

# Windsor Elementary School

## Parent Advisory Council

MEETING Minutes  
Wednesday, November 20<sup>th</sup>, 2018

### Attendance:

#### *School Staff:*

Navdeep Aujla, Principal  
Shelley Janvier, Head Teacher

#### *PAC executive:*

Julie Somers, Co-Chair  
Natalia Rodriguez, Secretary

#### *Parents:*

Michelle Tunbridge  
Ana Sanchez  
Michelle Martin

### **1. Opening:**

- Meeting was called to order at 5:05 pm.
- School staff and PAC representatives were introduced to parents.
- The agenda was set as follows:

### **2. Approval of the past meeting minutes:**

October meeting minutes are checked, and approved.

### **3. Principal report:** *Navdeep Aujla, principal*

**3i. LSS Staff and teachers:** Individual Education Plan (IEP) meetings were held in November; parents, teachers, and EAs, assisted in order to set objectives and strategies for the IEPs.

**3ii. Pro-growth plan:** many of our staff are working on Writing, as it was explained in the last PAC meeting, developing specific activities.

**3iii. Food skills program:** weekly program for parents regarding healthy cooking with the support of the Diabetes Foundation, is coming to a close tomorrow.

**3iv. Safety practice per month:** drills per year: 6 fire drills, 2 lock downs, 2 earthquake drills. In November took place the lock down drill with no issues. Staff and students were able to follow the protocol. They were advised by the principal about its occurrence this time. The protocol for this drill starts after 5 bells. Then, students and staff need to stay away from the windows, and out of sight, doors are being closed, and windows covered. Lock downs can happen given different situations, even if there is an emergency in the neighborhood. Parents are asked to stay away from the school if they hear 5 rings.

**3v. KINA – Kingsway Imperial Neighbourhood Association - (contact: Diane):** this association has been helping the school by addressing safety issues and possible solutions, for instance, installing blinking lights so that drivers do not run over during school hours. Also, they have helped set up a community garden. Currently, they are working on what makes us a community, therefore, they will give each child in each class a strip so that the students share their thoughts about this topic. After that, they will put all the strips together as part of a garland.

#### **4. Assemblies, Programs, and Special Events: Navdeep Aujla, principal**

##### *4i. Past events:*

**Remembrance Day:** the assembly was very well organized by divisions 1 and 2.

**Water cycle free performance by H2O Wow:** the performers were very engaging, and the children had fun and learned about the water cycle, the importance of saving water, and strategies to avoid its waste. In addition, they provided teachers with materials related to the conservation of water for the class.

##### *4ii. Upcoming events:*

**WE Day:** tomorrow 34 students and 4 adults will be attending the WE Day “a celebration of young leaders”, after completing the stages that the process required with the aid of Ms. James and Ms. Van Essen. There are WE Days happening throughout the country.

**Volleyball season:** boys and girls, grades 6 and 7 will be participating.

**Basketball season:** will be starting soon.

**Friday November 23<sup>rd</sup>, Pro D day:** Alice Guss will be sharing her knowledge about wool weaving, as well as stories, songs, and dance with our teachers. Note that Intermediate students are also learning wool weaving techniques.

**Thursday November 22<sup>nd</sup>, Santa pictures:** the setting up will be at 7:30, and the pictures will be taken until 9:30 am. Cari (Ms. Luongo) will be early in the morning, and Julie will be in charge around 8:00. Natalia will try her best to help out around 8:30 am. Along with volunteer, Gloria and Cari coordinated the event from 7:30 am.

**December: Kindergarten 3-way conferences (teacher, child, parents).**

Note that reporting is changing throughout the whole province in order to show the continuity of growth, and leaving away grades.

**December 21<sup>st</sup>: Pancake breakfast:** proposal from Michelle Martin: there is parent interested in donating

\$100 if the pancakes are by donation. Firefighters will come to cook the pancakes, there will be 5-6 volunteers. Students will be required to bring plate and utensils inside a bag, to make this event environmentally friendly.

**Winter Break:** December 22<sup>nd</sup> to January 6<sup>th</sup>

**Giving day:** for now it is suspended.

#### **5. Financial report: (as reported by email by *Lindsay McFadden, treasurer*)**

Current balance of the operating account: \$4244.64. (Halloween Staff Challenge fundraiser: \$203.90)

Current balance of Gaming account: \$6877.76. (Donation from Rotary Club of Burnaby for fruit snack program -donation for Sept -Dec 2018-: \$250).

Tickets donated to school for Canucks game will be raffled. Treasurer will get the license for the raffle and funds to be used for school.

The principal explains that as we build up the account, we will be able to give the teachers money for class resources. (The Card project also helps with that).

#### **6. Fundraising:**

Michelle M. informs that Dollarama can help with donations if it is approached at the beginning of the year.

The principal and present co-chair agree on the need of a Fundraiser chair for the next term.

#### **7. Communication:**

Due to the secretary as well as other kindergarten parents informing that they are not receiving emails from the school, the principal observes that these parents selected the option of not receiving emails, even that was not the parents understanding when they had selected the option. Therefore, she will address this situation to the school secretary in order to rectify this misunderstanding, so that these parents can receive school emails besides checking the Weekly News on the Burnaby School District website.

In addition, kindergarten parents would like to know school expectations regarding academics, as well as the strategies that will be encompassed by the teachers to introduce reading, writing, and math.

As regards a question from Michelle T. about the maintenance of the field, the principal informs that Burnaby switched to gravel fields for its convenience, in addition, the field is being checked regularly, as well as the facility.

#### **8. Coordinator and connect worker report** (see attached the report sent by the coordinator)

#### **9. Adjournment:**

- Meeting was adjourned at 18:07 pm.
- *Next Meeting:* Wednesday, December 12th (from 17:00 to 18:00 pm)