

## WPC PAC Meeting Minutes

Tuesday, September 28<sup>th</sup>, 2021 at 6:30pm

Location: Zoom

**Attendees:** Sandra-Dee Beer, Michelle Medina, Jennifer Truman, Erin Tyminski, Robyn Mourant, Lisa Stewart, Dawne McConnell, Jennifer Wentland, Vicki DePauw, Fermin Hernandez, Karen Haluschak, Heather McCorrister

**Regrets:** Stacy Bosak

1. Call to order at 6:33pm

1.1 Land Acknowledgment

1.2 List of voting members, confirmation of quorum

- Sandra-Dee Beer
- Michelle Medina
- Jennifer Truman
- Stacy Bosak – not present
- 3 out of 4 voting members are in attendance – quorum is met

1.3 Approval of Agenda

Motion: Sandra

Second: Jennifer

Motion carried

1.4 Approval of Meeting Minutes from May 18<sup>th</sup>, 2021

Motion: Sandra has motioned to make the following changes:

- Attendees List: Add Truman to Jennifer's last name
- Trustees Meeting: Remove the c in Bill 64
- New Business: change confirmed to "thought the grad award was upped to \$500 – to be confirmed"
- PAC 2021/2022 Goals – remove Stacy from the 1<sup>st</sup> line – "Sandra will be moving forward".

- PAC 2021/2022 Goals – change 2<sup>nd</sup> line to – “Jennifer, Sandra, Stacy and Michelle will be voting members. Discussion about how to run the PAC next year is still ongoing.”

Second: Michelle  
Motion carried

## 2. Welcome from Executive

- Sandra is the only executive left on PAC, as Dawn and Tracy no longer have children in the school.

### 2.1 Purpose and structure

- Purpose and structure of WPC PAC is making connections between home and school. Our purpose is not just about fundraising, but ensuring parents have a voice and being able to support each other through our parent community. Our AGM is held in October to elect the Executive for the school year.

## 3. Administration Report – Karen

- Administration Report - see attached
- Parent question was emailed asking about “mandatory vaccination of students participating in sports.” Karen advised the LRSD Draft Policy on “Safe Work & Learning Environment: Mandatory COVID-19 Vaccination of Students Participating in Extracurricular Activities” will receive 2<sup>nd</sup> reading at the next LRSD Board meeting on October 5<sup>th</sup>. The board of Trustees will review community feedback through the Family Thought Exchange before considering the policy for second reading.
- Erin asked: “If students leave the school at lunch, can they re-enter the school before the bell rings?”. Karen advised that if students do choose to go outside for lunch, they must stay outside until the end of lunch, unless of course they need to use the washroom. WPC does not have enough lunch supervisors to manage all the doors. Erin has volunteered to help if needed and will email the school.

## 4. Treasurer Report – Sandra

- Sandra has been treasurer for the last 2 terms – opportunity for someone to take over this position.

#### 4.1 Current Account balance

- Current account balance as of June 30<sup>th</sup>, 2021 - \$4,223.68
- see attached financial statement

#### 4.2 Highlights of 2020-2021:

- concrete picnic-styled tables were purchased. Councillor Brain Mayes utilized \$4000.00 from his Ward funds to put towards the tables when funding from the Wellness Grant was not available. PAC paid the remaining balance.
- Soft seating was purchased and placed in different common areas of the school.
- Glenlea Greenhouses plant fundraiser – profit \$1493.35 (this was our only fundraiser)
- PAC contributed \$300.00 towards a Bursary Award to a graduating student

#### 4.3 Establishing a budget

- PAC will create a budget and decide on how much we want to donate or what items we would like to purchase for the school. Input from parents is required.
- Once short and long term goals are established we can look at grants and how they may support our budget

#### 5. School Needs/requests for PAC support

- Last year we received a list of school needs – still on the list
  - Sound System in Gym 1
  - Scoreboard Table for basketball and volleyball games
  - More outdoor seating
  - Replacement of Theater Curtains in Gym 1 – estimate \$3000 US  
Note: Prior to covid, school theatre was a huge event at WPC.
  - Giant Electrical Sphere for science lab
  - Technology Cameras for yearbook committee usage

Administration would like to survey the students for their feedback

## 6. Communication

- How do we communicate between each other: Parents to School and School to Parents?
- Several parents said there needs to be better communication especially to new parents to WPC.

