

**DPAC MONTHLY MEETING: 3 NOVEMBER 2020**  
**ANNUAL GENERAL MEETING**

*Nicole Woods called the meeting to order at 7:06 pm.*

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In attendance:

Nicole Woods	Robin Grazley	Warren Weicker
Erin Prescott	Anne Smith	Cindy Luchka
Adrienne White	Olena Sydoriuk	Verena Kaminiarz
Cyndi Whaley	Jennie Bartosik	Tracey Varian
Katia Dilkina	Chris Wright	Alison Hamer
Katie Ryan	Laura Mercer	Joel Friesen
Jen Grant		

Staff: Mrs. Cindy Harte, Mr. Tim McCreesh

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1. October 2020 Minutes to Approve: motion to approve by Cyndi Whaley, seconded by Cindy Luchka

2. Magic Forest Cleanup

- Jen Grant: we held this event maybe a week late -- due to leaf cover, it would have been better to start earlier, but we had three full bins and a bag. Participation was low, but it was still good, and we did a good job of capturing the big stuff. Some kids participated as well -- could forest cleanup be a project for an older class to take on at some point, for environmental stewardship?
- Cindy H agreed that this could definitely be doable for Grade 4s and 5s -- in fact, after that cleanup was booked, Lara Kremler let us know her class had gone out, collected litter in the forest, and graphed the findings! This is something we could rotate among the 5 intermediate classes, as they can understand what things they could pick up, or what they should tell an adult about -- will bring it up with teachers.
- Jen: we'd be happy to do it again -- Anne may be interested in leading another effort down the road. It would be good to make sure we did a cleanup just after summer holidays.
- After some consultation, we agreed to check in monthly about when another cleanup is needed -- if anyone notices the forest needs attention, please say. Erin noted that we also need to know if people are finding more than just litter in the forest.
- Thanks to Jen for organizing!

3. Garden Project

- lots of work has been done!
- Erin: Abigail Bigam has been taking the lead in organizing work on the garden -- parent volunteers helped turn sod on October 17.
- Tim: the garden is looking really good -- that pile of grass was initially 6 ft high. Lots of classes have been working in the garden, lots of fun -- the students have flipped more than what Abigail

was anticipating. She has moved it around, the cardboard is down and wet, and beds are mulched.

- Abigail is wondering about another work party to lay out the paths -- parent volunteers to lay out pebbles. Tim/Cindy H will chat with Abigail about dates and share it in a weekly update.
- Tim shared a story about how much the garden has engaged the kids.
- Erin: so many thanks to Abigail for all her work on this project!
- Nicole: we are looking forward to celebrating when things are actually growing!

#### 4. Doncaster Wear

- Cindy L: orders are in -- we had to extend the deadline to make sure we got them all. Online orders did not go as smoothly as paper orders last year, unfortunately -- but the totals are submitted. Now we need to figure out where to sort the clothing when it comes in.
- Cindy L asked Cindy H & Tim about whether the school would ever be available on the weekend to sort clothing, also Purdy's order down the road. We need a lot of room for that one -- it's not something we can do in a house.
- Cindy H: tricky -- even staff aren't allowed in on a weekend -- hours are 7-7. We could make access happen up to 7 pm on a school day, as the gym is there. Once items are sorted, can we deliver to classrooms, or will parents pick up? Cindy L: some orders are gifts, so we will have to arrange for pickup with those families -- for others, maybe send to classrooms.
- Jennie has a shared meeting room in her co-op that may also be available.
- Cindy L will pick up the orders around November 16-18.
- Cindy H: afterschool care will be using the gym until 5:30, but we can probably free up one side after 4 -- will connect with Cindy L on details.
- Cindy L: this was a successful fundraiser in the end, but it was difficult without people being able to see samples, sizes -- some duplicates and mixups in the orders.
- Thank you, Cindy L, for seeing this one through in trying circumstances!

