

**Sherwood Park Parent Advisory Council (PAC) Meeting
October 2, 2013, 7:00 pm**

In Attendance: Andrea Anderson, Fiona Rouillard, Amy Plewes, Sarah Rees, Eileen Svensrud, Marina Hartvik, Wendy Martin, Pam Burnett, Hanna Miller, Lesley Aver, Scott Brawn, Janine Nyvall, Lisa Stalham, Sharon Boglari, Katrina Podmore, Karmyn Turner, Carolyn McEachern, Lynne Bjarnason, Isabel Eng, Sam Ball, Joe Campbell and Diane Ehling

| Item # | Agenda Item | Discussion | Action Items |
|--------|---|---|---|
| 1 | Call to order | Meeting started at 7:03 pm. Welcome and introductions - PAC executive, volunteer representatives and school administrators in attendance. | |
| 2 | Approval of previous meeting minutes | Motion to adopt June 4, 2013 minutes, moved by Marina, seconded by Isabel. Motion carried. Brief discussion: <ul style="list-style-type: none"> • Wrestling mats – Eastview Elementary may buy our wrestling mats. • Hot lunch program and ordering process. • Continuing the Educational Excellence program. | Looking for parent volunteers to help with Oct 28 hot dog lunch. Contact Hot Lunch Program coordinators Skylar Pepin (s2spepin@shaw.ca) or Shannon Brossard (Shannon.brossard@gmail.com) |
| 3 | Budget Review | Review of financials: <ul style="list-style-type: none"> • Have not received all Carnival money yet. • Have not received all Munch a Lunch program money. • Gaming grant arrived (\$7,300). • Seycove auction money came in late (after June 30 fiscal year end), shows up in this year's revenue. • Approx. \$15,000 in the bank account. | |
| 4 | Principal's Report | <p>Principal Joe Campbell</p> <p>13 new staff joined Sherwood Park, total of 40 adults working in the building. Smooth start up this year.</p> <p>Basketball full steam ahead for Grade 7s. We're hosting next week's games.</p> <p>District:</p> <p>School district is fully supportive of the agreement signed with CUPE.</p> <p>District core components of teaching and learning are CIA SEL (curriculum, instruction, assessment, and social and emotional learning). This year the focus is on 'assessment'. District would like school goals to be in alignment with teacher goals.</p> <p>First Pro D day focused on assessment – e.g. ways to self-regulate, take control of your behavior and how to run a classroom effectively.</p> <p>In the spring the focus will transition to math and aligning math levels across the grades.</p> <p>Student council elections coming up in the fall.</p> | |

| | | | |
|----------|---------------------------------------|--|--|
| <p>4</p> | <p>Vice-Principal's Report</p> | <p>Vice Principal Diane Ehling New to Sherwood Park, told us a bit about herself:</p> <ul style="list-style-type: none"> • Came from Ridgeway Annex, was previously at Queensbury. • First time at a bilingual school. • Explained her daily responsibilities. • Has a passion for helping the environment & getting the kids outdoors. • Loves to clean and de-clutter. Has been cleaning out the storage room of old PAC stuff, 4 parents helped with this last Friday, now it's a shared space. <p>Provided information about our recycling program:</p> <ul style="list-style-type: none"> • Grade 7s are taking it over. • Location of bins, no green bin in the atrium. • Group discussed ideas for expanding the program. <p>Started Environment club for Grade 6 girls:</p> <ul style="list-style-type: none"> • 'iwalk to school' project, travel smart Thursdays, recycling. • Helped out during the carnival. • Reminding staff to turn off lights. Girls get to 'ticket' the teachers – positive tickets when they do positive things, bad tickets when they don't. • Meet Friday's at lunch in multi-purpose room. <p>Diane sits on the district sustainability team, 'green team'. District is looking at composting system for schools.</p> <p>Also looking at school yard cleanup.</p> <p>The Harvest Program will tie in with Thanksgiving.</p> <p>District provides math assessment information for teachers for each grade to help align math levels.</p> <p>Diane introduced Jump Math system to a number of schools.</p> <p>There was a competition to see which class could get their forms in first and Sulis/McDonald's class won.</p> | <p>One more volunteer needed to take away hard plastics for recycling. Contact Vice Principal Diane Ehling or the PAC</p> |
| <p>4</p> | <p>School Planning Council</p> | <p>Principal Joe Campbell - School Planning Council (SPC) information & discussion:</p> <p>SPC comprised of 3 parents and the principal.</p> <p>Picks 2 or 3 specific big goals for the school to focus on for the year and develop strategies.</p> <p>Previous example was the goal to improve the transition from grade 7 to 8. We met that goal and no longer need to focus on that, the programs are in place and continue.</p> <p>SPC influences spending for the school and PAC.</p> <p>Very successful last year.</p> <p>Need parent volunteers (3 primary and alternates if possible).</p> <p>Karmyn Turner, Isabel Eng, Fiona Rouillard volunteered. Sharon Boglari, Hanna Miller and Andrea Anderson volunteered as alternates.</p> <p>Starts up in late Oct, SPC training is provided October 28.</p> | <p>PAC has provided Joe with names of 3 SPC parent volunteers and alternates.</p> |

