

# Sherwood Park PAC Newsletter



Email: [sherwoodparkpac@gmail.com](mailto:sherwoodparkpac@gmail.com)  
Facebook: <https://www.facebook.com/sherwoodparkpac/>

## Spring Clean-up

A few of our parent volunteers have been working hard around the school to clean up the garden areas and will begin adding new flowers and shrubs soon.



Please help us keep the gardens protected and talk to your children about respecting these areas by not playing or running through the gardens or any of the areas that are chained off. In addition, aside from the obvious safety concerns, many of the trees are a risk of damage by kids climbing and/or swinging from them. Let's keep both our trees and kids safe by reminding students to stay on the ground.

## Bike to School Week May 29 – June 2

Bike to School Week is a free, fun, week-long celebration for kids of all ages and abilities. It is a great way to help reinforce students' interest in cycling and coincides with Bike to Work Week. We would love for our school to officially participate in bike to school week. **If there is a parent who is interested in launching bike to school week for our school, please contact the PAC.** More information on the program, free resources and registration details can be found at <https://bikehub.ca/bike-to-school/bike-to-school-week>

## Safety Patrol – Parent Supervisors Needed



If you are involved in dropping off your children at school you will have noticed some of our intermediate students manning the crosswalk under the supervision of parent volunteers. We are in need of parent volunteers for the month of June. If you are able to help out during any of the mornings from 8:20 to 8:50, please email the PAC. A huge thank you to the students (and parents) who have donated their time to help ensure the safety of our children during the busy morning commute to school! We are proud of your commitment to your school and fellow classmates.

## Seycove Auction

It is safe to say that this year's event was a resounding success as we received almost \$8,000! Again, thank you to all the families and local businesses who helped make this happen. Your donations and volunteer time resulted in adding to a large portion of this year's PAC income.

It is possible that the Seycove Auction will not proceed next year. Many of the committee members are graduating out of the school system and in order to proceed, new volunteer committee members are needed. If you would like to see this community event continue, this is your opportunity to get involved and try something new! You can start by reaching out the auction committee at [info@seycoveauction.org](mailto:info@seycoveauction.org).

## PAC Calendar

### PAC Meetings:

May 30

### Hot Lunch:

May 12 – Subway

May 18 – Pizza

May 29 – Sushi

June 2 - Subway

June 5 - Magic Lunch Box

June 9 – Pizza

June 19 - Sushi

[\*\*CLICK HERE TO VOLUNTEER!\*\*](#)

### PAC Sponsored Events

- Folk Dancing – May 15 to 19
- Tennis – May 23 to June 9
- Fun Day – May 25
- Carnival – June 22



## School Spirit Wear

If you missed your chance to purchase spirit gear, email the PAC to check our stock and place an order.



## Year-end PAC Meeting

Our final meeting of the year is on Tuesday, May 30. If you only attend one PAC meeting of the year, this is the one. The majority of the meeting will be taken up to review, discuss and approve the 2017/18 PAC budget. An overview of some of the potential expenditures based on existing programs and requests for new programs is included in the April PAC meeting minutes appearing at the end of the newsletter. Please take the time to read the minutes as the list of potential expenditures far exceeds our expected revenue for next year, and we will have to decide which programs move forward, which programs cannot be run next year and/or how to generate additional income.

The May meeting will also include a motion to approve one-time funds for the purposes of a new bank of swing sets with the intention that they also be handicap accessible. The request was put forward at the April meeting, but it was decided to delay any vote on the expenditure until the PAC community could be made aware and have time to consider the request. The school is investigating the cost and feasibility with the district.

In addition to approving next year's budget, we will be looking to elect a new executive team. At a minimum, we will require a PAC chair or Co-chairs and a Secretary. A brief overview of these roles is included below. If you are interested in further details, contact us at [sherwoodparkpac@gmail.com](mailto:sherwoodparkpac@gmail.com).

### **PAC Chairs:** (1 required/2 recommended)

- Arrange and preside over all scheduled PAC meetings
- Organize Social Events (i.e. Trivia Night, Pancake Breakfast, Carnival)
- Identify and execute parent's information sessions
- Write and deliver newsletter (monthly)
- Plan and executed fundraisers to meet income requirements
- Act as a bank signing
- Manage committee reps and coordinators
- Monitor and respond to PAC emails/ Manage the Facebook page
- Develop and manage on-going PAC initiatives and associated budgets in future years
- Act as a liaison between all committee activities and the school to ensure programs are running and communicate PAC requests, programs and administrative requests

### **Secretary** (1 required)

- Attend all PAC meetings
- Record attendance at meetings and prepare minutes for each meeting
- Act as a bank signing

There are several other roles that need to be filled for next year as many existing volunteers are completing their tenure. Please review the meeting minutes for an overview of these positions.

