

**Sherwood Park Parent Advisory Council (PAC) Meeting
October 28, 2015
Draft Minutes for Approval**

In Attendance: Joe Campbell ,Anne Lawson,Meredith Briden, Sharon Boglari, Chera Rasmussen, Sam Ball, Carolyn McEachern, Karmyn Turner and Pam Burnett, Stefanie Barila, Isabel Eng, Caroline Davey, Gina Madeo, Veronica Burch, Andrea Anderson, Edward Ethier

Item #	Agenda Item	Discussion	
1	Call to order & approve May minutes	<ul style="list-style-type: none"> • Meeting called to order at 7:05 p.m. • Motion to adopt the May 27, 2015, moved by Pam, seconded by Stefanie. Motion carried. 	
2	Principal's/Vice Principal's Report	<p><u>Joe's updates</u></p> <p>Joe introduced Sherwood Park's new Vice Principal Anne Lawson:</p> <ul style="list-style-type: none"> • Anne has been a teacher for 30 years. 20 years of which were spent at Ross Road. She was most recently the Vice Principal at Canyon Heights. Anne specializes in Learning Assistance (Reading & Math) and was a Learning Support teacher as well. • Joe also noted that Anne was not tied to an enrolled class so the role was more like a Co- Principal role and Anne was able to provide more office support. • Joe recently chaired an educational conference in Whistler put on by the North and West Vancouver School Districts. Topics discussed were the new curriculum, My Ed BC, which is a new reporting system for teachers and Aboriginal Education and Engagement. • Joe noted that it was one of the best school start in the last 8-9 years as there was now job action of any kind as in previous years. • There is currently a re-design in the school planning process which will involve both Administration as well as CUPE (Support staff). This will be a two year process. • Cross Country has come and gone already and both staff and students were engaged and interested. • We currently have one iPad Air (along with the previously purchased iPads) which was funded by the PAC • In response to an increase in damage to the iPad Screens towards the end of the last school year Joe was able to research and purchase some new cases which are very durable (Beetle Defense brand) • Sherwood staff are more comfortable now with the technology in use in the school especially with the wireless keyboards and Apple TV's • Joe responded to a question from the floor about how maintenance work is allotted. Work orders are created based on maintenance requests, this is organized by the School Board and triaged through the Maintenance yards. There is a limited number on the crew and the time in which the work is completed is based on need/ resources. Schools do have the ability to hire and pay outside contractors to perform the work if the timeline if tight and the funds are available. 	

