

P.A.C MEETING MINUTES

September 19th 2023 @ 11:05am

(Parent Advisory Council – Woodlawn School)

Present Members: Joella Romand, Cara Duerksen, Kali Dyck, Sheri Bueckert, Karen Fraser, Tara Reimer, Janelle Unrau, Jody Klebert, Lisa Funk, Meghan Esau, Jerrilyn Koslowsky, Annette Kehler, Miranda Hardy

Visitors Present: Nikita Pandya, Diana Braun, Devon Williams, Yasmin Hajhussein, Eleya Friesen, Tamara Roach, Daphne Peralta, Cora Vellanveva

Absent Members: Angela Plett

1.0 Call To Order: Miranda Hardy @ 11:11am

2.0 Adoption of AGM Minutes September 14th 2023 Minutes:

1st Motion: Cara Duerksen **2nd Motion:** Meghan Esau

3.0 Adoption of Agenda: **1st Motion:** Lisa Funk **2nd Motion:** Joella Romand

4.0 Principal's Report: Karen Fraser

* See attached Woodlawn Early Years School PAC Report September 2023
(Important upcoming dates, PAC Member Roles, Return to School Updates, School Plan 2023-2024, Playground Improvement Project, PAC funds in Student Generated Account, Mission and Belief statements)

4.1 Highlights Mentioned from Karen / Tara:

* Jerrilyn Koslowsky will be the teacher rep this school year for the PAC meetings.

* Class Sizes :

- Kindergarten 21/22 are students per class
- Grade 1 and 2 are 22/23 students per class
- Grade 3 and 4 are 24/26 students per class
- TOTAL STUDENTS as of today is 537

*** Picture Day Volunteers – October 18th and 19th**

- PAC will arrange setting up sign up genius once we are given exact time slots by Melissa of where volunteers need to be slated.

- NEW this year that there will be a fee for “class photos” due to increasing costs for all companies they are not able to provide this free of charge.

*** Grade 4 Leadership opportunities will be taking place this year again for those students that wish to participate.**

*** Playground Update – swing frame and ground work is all completed just awaiting the actual installation of the swings.**

- Discussed that PAC possibly revisit and review goals of playground improvement. Form sub committee with a few teachers to discuss further. Several options discussed at meeting.

5.0 Chair’s Report: Miranda Hardy

5.1 Vice Chair Nominations: Lisa Funk was voted in @ AGM meeting and willing to let her name stand for the position. Voted – No objections ALL in Favor.

5.2 Up to Date Contact and Email List – Sign up sheet completed and attached to minutes with contacts and emails.

5.3 Discussed MAL requirements and areas of involvement that are always available to parents / caregivers to provide support or assistance throughout the entire school year.

6.0 Fundraiser Report:

6.1 Tamara Roach has volunteered to take on the new role of fundraiser coordinator.

- Sub committee to be formed with other members who wish to be involved.

- Lisa Funk provided over view of tasks and description of position as it has taken place over the past term.

- Tamara and others asked to bring forward fundraiser options / ideas to next meeting to be discussed and set dates / timelines of the first one to occur.

7.0 Hot Lunch: Annette Kehler

7.1 As discussed and agreed upon at AGM meeting for the month of October we will start with Main Bread and Butter. All in favor of PAC covering delivery charge to have the food delivered to the school.

- Subway, Smittys and Santa Lucia are all options to continue with throughout the school year; so we will alternate monthly.

- Annette will connect with Melissa regarding Munch A Lunch Order Deadline.

- Sub committee of volunteers may be beneficial to set up for additional help and coverage as needed.

8.0 Treasurer Report: Kali Dyck

8.1 Currently \$6,767.29 in bank account.

- Amount transferred to School Generate Account is \$21,465.35 with approximately \$5,000.00 to be paid out for the swing expense.

8.2 Signing Authority – Kali will work with SCU on removing Sara and Cara from signing authority and replacing with two new members.

9.0 Special Events: Jody Klebert

9.1 Jody will review her schedule from past years and provide next upcoming date and information @ next PAC meeting.

10.0 Additions to Meeting:

10.1 Joella will continue with Instagram support! Meghan Esau will continue as Grant coordinator and assisting with those tasks.

* Upcoming Southeast Community Foundation Grant of \$10,000.00. Meghan brought forward the option of applying for grant possibly to cover "Audio Playground" items. ALL In Favor to proceed. December deadline for this application.

10.2 Miranda has received a few emails regarding hosting evening PAC meeting. Discussed and agreed that we would make this option on November 9th 2023 @ 6pm.