| | | | |
|---|-------------------------------|--|--|
| 5 | Parking at school | <p>Looking for ways to improve traffic in front of the school and in the roundabout/cul-de-sac.</p> <p>Lots of discussion and examples of parent dangerous driving behaviours when dropping off/picking up children:</p> <ul style="list-style-type: none"> • Drivers pull up on the sidewalk and are parking too close to the cross walk. • In the school district, two kids have been hit by cars in crosswalks. • No parking signs and yellow curbs are being ignored. • Residents are frustrated. <p>New signage in the last couple of days.</p> <p>As long as you're sitting in your car the bylaw officer won't give you a ticket.</p> <p>Ideas for improvement:</p> <ul style="list-style-type: none"> • Put out traffic cones & encourage parents to park elsewhere. • Send a note home to remind parents of the danger of these driving behaviours, offer alternatives and note that the school would rather you drop children off further away, have them walk and be late than drive to the end of Dollar Road. • Parent volunteers to direct parking, wear bright vests, hold stop signs. • Consider auctioning off a parking spot in the teacher's parking lot (good fundraising idea). <p>Cleveland has an ornate system worth looking at (cut outs of kids, etc.).</p> <ul style="list-style-type: none"> • There are 2 handicapped spots in teacher's parking lot for those with mobility issues. | <p>Principal to send a note home</p> <p>Lynne to check for a copy of the letter & map sent to parents years ago.</p> <p>Lynne to check out what Cleveland elementary is doing.</p> |
| 6 | Class Reps and Parents | <p>Discussion on how to improve communication to class reps and parents on PAC activities:</p> <ul style="list-style-type: none"> • Encourage class reps to come to meetings, bring up parent issues, send out PAC minutes. • Suggestion to have a communication coordinator to send information to all parents once a week, maybe Sunday nights. Information bundle to include reminders, PAC and some school info. • General discussion on class contact lists and whether we can have a school directory. | <p>PAC to update the description of Class Rep role and duties.</p> <p>PAC to look for parent volunteer take on communication coordinator role (maybe Katrina or Jonathon)</p> <p>Isabel to email class contact list consent form to all class reps</p> |
| 7 | Carnival Update | <p>Successful event, lots of fun had by all.</p> <p>Team of 10 planned it through the summer.</p> <p>5th school carnival, always able to have outside.</p> <p>Goal is to build community spirit, mingle with friends & other parents, not primarily a fundraiser.</p> <p>We try to make it affordable & inclusive.</p> <p>Last year made \$2,000.</p> <p>General feedback from parents:</p> <ul style="list-style-type: none"> • Carnival is amazing. - happy with the food, it was hot & fast. • Parents don't want to volunteer, suggested Grade 6 & 7 students volunteer instead. <p>Suggestion to charge more for some of the games in line with what Dorothy Lynas charges.</p> <p>Looking for new members for planning team next year, some members of the existing planning team are stepping down.</p> <p>Debrief to be held soon. If anyone is interested in helping next year, they should attend.</p> <p>Lesley Aver and Scott Brawn might be interested.</p> | <p>Contact PAC if you would like to be part of next year's Carnival planning committee</p> <p>Carnival planning team to hold debrief meeting</p> |

| | | | |
|----|-------------------------------|--|--|
| 8 | Seycove Auction update | <p>The Auction includes Seycove & feeder schools and is a dinner, dance (live band), silent and live auction.</p> <p>Good fundraiser for PAC – \$8,875 last year.</p> <p>Date set: March 1, 2014 at Park Gate gym.</p> <p>Theme: Mardi Gras Masked Ball.</p> <p>Food is being discussed, it wasn't very good last year.</p> <p>Info and volunteer opportunities coming out soon.</p> | |
| 9 | Grants | <p>Looking for grant ideas.</p> <p>Gaming grant is automatic.</p> <p>Whole Foods offers a gardening grant but must be applied for by the school not the PAC.</p> <p>Initial investigation in how to provide tax receipt for cash donations to the PAC.</p> <ul style="list-style-type: none"> • PAC would collect the money, write a cheque to the district, district would hold the money and write tax receipts to the individual and corporations. <p>Should be a minimum donation for tax receipt.</p> <ul style="list-style-type: none"> • Once or twice a year to ease administration. | <p>Contact Karmyn Turner with grant ideas (karmynt@telus.net)</p> |
| 10 | Fund-raising Options | <p>Discussed fundraising ideas:</p> <ul style="list-style-type: none"> • Set up Cobs account for Sherwood Park parents to get 5% off Cobs purchase and PAC gets a % of those sales. • Canvass local businesses to see if they'd offer a similar program. • Beautiful eyes and Mabel's labels. • For Christmas: Purdy's, poinsettias. • We have Christmas wrapping paper, bows, ornaments, etc., brand new that were donated from an anonymous donor. • Santa's workshop (previously a Grade 7 fundraiser). Gently used donated items for kids to buy as gifts for parents. Kids run it. • 'Steeped Tea' fundraiser everything is \$12. <p>There is an existing school office fundraiser where parents give Super Valu receipts to the office and the office gets a % of cash back to buy snacks for kids who forget their lunch, etc.</p> | <p>Lynne to draft a form letter to canvass local businesses</p> |
| 11 | Prize Draw | <p>Lesley won the Purdy's gift card.</p> | |
| 12 | A look ahead | <p>Next meeting is on November 5, 9:00 am. in the Multi-Purpose room</p> | <p>All - Talk it up with your friends</p> |
| 13 | Adjourn | <p>9:02 pm meeting adjourned.</p> | |