

DPAC MONTHLY MEETING: 1 JUNE 2017

Cindy Luchka called the meeting to order at 7:07 PM.

In Attendance:

Katia Dilkina
Cindy Luchka
Erin Prescott
Ian Busby

Wendy Huibers
Katie Ryan
Elizabeth Corry
Joy Marie Manga

Mercedes Schmidt
Glenn Wagner

Staff: Ms. Brenna O'Connor, Mme Josee Paris

1. Welcome to all and roundtable introductions
2. Approval of the Agenda/Any additions?
3. May 2017 Minutes to Approve - motion to approve by Wendy Huibers, seconded by Katia Dilkina
4. Fun Day – Cindy for Alexis
 - Confirmed for June 28th
 - Alexis has organized Games2U Inflatables (Come with Employees, parent volunteers not needed for these stations)
 - Wendy is available to help that afternoon
 - **Freezies:** Have the freezies been purchased?
 - Primary Teachers have requested the students receive only half of a large freezie
 - Each class to get the freezies at the very end of the day when back inside
 - Note from Ian – remember to spread freezies out throughout freezer to freeze them faster
5. Craft Fair – Katia
 - Confirmed for November 25, 2017, again the Saturday after the Pro-D Day
 - The current registration process is by paper, which is a lot of work to enter crafters manually into spreadsheet
 - Katia has created an online registration form through Google Forms
 - A link to it will be available from the Craft Fair area of the DPAC website
 - Along with online registration, Katia would like to set-up online payment for the registration fee in the form of PayPal and/or or e-transfer
 - Both options are possible, though each may have associated fees (PayPal for sure)
 - PayPal is already in place and notifications go to dpac.payments@gmail.com
 - Crafters would put “craft fair” in the memo line and a filter and forward rule on the email

DPAC MONTHLY MEETING: 1 JUNE 2017

- account would allow those PayPal emails to go to Katia
 - Treasurers Ian and/or Erin will look into the e-transfers to see if it is possible with our Coast Capital account plan.
 - A side note that our Square account is set-up and WiFi is available in the school, so it should definitely be used at the concession at the Craft Fair
6. Bike to School Week – Erin
- Started on May 29, lots of kids have been riding their bikes to school
 - The clinics/safety checks by MEC on Monday, May 29 went well
 - Chantal has organized “Bling your Bike” for Friday, June 2
7. Principal’s Walk to School – Erin and Brenna O’Connor
- Wednesday, June 7th from King’s Pond
 - Erin has arranged scones and a fruit platter for the morning
 - Wendy to pick-up from Thrifty’s on June 6 and put in staffroom fridge
 - Request for tables and compost bin to be put outside
 - Brenna to send out and put up posters to advertise
 - Looking for a few people to help with the snacks out front in the morning
8. Treasurer Transfer – Ian to Erin
- Ian’s Report: Bank Accounts are doing well, currently about \$40,000 in the chequing account with Gaming money remaining and several cheques to be written in June
 - Question: What can Gaming Funds be used for? They are to be used for community initiatives, like the playground, greening, and also technology around the school and library
 - Gaming Funds must be spent within 2 years
 - Question: Wendy: How are the hot lunches doing? We received a bonus from Thrifty’s for their poorly delivered lunch program. Ian has not yet totalled the numbers for the year.
 - Ian is getting all of the Treasurer stuff ready to transfer to Erin
 - There is a consideration for the future executive to look at the possibility of paying for things from the PayPal account, but this is not as secure of a process as when two signatures are required for cheques to be paid out
9. School Calendar & DPAC Calendar – Cindy (for Alexis)
- Using the calendar provided by Margo, the following dates were chosen for events and activities that require facility rentals, however, we do not have to run these events if we do not receive the volunteer manpower, but the facilities will be reserved for us if we are able
 - September 7 – DPAC Meeting or Executive Meeting or PAC Social
 - Waiting to confirm Meet the Teacher Night (Staff and Admin. will confirm on June 7)
 - September TBA – Back to School **PICNIC**
 - October 27 – Halloween Dance
 - November 25 – Christmas Craft Fair
 - December 15 – DPAC Movie Night
 - February 22 – Bingo Night
 - June 22 – Year End Dance (again – just to reserve space but may not run it)
 - June 27 – Fun Day

DPAC MONTHLY MEETING: 1 JUNE 2017

- Wendy confirmed Hot Lunch Dates:
 - October 31, November 28, December 19, January 30, February 27, March 13, April 24, May 29, June 19

10. Books for Leaving Staff and PAC Parents – Cindy

- Ordering 8 books from the School House
- Books to be presented at the year-end Assembly on June 29th at 10:30am
- Mme Cohen, Terry, Ian Busby, Hilda (as Grade 5 parent), Sarah McQuillan, Satnam, Sheila

