

P.A.C. AGM MEETING MINUTES

September 14th @ 5:45pm

(Parent Advisory Council – Woodlawn School)

Present Members: Sara Richards, Angela Plett, Joella Romand, Meghan Esau, Kali Dyck, Cara Duerksen, Janelle Unrau, Lisa Funk, Jody Klebert, Karen Fraser, Tara Reimer, Sheri Bueckert

Visitors Present: Sign Up Sheet Attached to Minutes

Absent Members: Ariana Derksen

1.0 Call To Order: Sara Richards @ 5:47pm

1st Motion: Angela Plett

2nd Motion: Lisa Funk

- Review of Woodlawn School PAC constitution (document attached to minutes)

2.0 Members Present – sign up sheet attached to minutes

3.0 Adoption of 2022 Minutes AGM

1st Motion: Lisa Funk

2nd Motion: Meghan Esau

4.0 Chair's Report: Sara Richards

4.1 Year in Review:

* PAC meets once monthly – Second Tuesday of Each Month @ 11:05am in Library

* Fundraisers – Niakwa Profit \$10,500.00 / Mom's Pantry \$4,012.00

* PAC raised approximately \$15,000 our previous school year!

* Funds were used towards the Memorial Garden & Playground Improvement Fund.

* PAC Assists with Hot Lunch Options (Woodlawn Staff provide the pizza hot lunch option).

* PAC schedules and organizes special events throughout the year to show appreciation for all the staff @ Woodlawn.

4.2 Floor Open to Questions Regarding PAC – none presented at meeting but encouraged to talk with Sara Richards or Karen Fraser following the meeting if any questions do arise.

5.0 Additions to Agenda – NONE

6.0 Positions for 2023/2024 School Year: Elections to Take Place

6.1 Chair – Sara Richards is stepping down after a 2 year term.

6.1.1 Open to Nominate:

- Sara nominates Miranda Hardy

- 1st Motion: Meghan Esau 2nd Motion: Joella Romand

6.2 Vice Chair – Cara Duerksen – Stepping down after serving 2 year term.

6.2.2 Open to Nominate:

- Miranda Hardy nominated Lisa Funk

- Lisa Funk will take some time to think about the nomination and bring forward at next PAC meeting.

7.0 Signing Officers on Steinbach Credit Union Account

7.1 Removal of Sara Richards and Cara Duerksen as signing officers on SCU Account.

7.2 Addition of Chair, Vice and Treasurer as signing offer on SCU Account.

8.0 Next Meeting:

8.1 Members at Large Committee roles to be established at first regular PAC meeting.

8.2 Nominations for the following positions:

- Fundraiser Coordinator – Lisa Funk will be stepping down as coordinator but will continue to assist on the committee as needed.

- Karen mentioned that Woodlawn will be doing a larger fundraiser this year to replenish their school funds. Discussed option of Chocolate fundraiser.

8.3 Next PAC Meeting: TUESDAY SEPTEMBER 19TH @ 11:05AM IN LIBRARY

9.0 Meeting Adjourned @ 6:07pm

1st Motion: Cara Duerksen 2nd Motion: Kali Dyck

Sept 14 @ 5:45pm

Sheri Bueckert

Ang Plett

Joella Romand

Meghan Essau

Miranda Hardy

Annette Kehler

MATTHEW FUNK

Kali Dyck

CARA DUEKSEN

Christine Bohn

Janelle Unrau

Lisa Funk

Michaela Giesbrecht

Ashlyn Coray

Jenny Borinaga

Mohammad Hechanova

Jody Klebert

Angela Weiss + Johnathon Day

Eleya Friesen

JOHNS - LUBEMBELE

McAuley Friesen

Devon Williams

Nikita Pandya

Ravi Pandya

Woodlawn School Parent Advisory Council Constitution

Section 1 **Mission Statement & Objectives**

- A. *To support and encourage students, staff and parents to create an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens.*
- B. The Woodlawn Parent Advisory Council is an active and committed group of volunteers who are dedicated to the education and the well-being of the students:
 - a. *Promote effective communication between the home and school.*
 - b. *We encourage parents to participate in educational activities and decision making to strengthen the role of families in education and to foster meaningful parent participation.*
 - c. *We work alongside our school leaders in educating our students and promoting the same core values with our efforts.*
 - d. *We provide feedback on issues of importance such as school philosophy, mission and vision, school policies, programs and direction.*
 - e. *We organize special events, which benefit our school and community.*
- C. *Values: Woodlawn Parent Advisory Council members work as a team with school staff and all education organizations; as well as create an honest and respectful environment for all individuals and the diversity represented in the Woodlawn School.*