11.0 Upcoming PAC Meeting:

- Tuesday, October 10TH 2023 @ 11:05am Library
- Tuesday, November 7th 2023 @ 11:05am Library
- Thursday, November 9th @ 6pm

12.0 Meeting Adjourned @ 12:01pm

1st Motion: Meghan Esau

2nd Motion: Joella Romand



WOODLAWN EARLY YEARS SCHOOL PAC REPORT September 19, 2023

We acknowledge the traditional territory upon which the schools of Hanover School Division reside as the lands of Treaty 1 territory and the homeland of the Metis people. Hanover School Division operates on the traditional lands of the Anishinaabe. In the spirit of truth, reconciliation, and collaboration, we honour our relationship with Indigenous Peoples and respect the contributions of history, culture, and language of Canada's original peoples.

IMPORTANT UPCOMING DATES:

- Sept. 22 Terry Fox Run
- Sept. 29 National Day for Truth and Reconciliation/Orange Shirt Day
- Oct 3 PD Day- No School
- Oct. 9 Thanksgiving - No School
- Oct 16-19 Bus Safety Week
- Oct 18&19 Picture Days
- Oct. 20 PD Day- No School
- Oct. 31 Fall Parties 2:00-3:30

PAC MEMBERS

- The role of PAC members.

RETURN TO SCHOOL UPDATES:

- The start has been fairly smooth
- Our school population is what we planned for. Class sizes are bigger than in past years. Our Kindergarten group is bigger than the past few years.
- Thanks to the PAC for organizing the watering. Our yard is looking great.
- We are looking for volunteers for Picture Days
- Grade 4 leadership
- High Fives - Positive Behaviour Plan
- Pizza- The school is using Santa Lucia for pizza this year. \$2.50 per slice. Pizza days will be on Fridays.

SCHOOL PLAN 2023-2024

- LITERACY CONTINUOUS IMPROVEMENT PLAN: Literacy - By June 2024, 90% of students (1-4) will demonstrate end of the year grade level expectations in reading (comprehension, fluency, phonics, phonological awareness, oral language)
- NUMERACY CONTINUOUS IMPROVEMENT PLAN: By June 2024, 75% of all students (1-4) will demonstrate grade level expectations in learning outcomes related to subtraction and counting backward.
- SOCIAL EMOTIONAL WELL BEING CONTINUOUS IMPROVEMENT PLAN: By June 2023 All students in K-4 will learn about the brain science behind Self-Reg and receive personalized supports when needed to improve social and emotional well being by 50% from the 2021-2022 school year.

Playground Improvement Project

- The swings have been installed. I have not received a bill from the division yet.
- The PAC and the school team will need to decide what to work on next

PAC Funds in Student Generated Account

March 12/19	W and M Professional Gym	2,268.00		12,726.23
March 12/19	Livingston (Broker Fee)	712.12		12,014.11
May 6/19	SRSS (Shed)	1,200.00		10,814.11
May 5/2019	Climbing Wall	10,412.36		401.75
Dec 1/2019	Deposit (Nov. 30 surplus funds)		9595.2	9997.00
Dec 1/ 2020	Deposit (Nov. 30 surplus funds)		12,000	21,997.00
June 30/2021	Valley West - Playground Project Total - 27,405.00 (School paid \$6405.00)	21,000.00		997.00
Dec. 2021	Deposit (Nov. 30 surplus funds)		8500.00	9497.000
March 25	Cheque- Janell Fast - Pergolas	4479.98		5017.02
April 2022	Deposit (March surplus funds)		5256.52	10, 273.541
Aug. 2022	Reisen Screw Piles	2957.64		7315.90
Sept.2022	Munch a Lunch	168.00		7147.90
Dec.2022	Deposit		14317.44	21465.35

May. 2023	Munch a Lunch Renewal	168.00		21297.34
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Woodlawn Early Years School Mission

Woodlawn School is an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens.

Belief Statements

We believe compassionate support, curiosity, and co-regulation create a school culture of caring relationships between students, families, and staff.

We believe all students belong here and their voice matters. We celebrate and value our diversity and believe inclusion is a human right.

We believe children must be viewed as intelligent, creative and capable with gifts and abilities that surface through play and relationships with self, others, and environment.

We believe the purpose of education is a pursuit of creativity, collaboration, communication, citizenship, character, critical thinking and a strong foundation in literacy and numeracy.

We believe in a commitment to Truth and Reconciliation by understanding our collective history and moving towards reconciliation through mutual respect, empathy and intercultural understanding.

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.

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- 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