

Ecole Sir William Osler PAC Meeting

Date/Time: November 19, 2024, at 6:00pm

Location: Virtual Meeting via Google Meet

Chair: Caitlin Buchel

Minutes written by Caitlin Buchel based on Transcript created by Tactiq Software (as discussed and approved during the PAC meeting)

Welcome and Land Acknowledgment (Caitlin)

- Requested and received consent from PAC and guests present to use Tactiq software to transcribe tonight's meeting and use that transcription to create Minutes as PAC Secretary Rebecca is unable to attend this evening.
- Welcomed everyone to the meeting an appreciation for their attendance
- Caitlin proceeded with a land acknowledgment, recognizing the indigenous lands on which we live and work, and emphasized the importance of being mindful of our own colonial history, as well as the colonial history of educational institutions.
- Caitlin asked if anyone would be interested in helping to create a land acknowledgement for our use at PAC. Carolyn indicated she is interested.

Review of Minutes (Caitlin)

- Review of Minutes from October 15, 2024 PAC Meeting
- Request for any amendments. No amendments suggested.
- **Motion to accept the minutes as presented:**
 - Moved by Lauren. Seconded by Avery. Motion carried.

Treasurer's Report (Amy)

- **Lunch Program:**
 - Current balance: **\$15,069.46**
 - Note that \$10,000 was transferred to the playground account since the last PAC meeting, as discussed and approved at previous PAC meetings.
- **PAC Account:**
 - Current balance: **\$17,580.16**
 - Avery noted that **\$15,000** of this amount is a grant from the Province's Building Sustainable Communities Fund, which needs to be spent by the spring to build a new play area or we will be required to return the full amount to the province.

Principal's Report (Dominique)

- **Priorities for the Year:** include developing French oral language, literacy, numeracy, reconciliation, and sustainability.
- **Drills:** Fire drills (3/10 completed), evacuation drill (1/1 completed), lockdown drill (1/3 completed), hold and secure drill (1/3 completed)
- **Fun Lunch:** first fun lunch went very smoothly. Reports from staff that it was very easy to distribute. Next Fun Lunch is Boston Pizza on December 19. Orders must be placed by December 13.

- **Report Cards:** they went home electronically Monday November 18. Tri-Conferences (child/parent/teacher) for Gr 1-6 will take place Thursday, November 21 3:30-8:00 and Friday, November 22 8:30-11:30. Nursery and Kindergarten students will have parent teacher conferences (your child does not need to attend with you but is welcome to)
- **Scholastic Book Fair:** Scholastic Book Fair will take place Wednesday Nov 20 (3:30-7:00), Thursday Nov 21 (3:30-7:30) and Friday November 22 (8:30-11:00). The book fair will probably take place in the hallways.
- **Winter concert:** December 12 for grades 1-6 at 6:00pm at Ecole LaVerendrye
- **Coats for Kids:** collection- ongoing until December 2
- **Winter Bazaar:** collections Nov 18-Dec 6- bazaar will take place Dec 13. We will need help with sorting and setting up Dec 12 in the afternoon.
- **Construction Updates:** Ongoing. Daycare rooms finally reopened so phys ed is back in the gym.
- **Main daycare building:** delays continue. Anticipated opening date is now in January. If you have more specific questions, please speak to Robyn with KIDS Inc.

Teacher Representative (Mme. Leianne Wood with comments from Caitlin)

- Mme. Leianne Wood is new to ESWO as a full-time classroom teacher, now in Room 7 with a grade 4/5 split
- Caitlin mentioned that students and parents in Leianne's class speak very highly of her, and we are grateful to have her at ESWO.
- Leianne shared that she had previously worked in a support position for three years and had always wanted to return to the classroom at ESWO. She expressed her gratitude to Dominique for giving her the opportunity and stated that she feels at home at the school.

Green Space Committee Update

- **Gaga Ball Pit (Caitlin):** installed (as per previously approved expenditure), and the kids are loving it! Thank you to Meghan and Lauren for bringing this project to PAC. There is damage to some of the panels that appears to have occurred on installation. The panels will need to be removed and reinstalled in the spring so that ground can be prepared and the pour in floor can be installed. Concerns that this may cause additional damage to the panels. Caitlin is following up with Blue Imp and their installers. Invoices will be paid once this is clarified.
- **Enchanted Forest (Lauren and Meghan):** tree drop-off planned for December 26th to January 5th. Discussion of who will take trees away at the end of the Enchanted Forest season. Last year it was very difficult to get volunteers to come out for this. There is no PAC meeting in December so discussed the possible need to pre-approve a maximum budget amount at this meeting.
- **Motion to approve up to \$350 for the removal of the enchanted forest trees:**
 - Moved by Jennifer. Seconded by Jennifer. Motion carried.

