

Spring Valley Elementary School  
Parent's Advisory Council  
Minutes of Executive Meeting  
September 14, 2011

1. Call to order 6:40 pm.
2. Welcome to SVE, Introductions. In attendance:

Renee Ostafichuk	Colleen Hill	
Tammy Williams	Pauline Murray	
Rachelle Keating	Linda Fehr	
Desarae Daniels	Terri Miazga	

3. Adopting Agenda. Executive meeting, informal agenda.
4. Adopting Minutes. Minutes from June will be reviewed at the first PAC meeting.
5. Officer's Reports
  - a) President's Report – Renee Ostafichuk
    - Welcome to PAC.
    - Requested Linda put a note in the newsletter asking for people to come out to PAC.
    - Will be doing a separate letter requesting volunteer support.
    - Has started collecting Campbell's soup labels to raise money.
    - Talked to Constable McKinnon about coming in for a presentation.
    - Signing authority has been changed to Tammy and Renee. Looking for a third executive to be able to sign.
  - b) Treasurer's Report – Tammy Williams
    - Presented account balance, budget and projections from last year.
    - Account balance is currently \$731.88.
    - Tammi is working with Gaming to bring the Gaming Funding reports up to par by the end of September.
    - Linda F offered assistance by Linda Hartmeier, school secretary, if needed.
  - c) CO-PAC Report – Pauline Murray
    - There have been several changes in the COPAC executive and changes with their processes.
    - Pauline is attending the COPAC meeting on Monday September 19<sup>th</sup> and will provide a report at the first general PAC meeting.
    - Terri requested Pauline to find out information on PAC 101, education for PAC members which is run yearly by COPAC
  - d) School Planning Council – Renee Ostafichuk, Tammy Williams
    - No meetings set at this time. More information to come.

- Looking for a third SPC representative as an alternate.

## 6. Administration Report – Linda Fehr

- There was a great start to the school year.
- The welcome back assembly was yesterday and it went well.
- PAC will need to be creative with communication with teachers as Linda will be limited in her ability to pass on PAC/parent requests due to the teachers strike.
- Linda reported to the SPC regarding class numbers and changes made to teaching compliment to address same as follows:
- Enrollment is at 289 students, projected was 302.
- Special Needs and Aboriginal students remained the same at 31 and 53 students respectively.
- Bill 33 requires that principals inform parents and teachers when class sizes are over maximum numbers. Linda provided a verbal report of the teachers and class sizes and the number of learning assistants and CEA's that are supporting each classroom. She will be working with teachers to address oversize classes.
- SVE has been granted lower class sizes by SD23 due to the needs and the socioeconomic diversity of the student body
- Linda made a decision to change the library structure with Ms. Desautels retirement. The librarian FTE is now 0.2 FTE and Linda has hired a 0.8 FTE to teach Literacy. The library is now also a classroom for Literacy.

## 7. New Business

- a) Fundraising – Rachelle has volunteered to manage the committee. There are currently low funds in the PAC chequing account, but there is gaming funds at this time to address eligible funding requests. Fundraising needs to start right away to raise the balance in the PAC chequing account. The fundraising committee will not be running the Entertainment Guide or the garage sale this year. The garage sale made very little profit and was a lot of work.

**Action:**

An initial meeting will be planned to brainstorm ideas for the 2011/12 school year for fundraising.

Terri will bring in forms and information on possible ways to manage teacher/school funding requests.

Renee will prepare a letter to be sent to parents requesting volunteer support.

- b) Hot lunch fundraiser – Last year the hot lunch program was managed by SVE. Colleen has volunteered to coordinate. She needs volunteers to assist with the program, and to make a plan regarding ordering, payment of invoices to run the program. There was a question raised about the hot lunch coordinator needing to be an executive position on the PAC. The hot lunch program is a good fundraiser for the school.

**Action:**

Terri will find out if the position needs to be an executive by consulting with COPAC. Colleen will start some planning on the lunch program and will provide an update at the October meeting.

- c) Welcome back BBQ – Proposed date Thursday, September 22 at 5:30pm. It was agreed that the PAC and SVE will run the BBQ. Linda is unable to announce the BBQ to teachers at a staff meeting due to the strike. The BBQ will include a potluck. It was suggested that the PAC share the cost of the BBQ with SVE 50/50. Renee moved to accept this suggestion and Terri seconded. The motion was carried.

**Action:**

Renee will coordinate the BBQ, purchase condiments and plates from Costco, order hot dogs from Johnny's meats and purchase water.

Terri will follow up with borrowing SMS BBQ and ordering buns.

Desarae will purchase juice.

Linda will distribute the notice to parents this week.

- d) Presentation - Suggestion that the new Literacy teacher present to the PAC.  
Action: Linda will follow up with the PAC at a future meeting.

8. Old Business –

- a) PAC funding from 2010/11 year – Renee requested a breakdown of how the funds were spent last year. Linda Fehr reported on the \$17,000.00 that was granted to the school was spent on 3 smart boards \$4000, one with a projector \$4500, and \$8500 for wall mounted projector screens for all the classes that did not have one. The smart boards are shared in the intermediate classes. The board with the projector is being used in the library for the literacy program.

9. Announcements – None

10. Items for future agenda

11. Meeting adjourned at 8:30 pm.

Next Meeting October 5<sup>th</sup>, at 6:30 pm  
Meetings are the first Wednesday of every month