

DPAC Monthly Meeting: 2 May 2023

Nicole Woods called the meeting to order at 6:49pm.

In attendance: 15 people (10 in person and 5 online)

Nicole Woods	Cyndi Whaley	Adrienne White	Oona Jean
Warren Weicker	Nic Green	Jodi Green	Sandra Roberston
Dan	Jen G	Alanna	Cindy Luchka

Staff: Cindy Harte, Stephanie Mills, Jennifer Cox

Minutes:

Nicole did the territory acknowledgement.

Jodi & Stephanie approved the last month's minutes.

Old business:

1. Parent education session from April 20th: Dietician talking about sugar. Was a fantastic session, but only about 5 people attended. Likely due to wind storm weather, but still. Nicole spoke to the PAC organizer from Braefoot about how without a parent ed coordinator, Doncaster won't be helping host these sessions since it has still resulted in some work on our end and we don't have a parent ed coordinator here. Question about what does that parent ed role entail? Nicole said it's been described in our newsletters. It involves applying for the grant (usually going in on it with Braefoot), and then scheduling a speaker, advertising it, forward it to our social media coordinator, etc. Just 2 sessions a year. Subject matter has varied between kid-focused, parent-focused, internet safety, childhood anxiety, nutrition, etc. The sky's the limit on topics. Held in library or gym, and alternating at Braefoot or Doncaster. Usually just parents attend... though it could be organized with a child-care component.
2. Doncaster cookbook: About 95 recipes have been submitted, so Cyndi & Nicole will work on formatting it, printing a test copy, and advertising them for sale. Can the hot lunch website be used for ordering/purchasing? Yes. And how much we charge TBD once we know the printing costs. Winner of the pizza party is Mme Kremler's class for most recipes submitted! Thanks to Jodi & Nic Green for offering to provide the pizza (26 kids in that class – 2 pieces per kid max). Cookbook could be bound at the school, if the cost to get it bound is high. Add kids' drawings to the empty spots in the cookbook? Yes, ok, teachers may encourage their kids to do so, and Cyndi would need them in the next week or two, preferably sent all together.
3. Movie night: set for May 4th, 6-8pm (note we accidentally had the wrong time in the April newsletter). Boss Baby. Concession will be at the back of the gym like last time. Q: should we set up a PAC table just outside the gym doors (with balloons, etc)? Are there volunteers for that? No, won't bother since they are focused on kindergarten registration day. Cyndi asked Cindy to please include the Boss Baby Poster (png file) in the reminder email that gets sent on Thursday.
4. Spring plant sale: Nicole has handed over the reigns to Stephanie. Plants are arriving on Tuesday (May 9th), and pickup will be that day after school. Communication to the families that ordered only (not whole school). Hanging baskets and planters needed to be ordered in groupings of 9, so there are 3 extra of each, that we hope people will buy

since otherwise it'll come out of our profits. Often staff are interested. Profit will be ~\$570. In previous years this has been higher, but it's been slowly dropping off.

5. Yard sale: Adrienne organising for May 27th. Adrienne has been working with Laura, Jodi, & Oona. Only 4 people have signed up for tables, 1 who has paid so far, but more may towards the deadline. There will be a kids area, food trucks, bake sale. They are discussing whether to get signage for this – maybe permanent signs, like we've done for the craft fair in the past – they were quite expensive though. Nicole suggests we make do with the homemade (poster board) signs for cheaper, then order permanent signs after we see how successful the yard sale is and we can hopefully get the signs on sale. Jen offered that her class can make poster board signs this year. A family is organizing pizza sales as well. Q about whether to open this up to other schools' families given the small sign up so far? It's possible that people sold everything last year and won't have enough to sell again... There are also children's extracurriculars that day (like Scouts, dance, etc) that may keep people away. Decided that yes, let's open it up to other schools to buy tables. The link for how to get a table wasn't included in the last communiqué.
6. Monk Office school supplies: Laura has been in contact with Monk last week. They will replicate what they did last year, except for June order date, Sept pickup. Families can indicate online if they want to pickup from the store earlier. Still waiting on the district approved supply lists.
7. Social media/facebook update: Brendan and Nicole were able to delete/disable the old DPAC facebook page. Now Brendan and his partner will build a new one. They may present it at the June DPAC meeting. It will be linked to the DPAC website and newsletters as well.