11. Year End Dance – Cindy

- Currently no dance planned, no volunteers to run it
- An email must go out to inform people that there will not be a dance
- Mercedes suggested the idea of an **End of Year Picnic on Wednesday, June 28**
- This year it could be simple, people just bring their own food “picnic basket” and blanket and eat outside at the school
- School must be open for bathroom use: Mercedes to arrange with Brenna
- It was noted that food is a draw – and if this is a well-attended event, food could be arranged next year
- It would be good to have the draw of a “treat”
- Wendy suggested the little ice cream cups and will look into the cost
- We wouldn’t know how many to order and we wouldn’t want to run out but the extras could be stored in the freezer for the September Back to School Picnic
- Wendy and Mercedes both said they could help out with this event
- It will be determined if this is a go, and then an email will be sent out with the bad news that the Year End Dance is cancelled but the good news of a Year End Picnic

12. Class Reps for 2017-2018 – Katia

- 19 reps will be needed
- Katia sent an email out to current class reps to see who will stay on
- Continue from that list and look for others in September

13. Revitalization of PAC

- Begin September with a big push
- Another flyer explaining what we do and we need help to run events and activities
- Focus on the social aspect of getting together with other parents
- Hold a PAC Social at the beginning of September
- Have a committee sign-up at the PAC Social and on the Bulletin Board
- Collect a list of people’s email addresses who have expressed interest in helping and use that email distribution list when looking for volunteers
- Provide feedback to that same distribution list on what the previous response was (e.g. “Thank you to the 5 people who responded last time”)

DPAC MONTHLY MEETING: 1 JUNE 2017

- Use posters and advertising more in 2017-2018
- Feedback that the PAC Newsletter is positive and helpful – glad to hear people read it!
- Ian made a positive comment about DPAC being well attended compared to other schools
- Use the class reps for a friendly competition amongst the classes – whichever class gathers the most volunteers wins a prize
- Roles that will need to be filled in the coming year:
 - Monk's Office Supplies, Hot Lunch (second person), Website Maintenance

14. Principal's Report – Brenna O'Connor and Josee Paris

- Info on Classes for 2017- 2018:
 - It has been difficult to juggle numbers for the rules for Class Size and Composition
 - As of now, all current/returning students have been worked into classes, but this means more split classes than usual
 - There will be 19 divisions, 8 English and 11 French
 - Teachers are very thoughtful in building classes and assigning class placement
 - Class placement and teacher placement has not been determined as of yet
- Update on Custodial Changes:
 - The staffing for Doncaster has been finalized, and there will be no changes in hours for our daytime Custodian – Pat, and evening Custodian – Mark
 - Some responsibilities and runs have changed amongst the schedule and this will see the need for our daytime Custodian to find appropriate times to clean bathrooms during his shift
 - The district had not reviewed custodial scheduling for 17 years, and they did make 11 layoffs where they needed to
- Update on the Garry Oak Meadow:
 - SD61 has put the work order in for an arborist to come and ???
 - It is unclear what will be done, or what is required to be done
 - The initial estimated cost for unknown work is \$1400, for which SD61 will pay half and Doncaster School will pay half
- Update on the OSC & Preschool use of space:
 - Preschool will move into the multi-purpose room
 - The Strings teacher is willing to be flexible in timing, and is able to hold afternoon Strings classes in the multi-purpose room
 - A side note that OSC fees are going up, but SD61 has not decided on rent increases at this time
 - Terry is retiring. The Preschool and OSC Owner, Cindy, will arrange new staff
 - A long-term solution for space issues, would be for the OSC to look at purchasing a divider for the gym
- There was an amazing field trip for some Grade 4/5 students at UVic in partnership with Science Venture and Frank Hobbs School where they built and tested structures to withstand the effects of an earthquake
 - Doncaster is looking to continue this partnership and gain ideas for maker space
- Track season has ended with the City Finals happening on June 1, 20 Doncaster students made it to the finals and over 100 kids were at the zone track meet

DPAC MONTHLY MEETING: 1 JUNE 2017

- The June 9th Pro-D Day will include workshops for teachers in areas of inclusion, nature-based learning, the use of drama in the classroom and other interesting topics
- Congratulations to Erin Prescott for running a great Bike to School Week
- The Celebration Concert for Canada's 150th was a huge success with a new format, a standing ovation, and kudos to Mrs. Palermo for her all her work on it
- Question from Josee Paris: **Is PAC able to provide the Breakfast for the Staff on June 30?**
 - Erin Prescott to be in touch with Jenn Bateman who had expressed interest in doing it again)

Cindy Luchka adjourned the meeting at 9:01 PM.

After the meeting:

Discussion around starting with the Principal's Report so that Administration and Staff do not feel they have to stay for the entire meeting, and parents that need to leave early can still hear from Staff and Administration. Also, meetings to be in the library again.

Proposed new meeting format:

2017 (Month) – DPAC AGENDA

Welcome to all, roundtable introductions (if needed), thank you to all parents and staff attending

Open Meeting 7:00 pm

Any additions to the Agenda?

Approval of Minutes from previous meeting.

PRINCIPAL'S REPORT

Question & Answer – Administration and Staff to PAC

Question & Answer – PAC to Administration and Staff

OLD BUSINESS

NEW BUSINESS

Next meeting: (insert date)