#### 5. Card Project

- Cindy L: awesome -- all the artwork that came in is amazing! The art is online now, and the priority order deadline is November 8. Marcelle at The Card Project will send those sooner so they can go as gifts -- many orders are in already. The samples came in this afternoon in the mail, I will bring them to the school tomorrow, and Cindy H/Tim can distribute to classes.
- There are two dates for delivery (priority and later), not on hand at the moment -- but again, the orders will have to be sorted when they come in at end of November. We will again need to find a place to sort, then they will be delivered to the classrooms -- runners will have to come down for each class and pick them up. Cindy H: we will figure that piece out -- EAs and office staff can help.
- Nicole observed that most of this year's fundraising will be like this [online orders, sorting out sorting] -- Doncaster Wear as guinea pig for online/rollout.
- Thanks, Cindy L!

#### 6. Covered Outdoor Area Project

- Nicole: a surprising amount of progress since last time!

- Cindy H: they are heavy items, and could only go on the trolley sideways -- we planned on storing them in courtyard, but they didn't fit through the doors. They are now in the Den and we are just waiting for the building permit -- this should be quick, since no electrical or plumbing involved. Once that's in, the district will construct and put them safely in the right spot -- no timeline, but fingers crossed it will be soon.
- Question from Katia: why did we need a permit if there's no electrical or plumbing? Cindy H: it's the size -- anything over 10 x 10 requires a permit -- guinea pigs again.
- Nicole clarified that what we're getting are the two large Costco outdoor gazebos, which will go side by side on gravel area on primary playground.
- Cindy H: two are 16 x 12, then another smaller one for the courtyard -- PAC paid for one, federal funding paid for the others.
- Turnaround was really fast, and it seems like they will last for years -- made of cedar and aluminum.

#### 7. Class Reps

- Robin: we've had a couple of personnel changes since last month, but to my knowledge all classes have reps. We have email addresses for all reps if we do want to send out PAC messages through them.
- Cindy H had nothing further -- this item can be removed from the agenda from here on.

#### 8. Hot Lunch Program

- Nicole: we are going around and around with this issue ...
- Katia: we are considering restarting our hot lunch program in January -- other schools are already doing it. It is a great fundraiser, the kids really enjoy it, as do parents -- and it also brings back some normalcy. Leanne (the coordinator last year) is willing to continue being involved, but her work commitments have intensified so she may not be able to commit to the same level. Understandably, she also wants to know exactly how it's all going to work before committing. Maria (Leanne's second in command) is not able to be involved again this year in an organizing capacity.
- Cindy H shared information about the model that worked well at Torquay:
  - Lunch was delivered one day every week, alternating Pizza Hut and Subway -- they eliminated all treats, drinks, which made delivery simple.
  - Pizza came per division, in individual cardboard boxes, so little waste -- the teacher handed them out, brought the bag back.
  - For Subway, same thing -- division in a box, little sorting needed.
  - Runners went from office to classrooms (can be handled in house).
  - Glitches are the thing -- would need a master copy to deal with those -- both vendors would send a couple of extras in case of errors.
- In the past, we often have students coming to the server with concerns -- wrong items, they are sure their parents ordered but they didn't get a lunch, etc. Nicole wondered whether one point person would be sufficient if school staff helped. Cindy H noted that at Torquay, lunch monitors also helped, and it's a smaller school as well -- that said, with one point person and willingness of adults in the building to help, it could be made to work.