Section 2 **Membership**

- A. *The general membership consist of parents whose children attend Woodlawn School and members of the community who are residing within the catchment area but have no children attending Woodlawn School.*
- B. *The annual general membership meeting shall be held within the fall term; but no later than October 31st.*
- C. *There must be a minimum of 20 persons, who are entitled to vote, in attendance at the meeting.*

Section 3 **Parent Council**

- A. *Those eligible for membership are:*
 - a. *Parents with children in the Woodlawn School (minimum 2/3 of the council)*
 - b. *Community members residing within the catchment area (maximum 1/3 of the council)*
 - c. *The principal, vice principal and one teacher*

- B. The principal, vice principal and a teacher representative selected by the teachers of the Woodlawn School, are non-voting, ex-officio members of the Council.
- C. The Council "executive committee" consists of chair, vice chair, secretary and treasurer.
- D. The council shall consist of 7-10 members excluding the principal and teacher representative.
 - a. The quorum for any meeting "to occur" of the council shall consist of 2/3 of the voting council members
 - b. The quorum "to vote" shall consist of a minimum of fifty percent (50%) plus one (1) of the voting council members.

Section 4 Nominating / Election Procedures

- A. It will be determined in June how many positions need to be filled for the next year.
- B. Recruitment will be via standard school communications (website, newsletter etc)
- C. Elections will take place at the annual membership meeting that occurs within the fall term of each school year.
 - a. A list of nominees will be present.
 - b. Nominations from the floor will be accepted, with adequate notice of "nominations cease."
 - c. Voting by ballot will take place when requested or when nominations exceed amount of time required for office.
- D. The length of office is 2 years.
- E. If a position becomes vacant a replacement may be appointed by Council to complete the remainder of the year.

Section 5 Code of Conducts

- A. The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- B. The Council does not participate in the problem solving process of individuals; these concerns should be addressed through the school divisional policies.
- C. The Council abides by school confidentiality guidelines and all Council members are required to have the child abuse registry and volunteer form completed.

Section 6 Meeting At Parent Council

- A. At the first meeting following the AGM; a chairperson, vice chair, secretary and treasurer shall be elected / or re-elected by a majority vote of the Council.

- B. At the first Council meeting following the AGM after the fall elections; a list of portfolios will be presented and the Council members will volunteer for a committee or be appointed to a committee by the chairperson.
- C. Regular Council meetings shall be held a minimum of six times per year.
- D. The monthly school newsletter will notify members of the date and time of the parent council meetings.
- E. Tentative meeting day and time for the year shall be decided by the council at the first meeting after the fall election. Anyone from the membership at large may attend Council meetings but only members of the Parent Council are entitled to vote on matters raised at the meetings. All members shall be encouraged to participate in discussion.
- F. Council Members requesting to present "new information or ideas" regarding a new project or program proposal must provide the Chair with notification one week prior to the next scheduled PAC meeting to allow for review or consultation with principal/vice principal if required. NOTE: "Urgent School Matters" that may occur would not need to follow above timeframe.
- G. All Council decisions will be made by consensus where possible and by a majority vote when consensus cannot be reached. In the case of a tie vote, the chairperson will then vote. There will be no voting by proxy at any meeting of the Council.
- H. If procedural problems arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation.
- I. Council members may be asked to step down if two consecutive meetings are missed without just cause.
- J. The chairperson will correspond with the principal on a regular basis or if the need arises.