We look forward to seeing you at the meeting on May 30.

## The Card Project

In the next week children from participating classrooms will be bringing home a card that was made from their artwork created in class. If you choose to do so, you can order cards, prints and notebooks that display their artwork. These make wonderful keepsakes, birthday cards or thank you cards created by your child. The order deadline will be May 29. Finished products will be delivered home with students during the week of June 12.

## May PAC Meeting

Please join us for our final meeting of the year on May 30. As always babysitting is provided.

### Agenda

- Principal's report
- 2017/18 Budget review and approval
- Proposal to approve unbudgeted expenditure for swings
- Election of Officers
- New business

*The meeting minutes from our April meeting are included at the end of the newsletter.*

## Drive to 5 Zones

We have yet to locate our missing sign. Please keep your eyes out for it and return it to the office if found.

### Our Drive to 5 zones include:

- Dollarton Village
- Felton Road (off Dollar
- Caddy Road (off Fairway)

*It is only a five minute walk from these areas.*



## Follow us on Facebook

Keep up to date on PAC news, events and Sherwood Park Community information through our Facebook Page.

[Like us on Facebook](#)



## Carnival Update

We are excited for the upcoming Carnival on Thursday (yes, Thursday), June 22. Plans are starting to take shape...Nesters is on board again to support us by donating some of the food, which goes a long way to keeping our costs down. We have some new ride attractions, balloon animals a magician and much more in the works. All the makings for our funnest family event yet and a great way to close the school year. Keep your fingers crossed for sunshine!



We cannot pull off Carnival without substantial help from our parent population. In the coming weeks we will be requesting volunteers to help us set up, run and take down the event. There will be plenty of shifts and roles to suit your interests from set up and clean up, recycling stations and food service to midway games and prize table volunteers etc. When the email comes out requesting volunteers, please take the time to sign up and help out where you can.

## Hot Lunch Mix-up

Unfortunately the April 10 Hot Lunch was a bit of a kerfuffle. The vendor, Magic Lunch Box, made some errors with missing or incorrectly labeled lunches. Thanks to our parent and grades 4 - 7 volunteers the team was able to ensure that all students received lunches. However, your child's order may have been incorrectly fulfilled. Fortunately, the coordinator for Magic Lunch Box has a list of students who did not receive their correct orders. Credits for these lunches have already been added to the applicable families' Munch a Lunch accounts, which can be applied to your balance when placing your Carnival orders. If you are not able to attend Carnival, the balance will carry forward to next year when you start ordering Hot Lunch in September.

This is a pretty rare event and the vendor was very responsive in helping us correct the errors. We don't anticipate an issue with Magic Lunch Box going forward. If you have any questions, feel free to email the PAC. Thank you for your patience.

## Fun Day!

Fun Day has been announced for Thursday, May 25. While the PAC customarily provides frozen treats to students and \$250 each year to help cover the costs of fun day, this is the school's yearly event organized and delivered by teachers and students.

No doubt our students are geared up for the annual hula-hoop competition (primary grades) and tug-of-war (intermediate grades). This has become quite the tradition at Sherwood Park. If you have a chance to make it out to this portion of the day, it is an exciting event not to be missed. This year the school has added an interactive drumming performance for all students in the morning (PAC sponsored, as a part of the Performing Arts budget). Parents are welcome to be at the school to view the festivities. A full schedule for the day was emailed home to families this week.



## Community Supporters

### RASMUSSEN GROUP

If you buy/sell your home or refer a friend to the Rasmussen tea, **10% of their earnings from that sale come back to the PAC!**

[www.yournewpad.com](http://www.yournewpad.com)



### IT'S THE MORTGAGE GUY

New mortgages or debt refinancing? Consider Jonathon Adams of the Verico Nova Team as your local mortgage broker, and **10% of earnings are donated back to the PAC!**



[www.ItsTheMortgageGuy.com](http://www.ItsTheMortgageGuy.com)

### NESTERS MARKET

When you are grocery shopping, **tell them you are school #2** and the loyalty points will be directed to Sherwood Park.



### TOOKA FLORIST

10% of your order comes back to our school when if tell them you are a Sherwood Park family.

[www.tooka.ca](http://www.tooka.ca)



### BEAUTIFUL EYES

Purchase glasses for your family and a portion of the proceeds are donated back to the school.

