

DPAC MONTHLY MEETING: 1 December 2016

*Alexis Osmond called the meeting to order at 7:04PM.
Thank you to Mrs. O'Connor, Mme Paris for attending.*

Alexis Osmond
Jill Nichol
Katia Dilkina
Tanya Moehl
Heather McNally

Carrie deBoer
Cindy Luchka
Joy Marie Manga
Craig Hickie
Michele Mukahanana

Ian Busby
Catherine DuBois
Erin Prescott
Wendy Huibers
Heather McNally

1. Approval of the Agenda

2. Approval of the Minutes

Approved (W. Huibers/C. Luchka) – December 2015 AGM Minutes

Approved (K. Dilkina/W. Huibers) – November 2016 Minutes

3. Committee Reports

a. **Craft Fair** – Katia

Successful craft fair. Thank you to all who helped before/during/after. Received 31/80 feedback forms back from crafters; follow up with another email to all and received more feedback via email. Gym crafters commented quieter traffic; hallway crafters said it was busier. Quieter craft fair all around but crafters sold just as much or more. Really positive feedback from all. Concession did well. Many liked the online map of the crafters/tables and the Facebook page for information. Crafters were very happy to be let in before 8AM when people were there already setting up to get a head start in setting up tables. Bake sale was well received and organized. Raffle table was very successful due to its location and Deb was very welcoming. Kids room didn't do so well. Next year thought was to have face painting again (popular). Some wondered about a Spring Fair (i.e. crafters, games, market for food/produce, food trucks, etc).

Some feedback for next year: Music in the gym; walkie talkies to connect with Coordinator especially during set-up and during the fair; request/ensure only 6ft tables are borrowed from other schools. Received a lot of 8ft tables which created a bit of havoc with table layouts. Custodian hours need to be adjusted to perhaps 11AM-6PM or 12PM-7PM. Signs need to invest in new signs for next year. Some weren't returned and feedback was that they were hard to read and didn't look very good. Need posters to distribute at workplaces, businesses, community boards, etc and new signs.

Katia volunteered to stay on as Craft Fair Coordinator for 2017

Volunteers organized for Craft Fair 2017 as follows:

1. Concession: Alexis Osmond/Craig Hickie
2. Bake Sale: Mercedes Schmidt/Christine Arduini
3. Raffle Table: Deb McIldoon
4. Announcements: Catherine DuBois
5. Advertising/Posters: Jill Nichol

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b. **Playground** – Cindy

Playground Celebration Ceremony: 15Dec2016 at 3PM following the matinee winter concert. Invited eight of the larger donors. Communication of event will be sent home via email to all families, to the District (by way of Principal), posters will be displayed around school, invite someone from the Saanich News to cover event (Cindy and Ms O'Connor to discuss). There will be balloons and principal speech. Suggested that each class prepare paper chain and the kids can make a circle around the new playground and it can be like a ribbon cutting ceremony. Wendy/Cindy to inquire with Starbucks on donated coffee for donors; Cobs for donation.

Follow Up: Buddy Bench donated by Peppers. Ms. O'Connor is working with this as they are waiting for installation quotes and timeline.

c. **Budget Update** – Ian

DPAC starting to be more flush. Currently \$10,000. Started to pay more bills. Still waiting for revenue from Fairways, Thrifty Foods (Smile Card Program), Monks Office, and QSP Magazines. Not yet ready to distribute Teacher Allotments. Craft Fair was the most successful - \$6100 (Bake Sale - \$1200; Raffle \$700; Concession approx. \$500, etc)

Thrifty Food Smile Cards / Fairway Market grocery cards – give 5% back when used. Approx \$150 cards/max for Thrifty and receive approx. \$1000-1500/year. Do more to promote these cards/usage to increase amount provided by the grocers to the DPAC. Erin Prescott to look into these and create a poster to families to indicate if they want a card or not.