- Delivery would have to arrive during the common eating block. Tim: if it's coming prepacked by division from the providers, one parent rep should be enough to run it smoothly -- there are adults in all classrooms while kids are eating.
- Nicole noted that the limitations we're dealing with due to pandemic protocols must be common -- vendors must be aware/have made modifications.
- Katia pointed out that even if only one person is needed, we will still need at least two for a plan B, if not a C. Also, what about frequency -- once a week or once a month? Cindy H: whatever you guys want -- they loved once a month at Torquay. Nicole: it would depend on how much parental involvement was needed. The point person would take the lead, delegate who was actually on site, etc. -- likely Leanne is not going to be able to take that on again. Katia felt once a month may be too much for Leanne.
- Katia: the other issue is hot lunches.net -- the organizer would have to be familiar with the online ordering system. Hopefully Leanne could make time to bring people up to speed. Does the organizer have to make sure food is paid for? Lots of logistics to work out -- bottleneck is volunteers.
- Nicole suggested we start with once a month, like we have done before-- we can reconsider if it takes off.
- Cindy L added that the only supplier that we have worked with previously that packages individually is Subway -- we would need a new vendor for any other choices (Pizza Hut, Panago).
- Laura pointed out in chat that things may have changed with Covid -- we might ask vendors how they are handling packaging now. Cindy L: Booster Juice was never able to do sorting by division. Cedar Hill Middle School previously did delivered lunches every week, and so far has only been able to do pizza (Panago).
- Cindy H: Tim and I can ask other schools about their providers, process, this week -- will share findings with PAC exec.
- Katia: we would still need to have somebody in place by December to make this happen for January -- orders would be starting to come in soon. Nicole suggested we put this possibility out to families -- if they want this, hopefully someone will feel comfortable taking it on. It might be February instead. Katia suggested we let Cindy H put it in a weekly update, see who comes forward -- we'd need to include a brief outline of duties, when they'd need to be there, and that there would be support from previous coordinator.
- We agreed that people will gather information, and we will revisit this discussion in December.

## 9. Parent Education

- Robin: Nicole and Cindy H met last week to talk logistics, and in principle we think it's doable to to go ahead with presentations from the White Hatter this year.
  - Recap: the White Hatter is a Victoria-based business which specializes in educating kids and parents about social media safety, digital literacy, and online privacy and security. We generally have them present to grade 4 & 5 students, and parents, every other year.
  - This year we're planning to have them present virtually, which is an aspect of their business they were already building (good timing!) -- they can present to multiple classrooms simultaneously, and the parent session will be done as an evening webinar

rather than held in the gym, so we can retain our pandemic protocols for students and parents.

- On Monday, Nicole submitted our application for Parent Education Funding from SD61 -- this is a \$250 grant, which we have had in the past, and we are looking at a cost of about \$700 for the presentations.
- This will likely be our one parent ed opportunity this year.
- What we're missing, though, is someone to pick up the ball and finish organizing this presentation, since the position of Parent Ed Coordinator is currently unfilled. Nicole and I, and Cindy H, have laid some of the groundwork -- but we need a person (or two) to commit to organizing the event from here. That will involve coordinating booking times with Cindy H and with the White Hatter, letting parents know about the event (email/post to DPAC FB) ...
- We are likely looking at early 2021 for the presentations. Question from Nicole: do we have a sense of lead time on booking? Robin: when I spoke with Darren in October, I got the impression that we'd need a few weeks' lead time, but not months. That said, things may have changed, and we have more choices if we book earlier.
- Katia raised the idea of bringing back the newsletter, since we have several PAC-specific things to share, calls for volunteers, if Adrienne feels able to take that on. Adrienne: yes, I can do that -- once I get the minutes from Robin, I'll start putting something together. Discussion turned briefly to the Purdy's fundraiser -- check with Alexis about dates, and hopefully we can include that info in the newsletter as well.
- Nicole: since this is a busier time for PAC -- more communications, and things might get lost in the weekly updates -- Cindy H and I were thinking that doing the newsletter and sending to Margo would be great.
- Adrienne agreed to put together the newsletter with dates, calls for volunteers, info on winter fundraisers, etc., next week. We'll do a newsletter as needed (not committing to every month.) Thank you, Adrienne!

