

(Parent Advisory Council – Woodlawn School)

Present Members: Jody Klebert, Lisa Funk, Kali Dyck, Annette Kehler – Broesky, Cara Duerksen, Janelle Unrau, Joella Romand, Sheri Bueckert, Marla McEachern, Angela Plett, Vince Hiebert, Meaghan Esau

Visitors: Christine Bohn, Ashlyn Coroy, Devon Williams, Jasmine Dyck, Michaela Giesbrecht

1.0 Call To Order: Angela Plett @ 6:38pm

1.1 Woodlawn PAC Constitution Handouts (Attached to Minutes)

1.2 Sign In List (Attached to Minutes)

2.0 Adoption of 2023 AGM Minutes

1st Motion: Annette Kehler 2nd Motion: Joella Romand

3.0 Principal's Report – Vince Hiebert

* Woodlawn School PAC Report – September 2024 (attached to minutes)

* Highlighted Items:

- Discussed some concerns brought forward from parents regarding “split classes” and some difficulties that occur from student feedback. Vince touched on pros and cons, challenges that do arise and opinions from teachers are differing as well. Vince and Marla are open to suggestions and changes but felt for the first year taking their new roles they needed to get a feel and understanding why the school has so many split classes.

- Vince shared reasons for the changes made regarding the school day routine for the 2024-2025 school year.

- Discussions brought forward regarding lack of resources or access to specific services for students with learning disabilities such as “speech pathologist” etc. Appears there is a huge disconnect between MB health and school system. Parents present shared various idea and alternate access to other resources.

3.0 Chair's Report – Angela Plett

3.1 2023/24 Year in Review (September – June)

3.1.1 Fundraisers – Mom's Pantry / Rocco's / Basket Raffle / Jets Raffle

* **\$8969.33 profit raised from last year 2023/2024**

* **\$3940.94 Current PAC Balance (\$30,000 raised in school account)**

3.1.2 Musical Playground – Meaghan Esau

* \$30,000 approved by PAC members towards accessible playground (Phase One Draft of Outdoor Playground Attached)

* Surface mount issues were identified over the summer break that were occurring at other sites from previous installations; so it was held off over summer to review and reassess. **It will be required that holes are dug and concrete is poured in order to secure playground equipment securely in place. Additional \$1500 will be charged for new installation requirements. One metallophone will be deleted.**

* **New install date is projected for Spring 2025**

3.1.3 Hot Lunches

* Discussed in June 2024 that hot lunch will be simplified to two vendors this upcoming school year.

3.2 2024/25 Direction:

3.2.1 Fall Fundraiser – Rocco's Pizza

* PAC Members all voted in favour

* Start Date Planned for Week of September 16th 2024 (selling from Sept 17th till Oct 1st) Pick up for Oct. 16th.

3.2.2 Hot Lunches

* Subway and McDonald's Scheduled for Sept thru January (Tuesdays of each week)

* Annette made request for Hot Lunch Helpers – will be posted on social media – ensure school checks are updated and completed when accepting new volunteers.

3.2.3 Year at a Glance – Document attached to Minutes

* 1st Tuesday of Month will be PAC Meetings @ 1155am-1255pm

4.0 Additions to Agenda – NONE

5.0 Positions for 2024-2025 School Year: Elections to Take Place

5.1 Chair – Angela Plett – One More Year

5.2 V. Chair – Lisa Funk – One More Year

5.3 Treasurer – Kali Dyck – One More Year

5.4 Secretary – Nominate – Sheri Bueckert for 2nd term

* Members present @ meeting all in favour or re election for Sheri Bueckert as secretary.

* Brendan Plett, Corey Funk, Ashley Priest, Chip and Kristin Friesen placed their votes via Speaker phone @ meeting.