### 6.1 PAC vs School

- Social Media is a big communication tool used by the school. You can follow them on Twitter and Instagram:  
**Twitter - @wpcLRSD and Instagram - @wpcroyals**
- PAC uses Facebook – You can find us at WPC Parents, which is a private group. This is monitored by Sandra and Stacy. Do we want our Facebook group to be public?
- If parents are searching WPC website under the Parent Information dropdown tab – the information listed is out of date. This needs to be updated ASAP.

**ACTION ITEM: Erin has offered to help compile a list of Frequently Asked Questions that could be linked under the Parent Information tab.**

### 6.2 Establishing a committee

- We need to establish a committee to maintain communication to parents through social media, etc.
- If anyone is interested, please let Sandra know.

## 7. Fundraising

- We have pre booked Glenlea Greenhouses to participate in their Spring 2022 Fundraiser. Delivery Date will be May 26<sup>th</sup>, 2022.

### 7.1 Establishing a committee

- We'd like to establish a fundraising committee and decide which fundraisers we would like to participate in. Previously PAC has done cash calendars, meat raffles, chocolate sales, etc.
- We'd like to plan and coordinate around other school committees' fundraisers, so we don't overlap. i.e., Band, Musical Theatre, Grad etc.

- Is there a way we could support each other through fundraising efforts?

## 7.2 Grants and funding assistance

- We have received grants in the past through the Division and City Councillors for specific fundraising goals
- When we establish our fundraising goals we can look at grants for support
- When fundraising for a specific goal, we could offer a tax receipt for donations over \$20 that are made through the LRSD Trust Fund.

## 8. New Business/Questions

- Discussed dates for upcoming meetings, PAC has usually met on early dismissal days for consistency and aligns with the scheduled staff meeting. This conflicts with the PAC meetings for Frontenac School. We will continue to meet virtually at this point, and will stay with the early dismissal day in October and can reevaluate after the AGM.

## 9. Next Meeting (AGM)

- **AGM will be on October 26<sup>th</sup> at 6:30pm.**

### 9.1 AGM for election for 2021 - 2022 Executive and potential changes to the constitution

- The following PAC Executive positions are open:
  - 2 PAC Chairs
  - Treasurer
  - Secretary
- Please read thru the **Windsor Park Collegiate Parent Association Constitution** (see attached) to ensure the items listed are aligned with WPC PAC objectives.
- Any changes will be voted on at the AGM.

**ACTION ITEM: Erin has volunteered to review the constitution with Sandra.**

## 10. Adjourn at 8:07pm



## Administration Report – September 2021

### Divisional News

- Truth and Reconciliation Week – Resources to support learning
- Policy Updates and Feedback from School Communities
- Covid Case Reporting Updates from Public Health