[www.beautifuleyes.ca](http://www.beautifuleyes.ca)



**PAC Meeting April 26, 2017  
Minutes**

**Attendees:**

Karmyn Turner, Meredith Briden, Gina De Madeo, Fiona Rouillard, Sarah Stark, Marina Hartvik, Joe Campbell

**Call to Order and Approval of Minutes:**

Meeting was called to order at 3:04 p.m. Meeting minutes were reviewed. Sarah Stark motioned to approve the minutes of the February 28, 2017 meeting. Motion was seconded by Fiona seconded the motion. Minutes of the last meeting were approved as presented.

**Principal's Report and Learning Resource Grant:**

The committee discussed the crossing guard program and what can be done to thank them at the end of the year.

The school will receive additional funding due to the restoration of the BCTF contract language with the Supreme Court ruling. The immediate effect will be an additional 4 divisions and an additional 25% staffing complement in the 2017/18 school year.

In addition the school has received a \$20,150 grant from the Provincial Government specifically to fund learning resources. In order to receive the funds the school administration must submit a spending plan. The teachers and administration have met to develop a plan and are seeking the PAC's support before it is submitted to the Province. The spending plan includes:

- |                                      |         |
|--------------------------------------|---------|
| • Math resources for all classes K-7 | \$2,500 |
| • LAC resources                      | \$2,000 |
| • Self-regulation kits               | \$4,100 |
| • Guided home reading books          | \$7,000 |
| • Art Supplies*                      | \$2,000 |
| • Music – Drums                      | \$2,500 |

\* Purchase of art supplies will reduce families' cost to purchase school supplies next year as it would not be a requirement on the school supply list. This is a one-time reduction.

There is no indication either way whether or not this grant will be on-going in future years. Currently, the above spend is indented as one-time for the 2017/18 school year.

Marian Hartvik expressed concern that the art supplies, while important, are a consumable asset that would only last one year, while the other spending plans were longer-term assets. The remaining participants generally agreed. Joe was also supportive and agreed to reallocate the \$2000 for art supplies to the Math resources budget.

**Budget Review and 2017/18 Program Planning:**

Anne Lawson is looking into a project with the Pacific Salmon Foundation to come into the school to provide education and resources delivered through an art project that entails students painting salmon that are displayed, usually along school fences. The project cost is approximately \$12 per student and would require PAC budget support. Anne is looking into the possibility of grants to help fund the project.

Gina Madeo suggested a future budget project for a community mural and is looking into cost and details. She suggested a mural on the emergency container located on the gravel field as a potential project.

## Budget Review and 2017/18 Program Planning (continued):

Members in attendance reviewed the year-to-date budget income and expenditures. We received our portion of the Seycove Auction funds. This year our school earned \$8,000 from the event (previous years were around \$5,000 to \$6000).

At the May 30 PAC meeting members in attendance will review, amend and approve the proposed 2017/18 PAC budget. To prepare for the budget meeting a draft of next year's budget was reviewed for comment. Estimated income for the 2017/18 school year is \$30,000 which is derived primarily from our annual Gaming Grant, PAC student funding (recommended \$50 per student), and Hot Lunch. We cannot expect to budget for Seycove Auction funds next year as it is our understanding that the majority of the existing Seycove Auction Committee is moving on and at this time it is unknown if a committee will be organized for future years. In addition, we are losing one of our Hot Lunch Coordinators. In the absence of a volunteer to fill this role, we can expect lower income from Hot Lunch next year. Based on existing programs and new requests the potential expenditure for next year, at this time, is \$63,000. A breakdown of potential expenses includes:

<b>Bank Charges</b>	150	On-going expense
<b>Beautification</b>	1,000	On-going expense
<b>Christmas Tree</b>	150	On-going expense
<b>Christmas Concert</b>	3,100	New expense; Teacher request to rent Centennial Theatre to accommodate all families
<b>Community Salmon Project</b>	5,000	New expense; Administration request for consideration (\$12 per student)
<b>Computer Equipment</b>	13,000	Year 3 of 3 year plan
<b>Dance Program - Hip Hop</b>	3,700	On-going/bi-annual
<b>Date Magnets</b>	500	On-going expense
<b>Discretionary Food Allowance</b>	750	On-going expense
<b>Emergency Preparation</b>		Requirements to be determined
<b>Extra-curricular Subsidy</b>	1,000	On-going expense
<b>First Aid Training</b>	600	On-going expense
<b>Fitness/Sports Program</b>	4,500	On-going expense; Specific program to be determined
<b>Fun Day</b>	250	On-going expense
<b>GRADE 7 GRAD</b>	500	On-going expense
<b>Health Workshops</b>	2,000	Recommended annually; Ikid G2, Igirl/guy G4, Safe Teen G6&7
<b>Kitchen Supplies</b>	500	On-going expense
<b>Library Books &amp; Displays</b>	500	On-going expense
<b>Meeting Costs</b>	400	On-going expense
<b>Office Supplies</b>	300	On-going expense
<b>Parent Seminars</b>	1,000	On-going expense
<b>Performing Arts</b>	3,000	On-going expense
<b>Scholarships</b>	1,000	On-going expense
<b>Science Fair</b>	1,200	New expense request; parent volunteer in place to plan if approved
<b>Sports Equipment</b>	0	Removed, given the large donation of sporting equipment received this year
<b>Swings incl. Handicap Swing</b>	10,000	New expenditure request – see commentary below
<b>Teacher's Appreciation</b>	700	On-going expense
<b>Teachers Discretionary</b>	6,000	On-going expense (\$200 per FT teacher)
<b>Teachers Discretionary - jump start</b>	1,000	New expense as needed only. Extra \$250-500 to brand new teachers to help with resources
<b>Technology Maintenance Fund</b>	500	On-going expense
<b>Thank You's</b>	250	On-going expense
<b>Traffic &amp; Safety</b>	500	On-going expense

## **Budget Review and 2017/18 Program Planning (continued):**

Approximately \$33,000 will need to be removed from the expenditures to meet the anticipated income unless the committee decides to re-start annual fundraisers, which will also require parent volunteers to plan and execute. We can also expect additional budget requests coming from teachers in the next few weeks. Exactly what remains in the budget and what is eliminated will be refined at the May meeting. One of the major expenditures included is a new bank of swing sets.

The school has been requesting additional swing sets for some time. The existing swing sets are not sufficient in numbers for the size of the school and result in long-lines and arguments on the playground. In addition, it has been requested of the PAC that a new bank of swing sets is at least partially handicap accessible. It was requested that the swings could be removed from next year's budget and the PAC approve a one-time expenditure this year of \$10,000 to fund a new swing set. The PAC currently has approximately \$50,000 in its primary bank account. Given the amount of the expenditure Karmyn Turner suggested that this be tabled for consideration at the May meeting to ensure that all parents can be made aware of the potential expenditure and allow time for consideration, input and opportunity to vote on the expenditure.

### **Overview of PAC Executive Functions:**

At the May meeting the PAC will be required to elect a new executive team. We will require a PAC chair or Co-chairs. Karmyn Turner recommended that Co-chairs might be best to split the workload. There are several other roles that need to be filled for next year as existing volunteers complete their roles. A brief overview of the roles is outlined below:

#### **PAC Chairs: (1 required/2 recommended)**

- Arrange and preside over scheduled meetings; source agenda items, deliver advanced materials etc.
- Organize Social Events (i.e. Trivia Night, Pancake Breakfast, Carnival)
- Identify and execute parent's information sessions
- Write and deliver newsletter (monthly)
- Plan and executed fundraisers to meet income requirements
- Act as bank signing authority
- Manage committee reps and coordinators
- Monitor and respond to PAC emails
- Manage the Facebook page
- Develop and manage on-going PAC initiatives and associated budgets in future years
- Act as a liaison between parents, coordinators, teachers and school administration to communicate PAC requests, programs and administrative requests

#### **Emergency Planning Coordinator: (1 required)**

- Work with the school's Emergency Planning Coordinator to identify emergency planning needs
- Organize and prepare classroom emergency kits
- Plan and recommend appropriate PAC funding for future budget requirements

#### **Hot Lunch Coordinator (Minimum 1 requested)**

Our existing Sushi Hot Lunch Coordinator is moving on and the PAC is looking for volunteers to assume this responsibility

- Work with chosen vendor to organize dates and menus for the school year (Sushi is recommended, but other vendors are an option)
- Coordinate with Hot Lunch Administrator to input hot lunch menu
- On-site coordination at each of the monthly lunches to ensure that all lunches are delivered to classrooms
- Work with volunteer coordinator to ensure that your volunteer needs are communicated and filled

## **Overview of PAC Executive Functions (continued):**

### Volunteer Coordinator

- Work with PAC chairs and all coordinators to identify ongoing volunteer requirements for hot lunches and events (i.e. Carnival, Pancake Breakfast)
- Develop and monitor volunteer schedules through Sign-up genius

### Secretary

- Attend all PAC meetings
- Record attendance at meetings and prepare minutes for each meeting
- Act as bank signing authority

### **New Business:**

There was no new business added to the agenda.

*The meeting was adjourned at 4:26 p.m.*