* 1st Motion: Jody Klebert 2nd Motion: Meaghan Esau

6.0 Signing Officers on Steinbach Credit Union Account will remain the same for one more year!

7.0 Next Meeting:

7.1 Committee roles to be established at the first regular PAC meeting.

7.2 Nominations for the following positions:

* Fundraising Coordinator

* Special Events Coordinator

8.0 Meeting Adjourned

* Next Meeting is October 1st 2024 @ 11:55am in the Library.

* Adjourned @ 7:45pm

* 1st Motion: Annette Kehler

2nd Motion: Jody Klebert

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.

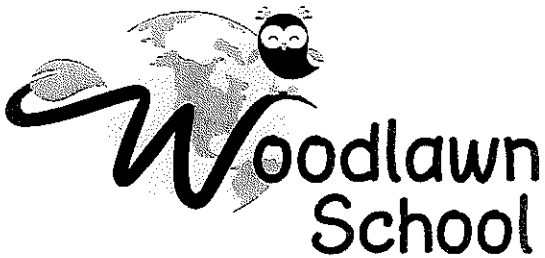
Section 8 General Liability Insurance

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



WOODLAWN SCHOOL

PAC REPORT

September 10, 2024

IMPORTANT UPCOMING DATES:

- Sept. 3 Meet Your Teacher
- Sept. 4 First day for students
- Sept. 13 & 16 Strong Connections
- Sept. 26 Terry Fox Run and Assembly
- Sept 27 Woodlawn Orange Shirt Day
- Sept 30 National Day for Truth and Reconciliation (no classes)
- Oct. 14 Thanksgiving (no classes)
- Oct. 15-18 Bus Safety Week
- Oct. 17-18 Picture Days
- Oct. 25 MTS PD Day (no classes)
- Oct. 31 Fall Parties 2:30-3:30

PAC MEMBERS

What is the role of PAC?

- Fundraising
- A voice for the parents
- A place for the school to bring ideas and concerns that would benefit from parents perspective

From Edward Milne Community School (BC) - "The purpose is to advocate for excellence in education, for the safety and well being of our students and the effective and meaningful involvement of the parents as partners"

From BC Confederation of PACs - "To communicate with parents, and to promote cooperation between the home and the school in providing support for the education of children. To assist parents in accessing the system and to advocate on behalf of parents and students."

From Ecole Ile Des Chenes - "Our goal is to enrich our children's education by becoming interactive parents; knowing the needs of students and staff, and being proactive in areas we can assist."

RETURN TO SCHOOL UPDATES:

- Lots of changes this fall
 - Staffing Changes
 - Schedule Changes
- The start has been fairly smooth - lots to learn!

- Class sizes 20-23
- We are looking for volunteers for Picture Days
- Pizza- The school is using Santa Lucia for pizza this year. \$2.50 per slice. Pizza days will be on Fridays starting

Welcome New Teachers to Woodlawn

- Rachael Van Gerwin-Wilson
- Allison Antonio
- Ashley Green
- Margaret Loewen
- Krystle Lachance
- Melissa Hiebert
- Erin Dal Zotto

Teachers in New Roles

- Jordyn Arcand
- Katrina Hamilton
- Amanda Bilevicius
- And More!!

SCHOOL PLAN 2024-2025

1 (a) Social Emotional Learning- Self-Compassion

By June 2025 all students in K-4 will demonstrate increased self compassion by at least one level (almost never, not very often, sometimes, very often, almost always)

1 (b) Social Emotional Learning- Indigenous Education

By June of 2025, all Woodlawn students will have had the opportunity to take part in a variety of learning experiences that centre the four main strategies and subsequent actions of the Mamàhtawisiwin Provincial Policy Framework

2 (a) Literacy

By June 2025, every student will demonstrate one year’s growth in skilled writing through creative exploration, building stamina, and intentional reflection with writing for authentic communication.

2 (b) Numeracy

By June 2025, every student will demonstrate at least one level of growth in their understanding and reasoning of subtraction.

Questions?

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.