New business:

1. Lack of mission statement/direction: Nicole has started on it, and read it to the group. Open to feedback. This would eventually be added to the website and facebook page. Group loved it as is!
The mission of the Doncaster Parent Auxiliary Council (DPAC) is to:
 - enhance and support the educational experience for students at Doncaster.
 - foster a sense of community and develop a closer connection between school and home by encouraging parental involvement.
 - coordinate educational, informational, social and fundraising events for the school and community as a whole.
 - directly support the mission and vision of the school through our volunteer commitment and financial support.
2. PAC Budget for next year 2023/24 (Adrienne):
 - a. Revenue: gaming grant is based on the number of students, which should be similar to last year. Craft fair may bring in a bit more money next year (e.g. increase cost per table, and increased total number of tables). Parent donation letter at beginning of year? This hasn't been done for a number of years. Should we remove this for next year? Jodi likes the idea of bringing it back and be clear in the letter on what the funds go towards. If there's something big to raise money for, it helps to include that too (people more likely to donate). Suggested to wait until there is a big fundraising need (which wouldn't be next year, but maybe a later year). Also suggested that the letter could encourage

volunteering if they can't donate money. For the gaming grant, there is an ability to extend the deadline to spend it if the district is holding it up. Fairway grocery cards. Increased income for next year – but important to promote this one to new families (a card to be provided with a welcome package – with clear instructions on how to use it). Note to double check with Fairway if future treasurer doesn't see Fairway money rolling in. No money from Cobs, even though it's occasionally included in our newsletter. In new school year, send home a letter with all of the DPAC events/fundraisers. Suggested that families forward on a list of these to the grandparents, and more and more people may participate. Nic will compile a list of these and include instructions. Parent volunteer to sort the labelled lost and found items? Doncaster wear income reduced. West Coast seed fundraiser – hoping for an organizer next year. Family pizza Dominos fundraiser, needs an organizer for next year. Events: most aren't big earners, except for hopefully the yard sale and the end of year picnic (the latter which has associated expenses too). Fun lunches bring in about \$3000 net.

- b. Expenses: The PAC gives \$15/student to the school. Contributions towards the grade 5 celebration and the lunch buddies. Art starts program include bringing in performances that come into the school (e.g., magician, dance, music, etc). First aid course in the past for lunch monitors, but not needed for lunch buddies. Don't want to insinuate that the lunch buddies need to perform first aid. Other programming could be offered instead for "student enrichment", like home alone course, dog safety, etc. Cindy suggests that this line item could be removed. Nic mentioned a good course on money management/financial literacy for kids. The music expense helps add things to the music classroom (e.g., in past she's bought 6 ukuleles with this line item). We can remove the "extra food" line item since the school is getting "feed the future" funds to buy extra food. Resource room, for example they got 6 wiggle stools. No longer tumblebook subscription, since that's paid for by the district now. Sports team clothing was removed since it's been \$0 for many years. Indoor learning included the parachute last year. Outdoor included the chalk board, rain ponchos, etc. Note that the outdoor learning items often need district approval, and don't follow the process where the teachers take the lead and submit receipts. Separate "outdoor learning and playground" into two items: "outdoor learning" (e.g., for balls -- smaller amount) and "special project(s)" (e.g., playground replacement, lowering basketball hoops, etc -- larger amount). PAC expenses have included zoom licences in the past. Etransfer fees. Year-end BBQ costs are bouncy castles and food. Fun day costs are for snacks.
 - c. Vote to approve this budget: Unanimously approved.
3. Kindergarten orientation coming up on May 16th. Laura Mercer will attend to give the DPAC welcome blurb. Would like an extra person to volunteer with her (needs to be available between 9am – 12pm).
 4. Teacher appreciation breakfast: It is held on the 29th of June (ProD Friday after last day of school). Several different options for food (last year was continental breakfast) – need someone to shop and bring the food and set it up. Jodi volunteered.. Nicole will likely help.
 5. End of year BBQ: 5-7pm, Thursday June 22nd. The inflatables are booked (3 of them, and they are bigger & better than last year's). We need more food sources this year

since lines were too long last year. Odd Fellows has an enclosed pulled pork pig smoker – Nic will scope it out. Suggested for class reps to communicate to families about the need for volunteers. Q: consider a pre-order and pay for the food via the fun lunch website? Might be faster for those that do, since no exchange of money or time spent deciding (envelope of tickets given to families that pre-ordered, which is some work, but office and PAC willing to help) – agreed to do this, and also have on-site cash options available too.

Principal report:

- Presentation of list from teachers on what PAC funds have covered this past year (list presented). Can we include this list at the kindergarten orientation & also on the website? Yes!
- School's code of conduct reviewed every year.
- List of upcoming events, including June 15th, the parent appreciation event. Q about class photos that got rescheduled: The provider will be changed for next year because of feedback from families (didn't like the website).
- Update from district on spending will be provided at next DPAC meeting.

May newsletter – things to include:

- Yard sale, May 27th – order your table!
- Come to PAC monthly meetings! – children welcome to attend and will do activities while parents are in the meeting.
- Volunteers for remaining PAC events this year:
 - Volunteer needed to represent the PAC for kindergarten orientation with Laura.
 - LOTS of volunteers needed to set up and run food options for the year-end BBQ.
 - School supply orders coming soon – those who need help affording them should reach out to Cindy H.

Next meeting: Thursday, 1 June 2023, 6:45pm, in-person with children in next room over.

Nicole Woods adjourned the meeting at 8:41pm.