



Windsor PAC Meeting
Monday November 3, 2014
7:30pm
Location: Windsor Library

Present: Yvonne Massullo, Adam Baumann, Mihai Georgescu, Faith Haran, Linda Davis, Ingrid Vik, Kelly Muirhead, Marjan Darbari, Pam Burnett, Iain Bendall, Yvonne Brown, Erica Roberts

Minutes recorded by Ingrid Vik
General PAC meeting called to order 7:30 pm

Approval of Agenda – Iain/Faith
Approval of Minutes from October 6, 2014 – Iain/Kelly

Treasurer's Report – Mihai Georgescu/Yvonne Massullo

Introductions and then Yvonne M. explained the budget process for the Windsor PAC.

The PAC raises money as a way to help and support the Windsor teachers and students with additional items and or events not covered in the school's yearly budget. In May of the previous school year all teachers are asked to submit a detailed budget request. In June the Finance Committee meets to prepare a draft budget, reviewing the requests in light of anticipated funds to be received from the Province of BC Community Gaming Fund, Parent Donations, and any carryover of General funds from the previous year. Anticipated Gaming funds are based on the number of students, and parent donations are based on the prior years' experience. The budget is reviewed once again at the beginning of the school year (October this year), and is tweaked as necessary. The finalized budget is presented to the PAC for approval, usually at the first PAC meeting of the year (November this year due to late start of school year).

The Treasurer provided a detailed, line by line explanation of the Windsor PAC budget for 2014-2015 (copy attached).

Budget Highlights

1) Total Funds Available - \$43,168

- i. Gaming Funds - \$17,180
- ii. General Funds Carried Over - \$4,938
- iii. Parent Donations - \$21,500 (\$14,990 as of Oct 31, 2014)

(Note: There is an unused portion of the Gaming Funds received for 2013-2014, in the amount of \$8,562. These funds were not spent as a supplier was unable to deliver items requested by the end of the school year. These Gaming funds are to be allocated in January/February 2015, and are not included in the \$43,168 total.)

2) Total Requests Allocated- \$41,460

- A detailed explanation was provided under the following categories; Music Department, Athletics, School-Wide Expenditures, School Goals Expenditure, Library, Science Department, Learning Assistance, Applied Skills – Woodworking, Drama Department, Planning/Counselling Department, Special Education Department, Social Studies Department, and Additional Requests.
- All teachers that submitted a budget request received PAC funds for the 2014-2015 school year.
- Allocated budget funds must be spent by May 2015.

Motion to approve budget, as presented for the 2014-2015 year (Motion Approved Unanimously)

Presidents report- Yvonne Massullo

Student Council:

- Junior Dance was a success. Great feedback from grade 8's. Attendance was 100 students, down from 150 the previous year. Student Council lost \$500 on the dance, although was not intended to be a money generating event. Consensus from group was that this is a valued event that will likely grow in popularity in future years.
- Halloween Event – huge success for costume contest.
- Upcoming Student Council Sponsored Events:
 - Toonies for Terry, Tues November 18th. Replaces Terry Fox Run – due to late school start.
 - Santa's Breakfast, Friday December 19th, 7:30 am. Tickets can be purchased in advance for \$3 or 3 cans of food, or on the day \$5 or 5 cans of food. Student Council makes donation to Harvest House. Parents are asked for donations, for example a box of oranges.
- Student Council is considering using a portion of the funds it raises to purchase a Water Filtration system for the gym hallway. Similar systems cost approximately \$5,000.

Grad Council:

- Grade 12's celebrated Spirit Week with theme days, such as Tacky Tuesday.
- Upcoming Grad Events:
 - Semi-Formal to be held at Capilano Height's Chinese Restaurant.

Interact Club:

- Performing artist Kay performed for the Interact Club after presenting them with an Award of Excellence from Free the Children.
- Interact students participated in We Day Ceremony.
- Yvonne M. mentioned that Capilano University is introducing a scholarship for We Day participants.

North Van PAC (“NVPAC”):

- An All Candidates Meeting for School Trustees will be held on Thursday November 6th at Sutherland High School from 7 to 9, with a meet and greet at 6:15. All parents are encouraged to attend this important meeting. An RSVP is requested as seating is limited. rsvp@northvanpac.org. November 15th is voting day!

Duke Athletics:

- Online orders for Windsor School Spirit Wear are due by Nov 16th - for Christmas delivery.