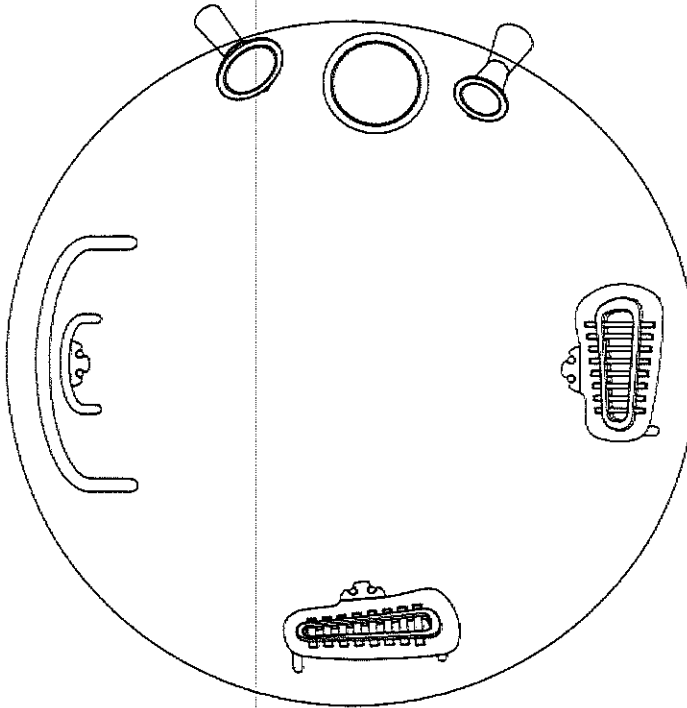
We believe the purpose of education is a pursuit of creativity, collaboration, communication, citizenship, character, critical thinking and a strong foundation in literacy and numeracy.

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.

PHASE ONE : RHAPSODY OUTDOOR MUSIC EQUIPMENT

INSTALLED ON CONCRETE SURFACE: NOT INCLUDED

228214
WARBLE CHIMES



228215
GOBLET JUNIOR
DRUM

228212
DITTY
METALLOPHONE

228217
KETTLE JUNIOR
DRUM

228218
KUNDU JUNIOR
DRUM

228213
JINGLE
METALLOPHONE

179 SQUARE FEET

WOODLAWN SCHOOL
411 Henry St, Steinbach,
MB R5G 0R1

PLAYGROUNDS-R-US
BRYAN DEIBERT
204-682-7000

SYSTEM TYPE:
FREESTANDING
DRAWING #:
221182B



SLR
landscape
structures



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THIS PLAY AND PLAY EQUIPMENT IS DESIGNED FOR AGES 3-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES.

CHECK A PROFESSIONAL ENGINEER, ARCHITECT, OR LANDSCAPE ARCHITECT FOR ALL LOCAL, STATE, AND FEDERAL REGULATIONS AND PERMITS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES.

DESIGNED BY:
SLR

CONTRACT NUMBER:
2011-001-001-001-001-001

Date: _____
Professional Drawing # _____
221182B





Woodlawn Parent Advisory Council Year at a Glance 2024/25

September

AGM Sept 10

Picture Day Volunteers??

October

PAC Meeting – October 1st

Fall Fundraiser - Rocco's

October 1-15 pickup on October 30th

Staff Appreciation – ??Treats??

November

PAC Meeting – November 5th

December

PAC Meeting – December 3rd

Staff Appreciation - ??Coffee and Baked treats??

Bus Driver Appreciation - Hot Chocolate, Coffee, baked goods

January

PAC Meeting – January 7th

February

PAC Meeting – February 4th

Staff Appreciation - ??Donate gently used books for classrooms??

Book Fair - Volunteer's for selling

March

PAC Meeting – March 4th

Staff Appreciation - ??Student led Conferences Taco Bar??

Spring Fundraiser??

April

PAC Meeting – April 8th

Staff Appreciation - Student notes

May

PAC Meeting – May 6th

June

PAC Meeting – June 3rd

Staff appreciation - ??Bubbly/drinks and baked treats??

Basket Raffle??