Section 7 Finances

- A. The fiscal year for the Woodlawn Parent Council shall be September 1 to August 31st.
- B. A financial statement shall be submitted to the membership at large on or before the annual general meeting.
- C. Monthly income/expenditure statements shall be read at the regular Council meetings.
- D. All cheques shall have two (2) signatures. One signor must be the treasurer (unless the cheque is made payable to the treasurer); along with one member of the executive committee. Three members (including the treasurer and 2 other members of the executive committee) must have signing authority on bank accounts at the financial institution.
- E. Annual budget will be created and approved by the Parent Advisory Council.
- F. Unexpected expenditures will be brought to council for a vote.

G. General Accepted Accounting Principles (GAAP) and HSD policies will be followed.

Section 8 General Liability Insurance

A. The Council must ensure that ALL school events that are being planned must be school sponsored and attended by school staff to ensure sufficient general liability insurance coverage under the Hanover School Division.

Section 9 Dissolution

In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.

Version Amended: June 21, 2016

P.A.C AGM MEETING MINUTES

SEPTEMBER 13TH 2022

Present Members: Sara Richards, Jerrah-Lee Broesky, Carla Barkman, Courtney Priest, Lisa Funk, Kali Dyck, Cara Duerksen, Janell Fast, Karen Fraser, Tara Reimer

Absent Members: Joelle Roman, Alan Fehr, Crystal Dandonnealaum Janelle Unrau, Jasmine Adler

Community Attendees: Coralie Unger, Sherry Beckman, Christine Bohn, Meghan Esau, Angela Plett, Jody Klebert, Sheri Bueckert, Ashley Van De Velde, Nathanael Ralaimiarison,

1.0 Call to Order: Sara Richards @ 6:04pm

2.0 Members Present: PAC Members and Community Parents / Attendees Stated Above

3.0 Adoption of Minutes: 2021 AGM Minutes Attached (available in Minute Binder)
1st Motion – Kali Dyck
2nd Motion – Lisa Funk

4.0 Adoption of Agenda: 1st Motion – Carla Barkman
2nd Motion – Janell Fast

5.0 Chair's Report: Sara Richards

5.1 Welcome To PAC members and all attendees @ the AGM

* Interested in how attendees were notified about AGM via Social media, teachers etc. to ensure communication in place is effective

5.2 Year in Review

* PAC fundraisers raised funds for playground improvements, gazebos, hot lunch, special events (for teachers, staff etc), and volunteers.

5.3 PAC Constitution attached with agenda for all attendees to review and discuss as needed. Attached to Minutes in Binder.

5.4 Vote additions to constitution – as per June Minutes.

Section 5 Addition – Code of Conduct:

A. ADD – Disputes /disagreements between members are encouraged to be addressed privately among those members involved. If unresolvable, then the Chair would be involved.

B. ADD – PAC will apply teamwork, honesty, integrity, transparency and respect throughout their efforts as PAC members.

UNABLE to vote new additions to the constitution due to insufficient amount of attendees present. Carry forward to next year AGM.

6.0 Positions for 2022/2023 – 2 Year Terms

- 6.1 Chair – Sara Richards – One more year**
- 6.2 Vice Chair – Cara Duerksen – One more year**
- 6.3 Treasurer – Kali Dyck – One more year**
- 6.4 Secretary – Nominate – Sheri Bueckert**
 - 1st Motion – Carla Barkman**
 - 2nd Motion – Courtney Priest**
 - All in Favour**

7.0 Signing Officers – remain the same for one more term

8.0 Addition to Agenda: NONE

9.0 Next Meeting: PAC Meeting Scheduled for Wednesday September 14th 2022

9.1 Members at Large to be established at our first official PAC meeting
*** requirements: reside in the community (not required to have a student in the school), attend PAC meetings, child abuse registry and criminal record checks must be completed and ensure to sign in and out at office.**

9.2 Nominations for the following:
*** Grant Coordinator**
*** Special Events Coordinator**

10.0 Open Floor:

- *PAC minutes are posted on website**
- * Discussed PAC roles & descriptions**
- * Discussed current vacant roles: Special Events Coordinator & Grant Coordinator**
- * Discussed Tasks of Hot Lunch Volunteers**

11.0 Meeting Adjourned @ 6:32pm

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