



Windsor Secondary School  
**PARENT ADVISORY COUNCIL**  
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www.windsorsecondary.ca

931 Broadview Drive  
North Vancouver, BC, V7H 2E9

*Every Parent is a Member*

**Draft Minutes**  
**Monday, February 1, 2021 - 7:30 pm**

- 1) Meeting called to order at 7:34 pm. Meeting took place via Zoom
- 2) In Attendance: Nicole Dent, Terri Ann Donaldson, Nancy Chalmers, Terri Thompson, Graham Gilley, Jodene Wood, Bethann Wright, Annick Vachon, Karen Birch, John McGowan - principal
- 3) Committee Reports: Student Council, Interact Club

**Interact Club:** The Interact Club is very excited to give an update on how Entertainment Night will be running this year. We can confirm that Entertainment Night will be fully pre-recorded at the participants' homes and the final show will be uploaded to a website for everyone to watch at the end of February. Since everything will be happening virtually, we will still be accepting auditions till the end of January. All money raised will go towards our local charity (Covenant House in Vancouver, who provide refuge for at-risk teens) and our global charity (Hope and Healing, who perform free surgeries for children in poverty). To audition, please record part of your act and send it to us through our online form: <https://forms.gle/wL1E3jyGdYT5pE8R9>.

**Student Council:** Student Council put on the 12 days of Christmas with gift cards awarded to students everyday from Dec 3-18th. In order to be in the draw students could enter by bringing one can of food for 1 ticket or 3 tickets for 2 cans. Each day a name was drawn. We raised over 12 boxes of food. 6 boxes went to Blueridge Community Association to help local families in need and 6 boxes went to the Safe House.

We are in the process of selling Windsor Masks for a donation of min \$2.00. The Sewing for a Cause Club made the masks and Student Council is selling them. We will be advertising this near the end of the month (January).

- 4) Treasurer's Report

Received \$221 from Stong's rebate

Paid Bard on the Beach \$100 for sessions. PAC offered donation but Bard refused as they were not satisfied with the presentation.

Paid for work experience computers less due to GST adjustment

Christmas gifts given to staff: masks, chocolate. Staff appreciation. Gift given to Brenda.

Mindfulness done for grade 8's

New item: request \$2325 from metalwork to purchase new gas canisters.

Currently renting canisters but new supplier is needed and the purchase of the canisters is a better financial decision over long term. Gas is used for welding projects by metalwork students in grades 8-12. Purchasing 7 tanks in total.

Needed for this school year. Approved.

Complete budget at bottom of minutes.

#### 5) Family of Schools Report

Karen reached out to our schools but none replied.

#### 6) Principal's Report

John is working on getting out and meeting staff, teachers, and students.

Wants to know what parents want. Understands that parents want better communication. Newsletter to come out every 2-3 weeks.

Q3 just started. Marks due Feb 3. Feb 8 report cards published. School is now on 3<sup>rd</sup> records clerk. Staff working hard to make sure report cards published on time.

The school is communication with public health officials and WorkSafe BC to make sure Windsor is in compliance with COVID rules. No changes to protocols have been suggested.

Starting course selection assemblies this week.

What will next year look like? Should plan to still be in quarters for next year.

The timetable looks to be same, start time. May be able to be more flexible with hybrid and cohorts. But that could all change with COVID new variants.

Some students are enjoying quarter system: easier to balance 2 classes and 2 teachers

Will have more information at March meeting about schedule for next year.

Requests from parents that a comprehensive survey be done to find out how successful the quarter system is.

#### 7) Other Business

- Athletics follow up

Terri Ann met with Mr. Lewis. Winter sports wrapping up. Sports and safety protocols need to be approved by district before school coaches can recruit students. It is a slow process but it is moving forward

Uniforms: orders for new uniforms go out in the spring. Probably not too many new uniforms needed as there was no league play and, therefore, little wear and tear on the uniforms.

Seems to be a breakdown in communication between Athletics department and PAC. PAC has offered over the years to help fund new uniforms but there have been few requests from Athletics department. This could be due to confusion about the PAC request for acknowledgement of the donation of the uniforms and the rule that school teams may not have a sponsor. PAC will continue to communicate with Athletics department to ensure that all school and community coaches are aware of financial support available through PAC.

In an effort to help with financial transparency, the office is working on a template for athletics budgeting. Each team will have a form to keep track of fees collected and how that money is spent (eg. tournaments, banquets, referees)

Suggestion was made to have PAC donations acknowledged in school newsletter as well as in monthly PAC newsletter.

- Financial Literacy

Certified Professional Accountants of BC offer an afterschool financial literacy program. Nicole has contacted financial literacy teachers to measure support for program. Suggestion of four 3:30 pm sessions. Budgeting/saving, good debt, credit cards, earning income. 25 students per session. Nicole will continue to follow up.

- Request from Foundry of North Shore to present at March PAC meeting

Resounding support from PAC for this presentation. Karen will reach out to Foundry to try to schedule them for March 1 PAC meeting, which will most likely via Zoom.

Meeting adjourned 8:45pm.

Next PAC Meeting:  
Monday, March 1, 2021 7:30pm  
Location TBD

<b>Windsor Secondary School PAC Budget 2020-2021 APPROVED</b>		
<u>RECEIPTS</u>	<b>Budget 20/21</b>	<b>Actual 20/21</b>
Parent Donations	\$ 8,530.00	\$ 9,330.00
Miscellaneous (rebates and PST claim & speaker donations etc)		\$ 221.75
Interest	\$ 25.00	\$ 1.11
Gaming Account	\$ 17,980.00	\$ 18,020.00
<b>Sub-Total</b>	<b>26,535</b>	<b>27,573</b>
<u>Gala accounting</u>		
<b>Sub-Total</b>	<b>0</b>	<b>0</b>
<u>GAMING ACCOUNT ITEMS &amp; AMOUNTS</u>		
Planning Department (Out in Schools, Mindfulness)	\$ 300.00	
Club Grant (max \$200/club application is by presentation at mtg)	\$ 600.00	
Choices - field trip	\$ 550.00	\$ -
English Department - Bard in the Classroom	\$ 5,280.00	\$ 100.00
Athletics - Jersey program		\$ -
Athletics - Badminton Raquets (badminton team)	\$ 500.00	
<b>Sub-Total</b>	<b>7,230</b>	<b>100</b>
<u>Extraordinary requests</u>		
Spec Ed. - iPad	\$ 482.00	\$ 467.84
LAC - software and compatible headsets	\$ 1,400.00	
Work Experience Computer replacement	\$ 6,200.00	\$ 5,122.23
<b>Sub-Total</b>	<b>8,082</b>	<b>5,590</b>
<u>GENERAL ACCOUNT ITEMS &amp; AMOUNTS</u>		
Scholarships	\$ 2,000.00	
Gifts	\$ 240.00	\$ 35.00
Staff appreciation	\$ 500.00	\$ 486.24
Contingency	\$ 2,000.00	
<b>Sub-Total</b>	<b>4,740</b>	<b>521</b>
<b>Total ALL Costs (Gaming &amp; General)</b>	<b>20,052</b>	<b>6,211</b>
<b>NET REVENUE LESS ALL COSTS</b>	<b>6,483</b>	<b>21,362</b>