 families about the PAC. Please bring a friend to the next meeting. The Co-chair role includes managing various committees. Hope and Donna would like to meet with committee heads early in the year.

The PAC Executive has about \$2,000 in gift certificates for Nesters, so if you can't get food or beverage sponsorship for an event, please see Donna. Contact any member of the Executive if you would like to volunteer for a committee or event.

A few changes this year: the email system teachers can use to correspond with families is as easy to use as communication through class reps. Teachers have been encouraged to communicate directly with families on many issues. The class rep role will therefore look different. It will still include developing a class list for social purposes; supporting and assisting the teacher with organizing various field trips and activities; and organizing and distributing teacher and staff gifts. However, there will be less communication regarding classroom matters. The Executive is in the process of considering the most efficient method of communication regarding PAC meetings and events. There are currently a few avenues of communication (i.e. the Google group, the school email, and class reps). This can cause duplication of emails and can result in people tuning out important messages. One idea is if perhaps Nancy would agree to send one email "On Behalf of the PAC" for events taking place during school hours so that everyone in the school receives the message. Follow up emails would go through the Google group. The class reps would not circulate emails regarding PAC events, but perhaps could circulate an initial email letting parents know how to join the Google group.

NOTE: Donna and Hope met with Nancy after the PAC meeting and it was confirmed that the school will communicate important messages for the PAC. Committee leaders are strongly encouraged not to deluge the Wolfe community with duplicate and triplicate messages on the same topic.

6. 2019 / 2020 Budget and Treasurer's Report – Jaimini Thakore

There is about \$130,000 in the bank account. We usually make about \$10-15,000 to add to surplus. We would like to have a big surplus next year to build a reserve for seismic. We need to start thinking about new initiatives to target funding for seismic including a direct drive. It was discussed that if we do a direct drive it would be good to have a specific target fundraising amount. The Executive will look at a direct drive during a slower time (November or February). We could create a fundraising metre on the website.

There was a question about whether there are any plans to spend money on the South Hill site, including planters, sound-proofing in the gym or event tents. Nancy advised that we cannot do any work on the space because it belongs to Facilities, Operations or Grounds. Nancy will be looking for donations of board games to use for rainy days.

7. Extracurriculars

Extracurriculars will be scheduled on a case-by-case basis. As the school receives news of sports then Nancy will look for sponsors. There will be some sports but Nancy can't promise which ones. She is also looking at other activities apart from sports. Chess club will likely start in January. Parents are welcome to put forward ideas for clubs and activities. This is a different year as we are just settling in. The teachers were in the school all summer unpacking and so September is off to a somewhat slower start than usual.

The parents in attendance made it clear that they are keen to volunteer to coach sports, drive and chaperone as needed, especially if it would make it easier to find teacher sponsors.

There are also some additional logistics this year because Spare Time uses the gym before and after school. Also, kids who bus would not be able to attend a morning practice. Cross country will work out well with outdoor practices at lunch and we will move forward on a case-by-case basis. The major issues for extracurriculars are securing space and a teacher sponsor.

8. Upcoming Events & Fundraisers

- Walkathon: Friday, Sept. 27, 2019. Jenny Evans provided an update. This is one of the biggest fundraisers of the year and is very important to raise money. It is up to families to collect pledges. Please encourage kids to get out and ask for pledges from friends and family. Online payment is available. The event is happening rain or shine. Volunteers are needed. The kids are encouraged to show team spirit by dressing up in costumes / face paint etc.
- Halloween Dance: Meghan Hunter and Kate Saunders have been running this event for the past few years. They are looking for a new person to help this year in order to transition the event organization to new volunteers. It would be ideal if a parent of a younger child or children could take this on. It is not a huge time commitment except for the night of the event. The DJ is reserved for October 25, but this is a Pro D so the gym is unavailable. The Executive and organizers will touch base to try to find an alternate date: either Thursday October 24, Monday, October 28 or Friday, October 18 may be options. Nancy will ask teachers if someone is willing to sponsor.
- Next PAC Meeting is October 16 at 6:30 pm.

Adjournment

Moved Kristen Rotte	Seconded Libby Taylor	Carried
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