Canadian Parents for French- Faith Haran/Yvonne Massullo

- Yvonne M. read CPF report for Faith, as she had to leave PAC meeting early.
- Faith will be stepping down as the CPF representative for Windsor this year, as her child is graduating. Faith is looking for a French immersion parent to step forward as the new Windsor representative.
- Grade 12 Grad Breakfast is scheduled for May 27th. This event is put on by the Grade 11 French immersion parents.

Family of Schools Report – Yvonne Massullo

- 1st meeting of year was held on Oct 17th.
- Pleased to report that Seymour Heights wants to add a Windsor scholarship to its budget for this year. This is in addition to existing scholarship from Blueridge Elementary, Sherwood Park and Dorothy Lynas.
- Blueridge Elementary is planning a Christmas Tree chipping fundraiser
- As in prior years, the Family of Schools is planning to host joint Speaker nights, to take place at Windsor. A great way of introducing future families to Windsor.

Principal’s Report – Adam Bauman

Student Fees:

- As part of an annual review process, Adam presented, to the PAC, a proposed schedule of student fees.
- School fees are set in consultation with teachers, staff, and the School Planning Council. The schedule of fees is then provided to the District Superintendent. As well, School Trustees provide further oversight to ensure there is consistency between schools.
- Fees are for course enhancements, intended for student personal use and take away. The objective is to keep fees as low as possible, while ensuring the cost of an activity, course or program is covered.

- The Windsor PAC has helped to reduce fees through contributions towards such items as uniforms.
- The only proposed change to fees is for the music program, raising the fee to \$15 from \$10. The majority of this increase will be used to offset an increase in the cost of sheet music. Windsor's music fees, and all fees in general, remain amongst the lowest in the district.
- It was mentioned that there is a possibility of a fee waiver in cases of financial hardship.
- There was a discussion regarding the unchanged \$90 fee for graduation convocation, held at the Orpheum. The fee is to cover hall rental, four tickets, and gown rental. Adam noted that historically there have been no refusals to pay, and the majority consensus was that student's valued the level of ceremony that such a facility provides.
- Adam offered to make himself available to address any further questions regarding student fees, between now and November 14th when the fee schedule is due.

There was consensus that the PAC was comfortable with the proposed fee of \$15 for the music program.

Other Items:

- Staff Collaboration - Staff had 1st departmental meeting chaired by the most senior person in each department. Conversations concerned marking, instruction strategies, managing classrooms, etc. with the objective to achieve consistency between classes.
- Post-Secondary Evening – Held at Seycove Secondary. Windsor student's made up the majority of participants. It was felt that there could have been more representation from the Trade schools. BCIT and UBC will be arranging their own visits to Windsor.
- Remembrance Day Ceremony – to be held Friday November 7th. Parents and council are invited as guests.
- French Immersion Grad Breakfast – to include students from Grade 7. There will be a Grade 12 Speaker.
- Athletics – Renovations in the Wrestling Room are now complete. Cross Country Provincials were held November 9th. Junior boys came in 9th.
- Music – Cuba trip is approved, and will take place during Spring Break.
- Fundraising – Adam talked about possibility of donor fatigue, given the ratio of clubs to students. Athletics will continue with their Card fundraiser, which offers discounts at local retailers. Windsor parent suggested the Ford Drive One 4 UR Community fundraiser. This would involve vehicle test drives in school lot. Ford donates \$20 for every family that test drives a vehicle.
- Front Parking Lot – Staff is concerned about the safety of Windsor students given the high number of parents continuing to use the front entrance, off Broadview Drive, for student drop off and pick up. Adam will put a note in the December newsletter reminding parents that they should use the turnaround at the bottom of Lytton Street. As well, it was agreed that existing "No Parking" signage should be cleaned, and a new sign reading "Not to be used for drop-off and pickup" be installed. The need for lighting in the back parking lot was also discussed.

School Planning Council ("SPC"):

- The SPC is a group of 3 parents, 3 administrators, and 2 students. It represents the school community in the process of developing an annual school plan for improving student

achievement. The SPC provides consultation on matters referred to it, and provides guidance to the Principal.

- The School Planning Council is looking for two new parent members, as there is only one returning parent. There are usually 4 or 5 morning meetings throughout the year. The year starts with one training meeting with representatives from the school district office.
- At the meeting, Yvonne Brown volunteered to be a new parent member. Yvonne M. is to work on finding another parent member.
- The PAC approval of SPC parent members will be done via email to the Executive Members, with the names published in the minutes for the December meeting.

Meeting was adjourned at 9:07pm

Next Meeting: Monday, December 1, 2014- 7:30pm