<p>3</p>	<p>Parking Issues</p>	<p><u>Parking issues</u></p> <ul style="list-style-type: none"> • The parking and school drop off / pick up on Dollar Road in front of the school continues to be serious ongoing issue. • For instance cars are regularly double parked in disregard to signage, students are let out of vehicles in the middle of traffic, and the cross walk is not observed by many vehicles. • We share the same drop off area with the North Shore Child Care Centre, located at the school which increases the amount of traffic. • The school has received letters on the issue outlining their concerns well as to report incidents that have occurred • Anne Lawson (Vice Principal) did walk with the RCMP liaison to observe the current traffic safety issues. • There have been conflicts with the RCMP liaison when he has been at the school to do traffic safety checks and remind parents / caregivers of the proper procedures. • Joe Campbell confirmed that there is currently \$150 in the Traffic Safety budget • Suggestions from the meeting participants included : Increased signage (especially in the round-a-bout), improved lighting and the use of reflective materials, purchase of child crossing signs, e-mail to district outlining the concerns and requesting an increased presence from a by-law officer, e-mail to the North Shore Child Care Director for her to communicate to the parents the concerns and a reminder to adhere to the current signage, reminder to parents to utilize the parking lot at the field at the top of the street or the street parking on Fairway and walk their children to the school. • The idea of a Traffic Safety / Cross Walk monitor program was also re-visited. This would require a teacher sponsor (Anne Lawson has volunteered) as well as parent and student volunteers to successfully run it. It has proved difficult in past years to secure enough parent support to work with the student volunteers. • A bucket system was also proposed where a bucket would be placed on either side of the cross walk with bright coloured flags to be used by parents and students when crossing the street to increase the visibility.
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<p>4</p>	<p>2015-2016 Budget</p>	<p><u>Budget 2015-2016</u></p> <ul style="list-style-type: none"> • Kamryn Turner went over the budget for 2015/2016 • PAC student funding was a huge success. \$11,000 raised (that amount would have been \$6000 more if all families had contributed) • Due to the new student funding we are able to cancel the Christmas fundraisers (JJ Beans, Purdy's & poinsettia sales) • To make the budget work for the current year we need to continue with the hot lunch program as well as the Seycove auction • It was noted that the mobile tech carts are more cost effective than a dedicated computer lab • Technology Evergreening / Computer equipment will have to be an ongoing PAC initiative to keep the technology up to date (the iPad 2's are currently the oldest model in the school) • There was a question from the floor about the \$200 per year discretionary fund for the teachers (Pro-rated portion for part-time workers and support workers) Is the current amount enough or should it be re-visited?
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<p>4</p>	<p>2015-2016 Budget cont.</p>	<ul style="list-style-type: none"> • Having a larger discretionary would ease the layers of approval required for other funding requests. • Teachers have been asked in the past for Wish List items and the PAC has assisted in purchasing those items. • There was also a suggestion from the floor to create a school supply swap for excess or lightly used school supplies to be donated to that parents and teachers could access to supplement their children's or classrooms supplies. Joe Campbell said that there could be room in the school to store the supplies. A team of volunteers would be needed to run this initiative. • PAC also has a discretionary food fund. This keeps a supply of food items on hand for students that may not have a lunch that day. Cobbs donates 2 loaves of bread a month to the fund. Joe Campbell has also signed the school up for a Healthy Food pilot program for students through Save On Foods. This allows students to have access to healthy snacks right in the classroom. Sherwood Park, Highlands and Lynnwood are the three schools in the pilot program. • There was a parent proposal to have a literacy expert from Beacon Literacy Systems (Lani Donaldson) who is based out of Calgary come and speak to parents about the signs and markers for dyslexia. Speaking fee is \$2,500 per day plus travel expenses. Also discussed was the possibility of hosting a parent education night with speakers, open to other local schools and the community. Fee to be charged to assist with costs. Anne Lawson, Sherwood's Vice Principal would also be willing to speak. Anne noted that there was a workshop offered last year to all primary teachers on supporting struggling readers.
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<p>5</p>	<p>Volunteer opportunities</p>	<p><u>Volunteers and volunteer opportunities</u></p> <ul style="list-style-type: none"> • Hot Lunch program coordinator volunteer - This is a coordinator role only and would be trained by the current coordinator to take over the role. Ideally looking for a Kindergarten or grade one parent so that the continuity is longer. • Seycove Auction Coordinator - Oversee the silent auction baskets, coordinate volunteers and attend meetings <p><u>Other items</u></p> <ul style="list-style-type: none"> • The Pumpkin Patch organized by The Rasmussen Group and supported by Nesters with proceeds going to the Sherwood Park PAC was a big success. There are plans to hold an event at Christmas as well. • The Fall Carnival has not been held for the last two years as there is a lack of volunteers to organize and run it successfully. If volunteers step up then it could be possibly held in the spring. • Annual Pancake breakfast is December 18, 2015. Stefanie Barila is organizing this year. She is exploring the possibility of having local firefighters run it this year as the Burnaby firefighters have a yearly budget to provide schools with such an event. The griddle would be outside under tents with the firefighters cooking the breakfast. The gym would be set up with seating for families/students to eat at. • Turkey raffle for Grade 7 fundraiser. Communication thru the Grade 7 Grad committee. Tickets available at Trivia night and e-mail. Winners of the raffle to be announced at the Winter Concerts (French/English)
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6	Trivia Night	<u>Trivia Night</u> <ul style="list-style-type: none">• Trivia night is Friday November 20th.• Trivia night will be run a little differently than last year. Tables will write down their answers and will be graded throughout the evening.• Can fit up to 10 people at each table is necessary. One table to be saved for teachers• Good fundraiser and team builder• PAC student fund contributors will get one free drink ticket• Bar will include beer, wine and coolers• Silent auction items will include wine/beer	
7	Adjourn	<ul style="list-style-type: none">• Meeting adjourned at 8:45 p.m.	