### Royals News

#### **\*Orange Shirt Day events tomorrow morning for all students, including a walk in the community\***

- Welcomed back approximately 680 students from Grades 7 to 12.
- The Bistro in the Park and The Bistro Café are operating in full capacity for training students and for operating our cafeteria. Operation of microwaves and toasters will be in operation shortly, need to determine cleaning procedure between users and a monitoring first.
- Announcements every day completed by students to the student body.
- A new Student Leadership Council structure will be formed this year to streamline students' ability to plan and organize events.
- September 27<sup>th</sup> Inservice – further learning for National Truth and Reconciliation and time to review the SAGE (Student Advocacy for Growth and Excellence) Advocate Program to make it stronger for students.
- Volleyball Season begins; Teams at all levels and many students participating! Games will begin soon. LRSD has no spectators allowed in LRSD gymnasiums at this time.
- Hockey Season is underway. The Royals Hockey Program has begun with volunteer coaches and many players excited to return to the ice.
- Picture Day retakes on October 19<sup>th</sup>
- Important October Dates sent home to families.
- Public Health Teams will begin offering a COVID-19 MRNA to youth in schools across the province starting end of September. Students born on or before December 31, 2009, who are missing at least one dose of the COVID-19 MRNA vaccine will be eligible.
  - WPC is hosting a clinic on October 19<sup>th</sup>. This is in conjunction with Public Health, all high schools in LRSD will host clinics for Public Health. More details will come to parent and the community.
- New picnic tables on the back field are being used by students (thanks PAC and Brian Mayes) and we have new seating planned for the front of the school. Waiting for the boulders to arrive (thanks to the Kinsman Grant!)
- Our Interim Reports will be informal communication to all parents by teachers through email sent on October 8<sup>th</sup>. This is a way for teachers to communicate with parents about their children and to give a bit of information about the course work too. We won't have an Open House yet, so it's the first way "to meet".

Our social media presence can be found on **Twitter** - **@wpcLRSD** and on **Instagram** - **@wpcroyals**

Many staff members are on both, to get you started: *WPC Library Learning Commons* Twitter **@WPC\_LLC** and Instagram **@wpc\_llc** and *PE Department* on Twitter **@WPChealthyivin** and Instagram **@wpchealthyliving**

# Windsor Park Collegiate PAC

Cleared

## Cash Asset account

Cheque Number	Date	Description of Transaction	Debit	Credit	G/L Total	Grad Award	bank fees	Interest	Fundraising	Special Purchase	Staff Appreciation	Misc	
	1-Sep-20	Balance forward			\$ 7,493.19								
	30-Sep-20	interest	0.20		\$ 7,493.39			0.20					
	31-Oct-20	interest	0.21		\$ 7,493.60			0.21					
	30-Nov-20	interest	0.20		\$ 7,493.80			0.20					
	31-Dec-20	interest	0.21		\$ 7,494.01			0.21					
	15-Jan-21	grad fundraiser deposit	50.00		\$ 7,544.01							50.00	
	31-Jan-21	interest	0.21		\$ 7,544.22			0.21					
	28-Feb-21	interest	0.20		\$ 7,544.42			0.20					
	18-Mar-21	etransfer Charlene Stewart gift		75.00	\$ 7,469.42							- 75.00	
	18-Mar-21	etransfer fee		1.00	\$ 7,468.42		1.00						
74	23-Mar-21	transfer grad fundraiser deposit		50.00	\$ 7,418.42							- 50.00	
	31-Mar-21	interest	0.21		\$ 7,418.63			0.21					
	30-Apr-21	interest	0.20		\$ 7,418.83			0.20					
	18-May-21	etransfer J Truman reimbursement		187.35	\$ 7,231.48						- 187.35		
	22-May-21	etransfer fee		1.00	\$ 7,230.48		1.00						
	21-May-21	deposit - safe grad 50/50	15.00		\$ 7,245.48							15.00	
	22-May-21	deposit - safe grad 50/50	10.00		\$ 7,255.48							10.00	
	25-May-21	deposit - safe grad 50/50	20.00		\$ 7,275.48							20.00	
	25-May-21	deposit - safe grad 50/50	40.00		\$ 7,315.48							40.00	
75	27-May-21	WPC - soft seating VOID		-	\$ 7,315.48								
	31-May-21	interest	0.20		\$ 7,315.68			0.20					
151	3-Jun-21	WPC Safe Grad - 50/50 tickets by etransfer		85.00	\$ 7,230.68							- 85.00	
152	3-Jun-21	WPC - soft seating & picnic tables		4,200.63	\$ 3,030.05					-4,200.63			
	3-Jun-21	deposit - Glenlea Greenhouses	1,493.35		\$ 4,523.40				1,493.35				
153	23-Jun-21	PAC Grad award		300.00	\$ 4,223.40	- 300.00							
	30-Jun-21	interest	0.28		\$ 4,223.68								
					\$ 4,223.68								
							- 300.00	- 2.00	1.84	1,493.35	-4,200.63	- 187.35	- 75.00