

Sherwood Park Parent Advisory Council Meeting Minutes
Tuesday, November 5, 2013, 9:00 am – 11:00 AM

In attendance: Samantha Ball, Lynne Bjarnason, Karmyn Turner, Julia Yuen, Shauna Turkington, Linda Roxburgh, Holly Reisner, Stephanie Barilla, Amy Plewes, Julie Mayor, Linda Pollock, Yvonne Brown, Lisa Stalham, Nikki Schulz

Item #	Agenda Items	Discussion	Action Items
1	Call to order	The meeting was called to order at 9:06 a.m.	
2	Approval of October Meeting Minutes	<p>The participants reviewed the minutes of the October 2, 2013 meeting. Redline edits need to be removed from the minutes.</p> <ul style="list-style-type: none"> • Motion made by Amy Plewes to approve the minutes • Motion seconded by Linda Polluck • Minutes of the October 3, 2013 minutes Approved 	Remove redline edits from the minutes – Pam Burnett
3	Principals Report	<p>Updated on the School Planning Council (SPC) and School Plan:</p> <ul style="list-style-type: none"> • Dianne Ehling and two parent members of the SPC attended the first district meeting at Windsor High School to begin discussions for the 2013/2014 School Plan. • In accordance with the school plan teachers, staff and students are working together to improve the tone of the school. Highlights of these efforts include the student council and the development of a school acronym. The School is working with the acronym SPARK. Parents are encouraged to provide the principal with feedback or suggestions with respect to the SPARK acronym. • As another part of the school plan, math skills at all grade levels will be an important area of focus for the teachers and staff in the New Year. In the New Year the teachers will focus on identifying what type of math instruction is being provided in each classroom. The next step will be to identify and adopt a teaching philosophy that will be taught cohesively across the school. Joe Campbell indicated that he will be looking to the PAC in the spring to assist in support for workshops and or training for Teachers with respect to math skills. <ul style="list-style-type: none"> ○ There was a general sentiment amongst participants that parents are not informed of the learning expectations for each class and grade. Joe Campbell suggested that general guidelines for the curriculum expectations of each grade could be included as an addendum to an upcoming newsletter. <p>The BC Government had draft math curriculum posted on its website. Parents are encourage to review and comment on the document found at www.curriculum.gov.bc.ca</p> <p>Kelly Shields, a First Nations Specialist with the BCTF has offered to present to teachers, parents and staff regarding. Joe Campbell requested that Nikki Schulz forward Kelly Shields' contact information so he can arrange a presentation.</p>	<p>Include grade-specific learning and curriculum expectations in an addendum to an upcoming school newsletter – Joe Campbell</p> <p>Organize presentation with BCTF First Nations Specialist with respect to education of First Nations students – Nikki Schulz/ Joe Campbell</p>

4	Pancake Breakfast	<ul style="list-style-type: none"> • Christina Herman has volunteered to run the pancake breakfast. • Volunteers are needed to flip pancakes. • The breakfast is planned for December 20, the last day before Christmas break. • In previous years the donations received from the pancake breakfast have been provided to the Harvest Project to assist families on the North Shore. The participants discussed splitting the funds between the Harvest Project and a “Care Fund” for the purposes of assisting any families in need within the Sherwood Park community. <ul style="list-style-type: none"> ○ Stephanie Barilla made a motion that all of the proceeds of the pancake breakfast be kept within the school to help assist with Sherwood Park families in need. This “care fund” is not intended to provide financial aid for extracurricular activities but rather to meet essential needs such as food, clothing and shelter. The fund will not be a part of PAC funds but provided to and managed at the discretion of the school’s administration. ○ The motion was seconded by Amy Plewes. ○ The motion was passed without opposition. 	
5	Christmas Fundraisers & Santa’s Workshop	<ul style="list-style-type: none"> • Purdy’s and JJ Bean fundraising orders close on November 8. Proceeds are projected to be similar to last year. • The meeting participants discussed organizing an adopt-a-family event to help local North Shore families in need. The participants agreed to raise charitable funds within the school community with the goal of providing approximately \$400 worth of presents and food to several families. Funding for this is intended to be raised through charitable contributions within the Sherwood Park community and is not funded by the PAC. • The Grade 7 classes are planning a Santa’s workshop as a grad fundraiser. Any proceeds from the decorations and wrapping paper that were donated to the PAC will be split between the grade 7 grad fundraising and the PAC. All other proceeds from Santa’s Workshop will go to the grade 7 grad fund. <ul style="list-style-type: none"> ○ A parent volunteer is needed to coordinate Santa’s Workshop. 	Solicit and organize donations to prepare gift baskets for delivery
School 6	Parking	<ul style="list-style-type: none"> • Parking and street safety remain an issue at the school. The meeting participants discussed various methods that could be an option to improve the safety of the streets surrounding Sherwood Park during pick up and drop off times. • Lynne B is looking for volunteers to help patrol the streets occasionally. 	

7	Communications person	<ul style="list-style-type: none"> The PAC is seeking a volunteer to act as a communications liaison to craft and send emails, newsletters and potentially a website. 	Lisa Stalham has volunteered to set up a website for the PAC.
8	Any other business	<ul style="list-style-type: none"> Please Mum is offering a fundraising opportunity of a 20% contribution to the PAC for all on-line orders. There was a lengthy discussion surrounding events that the PAC could host that is inclusive of all students without any additional cost to families. <ul style="list-style-type: none"> Stephanie Barilla volunteered to look into ideas. Samantha Ball agreed to help. The participants discussed participating in the Parkgate Community Centre's Tinsel and Trees Celebration. They agreed that if the student council wishes to take on this project that the PAC would provide the \$75 entry fee. Parking spot raffle – the PAC was intending to raffle off a parking spot in the staff parking lot. However, it appears that there are not enough spaces available to do this. There was additional concern that allowing a non-staff member to park in the parking lot could contribute to some of the parking as safety issues occurring at drop off and pick up times. Teacher's appreciation – Isabel Eng requested using the Purdy's gift certificates to occasionally buy chocolates for the teachers in appreciation. The participants agreed. A question arose regarding the Class Rep's responsibility for communications. Samantha Ball informed the participants that a Class Rep role job description has been drafted and will be circulated. 	<p>Include the Please Mum offer and order code in the next PAC newsletter.</p> <p>Propose/develop additional school-wide events that are of no additional cost to families – Stephanie Barilla/Samantha Ball.</p> <p>Offer the student council funding to participate in the Parkgate Community Centre's Tinsel and Trees Celebration – Karmyn Turner</p> <p>Determine if a parking space is available to use as a fundraising item – Karmyn Turner/Joe Campbell</p> <p>Plan a "flower day" – Lynne Bjarnason</p>
9	A look ahead to December meeting	<ul style="list-style-type: none"> Due to time constraints, this item was not discussed 	<p>To be included in the December agenda:</p> <ul style="list-style-type: none"> Lunch container fundraising
10	Adjourn	<ul style="list-style-type: none"> The meeting was adjourned at 11:00 	