Library Survey (Caitlin and Lauren)

- The survey is intended to gather feedback from parents about what they would like to see in the school library. Mme Ginette, who is both an EA and a library technician in training, has created a survey and asked for it to be discussed at PAC.
- Lauren has offered to tweak the survey based on feedback and send it to relevant parties for review.
- Dominique will email final version of survey from Lauren to parents.

Fundraising Plan including New Grant Application (Avery, Jennifer, Caitlin)

- **Wine Raffle:** The wine raffle is a significant fundraiser, with past profits around \$4,000. Parents are asked to donate bottles of wine, and the raffle is planned to coincide with the winter concert. The collection of wine bottles is set to start on November 25th, with ticket sales beginning shortly after. Recommend using Funding Change again and Avery explained reasoning. Avery has completed the necessary applications to the Liquor and Lotteries board.
 - **Motion: Move forward with the wine raffle as described by Avery.**
 - Moved by Jennifer. Seconded by Yewande. Motion carried
- **Coffee and Krispy Kreme Fundraiser:** discussed feedback from some parents about their interest in a non-wine raffle fundraiser. Suggestion for a “coffee and donuts” fundraiser in sometime in the New Year. Avery presented research on potential coffee companies to use and pros/cons of each, and Jennifer presented information re: Krispy Kreme fundraisers.
 - **Motion: Approve the Harrison's coffee fundraiser, with the possibility but no guarantee of potentially lowering the price per bag that we sell to parents, so long as it does not negatively impact Harrison's as a local business:**
 - Moved by Jennifer. Seconded by Lauren. Motion carried.
 - **Motion: Move forward with the Krispy Kreme fundraiser, coordinating it with the Harrison's fundraiser, with a pickup date in the week leading up to Valentine's Day.**
 - Moved by Jennifer. Seconded by Yewande. Motion Carried.
- **New Grant Application (Caitlin and Avery):** We were contacted by local insurance broker who made us aware of a Western Financial Group Grant for up to \$5,000. It was very last minute and needed to be submitted prior to this PAC meeting. With approval from PAC exec and the school, Avery completed and submitted the grant request. A huge thank you to Avery for her continued work on these grant applications. We have been told that we should receive a decision in December. The group discussed the importance of corporate giving programs and the need for more volunteers to help with grant applications. Kristy and Jennifer offered to help with grant applications.

School Directory (Caitlin and Jennifer)

- Jennifer has created a google form that parents can opt into so that PAC can create a school directory. Discussion regarding the need to include a disclaimer that any information shared through the directory is not to be shared or used for anything other than stated purpose.
- Huge thank you to Jennifer for her work on this project.
- **Motion: move forward with the school directory as amended based on suggestions from members of the meeting - including a disclaimer about sharing information.**

- Moved by Avery. Seconded by Carolyn. Motion carried.

Holiday Appreciation Meal for Staff

- PAC will again host a holiday appreciation meal for ESWO and KIDS Inc staff.
- Marlis has offered to organize the meal.
- **Motion: approve a staff lunch on December 16th, 17th, or 18th, depending on availabilities, at a budget of up to \$600.**
 - Moved by Avery. Seconded by Yewande. Motion carried.

PAC Meeting Schedule

- Tabled until next meeting due to length of meeting

Advisory Committee Meetings

- There are advisory committees within the division. Dominique noted that information about these advisories was sent out, and if anyone is interested in participating, there is a form to fill out. These advisory committees are divisional, meaning they are organized at the division level and include various topics, such as a French, Inclusion, South District.

Closing Remarks (Caitlin)

- **Acknowledgments:** Thanks to all attendees including parents, PAC Exec, Mme Leianne and Dominique. Added appreciation for staying until 7:30pm.
- **Motion for Adjournment at 7:28pm:** Moved by Avery. Seconded by Jennifer. Motion carried.