4. Old Business

a. **Movie Night** – Joy

Friday, December 9 @ 6PM

Two movies – 25 minutes each: Smurfs Christmas and Frosty the Snowman (1950s)

6-630PM Santa, pictures with Santa by donation

elves will be helping with event

concession will feature candy bags, popcorn, water.

Poster to be emailed home by end of week.

b. **FUNdraiser Update** – Alexis

Card Project – 135 families purchased; \$1300 raised

Ms. O'Connor said next year they will promote this at the staff meeting to generate ideas of how to present the students with ideas for cards. Very creative students/classes. Teachers were able to buy cards too. Ready for pick up December 7.

Purdy's - 52 orders; \$1300 raised.

Alexis and Joy packed orders. Appreciated the extra help. Went much smoother this year.

QSP Magazines – Approximately \$900 – new sales person this year.

c. **Best Seat in the House** – Winter Concert – Wendy/Tanya

Not happening for Winter Concert. Perhaps in the Spring.

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d. **Update School Sign Volunteer**

Parent suggestion (thank you to the Mottishaw family) who recommended Peter from Men in Kilts Window Washing company who kindly volunteered his time to update the school sign as needed. He even washed/cleaned the sign. His company has the van/ladder/insurance to do the work. Thank you to Peter of Men in Kilts for this great community service offer. Its very much appreciated from the staff and parent community at Doncaster.

5. New Business

a. **Bingo Night - February 23 – Need Volunteer to Coordinate – Alexis**

A coordinator is required to make this event run. If you (or others you know) are interested in taking this on, Alexis is more than happy to share details of what needs to happen. Please be in contact with Alexis for more details: dpac.doncaster@gmail.com.

b. **December Election, positions to be filled**

- i. **Treasurer – Erin Prescott** will assume Treasurer position **September 2017**. Ian Busby will be remain in the role through the end of Summer 2017 to provide mentorship and organize all DPAC treasurer paperwork, etc.
- ii. **Secretary – Cindy Luchka**
- iii. **Vice-President – Katia Dilkina**
- iv. **President – Alexis Osmond**. With understanding the she will not be doing any event coordination. DPAC, those in attendance, supportive of this in order for her to continue with the role.
- v. **Member-At-Large – Catherine DuBois (Past President); Wendy Huibers; Jill Nichol; Craig Hichie; Tanya Moehl; Byron Crossley**

6. Principal Report - Mrs. O'Connor/Mme Paris

i. **New Student Leadership**

28 Grade 5 students participated in the new student leadership project to talk about and come up with some great new initiatives in the school (i.e. most important playground rules,etc). Great response and teachers were really excited about the participation.

ii. **Report Cards – December 9**

FreshGrade – two divisions (Div 11/17) will be providing a summary report on FreshGrade of student learning. Other Divisions using FreshGrade this year are piloting it for usage; not for report cards this time around.

CSL Formats – all other divisions will be using the new written report with comments on all subjects which was introduced last year. Three reports a year.

iii. **Middle Year Development Index**

Annually completed to collect data with feedback on outcomes and trends, feelings and experiences outside school; how to better the school, etc.

iv. **Technology**

Many teachers attended the Google App Summit at Oak Bay High School recently. Interesting information on how data is collected and analyzed, using voice recognition, reading and writing tools.

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continuing with Lunch and Learns which have many teachers sharing teaching methods, etc with their colleagues.

Looking to introduce more Chrome books and iPads into classrooms over time.

v. **Winter Concert**

Divisions 1-8

Wednesday evening 630PM – December 14

Thursday afternoon 130PM – December 15

vi. **Walk Around School follow up**

Weather was terrible on the day but volunteers were still available and it was completed. Extensive notes were taken and found many ways to make the school better. Many were pleased with the many access points to the school. A great survey to use a beginning point. Ms. O'Connor will look at sharing a summary of the report with all families.

Adjourned: 8:51PM

Executive Meeting: Jan 5 @7PM; Next Meeting: Feb 2 @7PM

DRAFT