## 10. Fundraising

- Winter Fundraiser
  - Nicole: Cindy H brought Growing Smiles to our attention -- don't think we've ever done this one? Poinsettias, planters, wreaths -- 8 different options -- price range is excellent, variety of products that would be great gifts, people buying them anyway. I contacted the company, and they are completely dialed in as to how to deal with schools, set up a webpage for us ... It seems like it would not be an overly difficult fundraising opportunity. We will need help but I think this would be Christmassy and fun in the next few weeks.
  - Katia: do they have a minimum order? Nicole: no -- if orders are under \$1000 in wholesale, we get charged a small delivery fee, but over \$1000, delivery is free. We make our profit per unit in differential between wholesale and retail pricing -- average about \$10 per product suggested. We also have the option to drop the price and charge families less. The company makes their money based on volume of sales -- they said that rarely do schools/teams not make that \$1000 threshold.

- We have the option of sending a physical order form to classes, then two ways of paying -- online, or parents would need to pay us and we cut Growing Smiles a cheque on delivery day -- they are making it as user-friendly as possible.
- Delivery is 2 weeks after order cutoff. If we are going to do this, we probably need to target early Dec, so 3rd week of November -- we would have to hit the ground running with this one.
- Katia observed that this seems like a good opportunity, but we want to avoid all the work Cindy L had to do with Doncaster Wear, for example -- if they handle the orders, then it is easy -- if the point person has to be involved in another way, it gets complicated.
- Nicole suggested we offer online orders only to simplify things -- Purdy's is all online. Cindy H: we're doing that with all school stuff as well -- not a stretch, and maybe even an expectation for many parents.
- Nicole will give Katia the information; she will follow up with Growing Smiles, and send info to Adrienne for the newsletter if it seems like a go. We can do the sorting/pickup in the Den (Cage) if needed.
- Thrifty Foods Cards
  - Robin: updated notice sent to Hilda yesterday, cards should be coming home with oldest/only in the school -- Cindy H confirmed that cards & form are bundled and ready to go out. More cards/Fairway cards will be available from the office (form to return, or request).
- West Coast Seeds
  - Erin has applied for this fundraiser -- we can talk more about it in January. Something to have on the radar, but not worth putting in this month's newsletter yet since it has not yet been approved.

#### 11. Budget Update

- Erin: we did get the gaming grant again -- approximately \$8300. We also received a cheque for \$90 from the Soap Exchange, and apparently a couple of hundred dollars from Finn & Izzy's shoe program will soon be coming our way.
- If anyone has questions, Erin is happy to answer them, pass along where we're at with the budget.
- Katia pointed out that the budget was usually posted on the PAC board, which now parents can never see ... she can post the budget on the website if people would like.
- Erin suggested we let people know we spent money on the gazebo (newsletter).
- Cindy H: could we make a PAC board in the window? Parents liked this idea -- in the front of the school, with items in clear sleeves (portrait orientation) -- thanks, Cindy H!

#### 12. School Updates

- Tim: shared the district's strategic plan on screen -- highlight how we are aligning with these 3 goals, all centred around inclusive, culturally responsive, and supportive learning -- this is the plan for the next 5 years.

- Last year, we as a school started looking at outdoor education as our goal. It's timely that we fit with Covid, but it's so much more than that -- not just taking kids outside for the same kind of learning they would do indoors.
- School goal for next 5 yrs: how can land and place-based learning ... **[detailed wording to come]** how can we work on social-emotional wellbeing, and academic success
- Professional growth and learning: on the November 23 Pro-D day, we'll be going to Oaklands to talk about learning, hurdles and challenges with their outdoor class -- then some activities with staff centred around outdoor learning.
- Nicole: this feels like a really important aspect of learning. Parents were enthusiastic about these developments.
- Outdoor learning is Tim's passion, background -- nice that it aligns.

**Next Meeting: TUESDAY, 1 December 2020, via Zoom**

*Nicole Woods adjourned the meeting at 8:13 pm*