

# Windsor Elementary School

## Parent Advisory Council

ANNUAL GENERAL MEETING - Minutes  
Wednesday, September 26<sup>th</sup>, 2018

### Attendance:

#### *School Staff:*

Navdeep Aujla, Principal  
Shahzyah Juma, Community School Coordinator

#### *PAC executive:*

Julie Somers, Chair  
Lindsay McFadden, Treasurer

#### *Parents:*

Gurpreet Sangheva  
Natalia Rodriguez

### **1. Opening: *Navdeep Aujla, Principal***

- Meeting was called to order at 5:00 pm.
- School staff and PAC representatives were introduced to parents.
- The agenda was set as follows:

### **2. Infrastructure: *Navdeep Aujla, Principal***

#### **2i. Library renovations:**

Carpet will be changed, new shelves will be added. There will be an open space left, after the redistribution of the shelves, in order to create a comfortable area to use the projector, allowing more opportunities for learning through motivating students inquiries.

#### **2ii. Kiosk**

It will be set up next to the Annex, and will serve as storage for earthquake supplies, among other possible disasters.

### **3. Assemblies and Special Events: *Navdeep Aujla, Principal***

3i. September 14<sup>th</sup>: The Terry Fox Assembly took place, it was particularly notorious the interest shown by the kindergartens during and after the presentation.

3ii. September 20<sup>th</sup>: The Welcome Back Barbecue with the support of the firefighters raised \$350 that were donated to charity.

3iii. September 21<sup>st</sup>: the main topic of the Pro D day was well-being, and the importance of taking care of oneself. Among other activities, a restorative yoga specialist visited the school and taught the teachers exercises/poses in order to improve body postures.

3iv. September 26<sup>th</sup>: the fire drill was executed with no issues, the students were tranquil, and proceeded following their teachers.

3v. Upcoming events:

- September: Orange shirt Day Assembly in which an interactive play will take place to promote awareness about the impact of the residential school system on Indigenous communities for more than a century in Canada.
- October: earthquake drill, Staff Challenge, and Halloween Assembly.
- More information about Windsor Rock and its values.
- May: earthquake drill and practice of students release following a proper procedure.

The Welcome Conversation took place on the second week of school.

**4. Writing, School Goal for 2018: *Navdeep Aujla, Principal***

Teachers will be assessing students from grade 1 to 7, in order to identify possible needs. Similarly, as reading was a goal throughout 2017, teachers will be identifying needs in this area in order to develop strategies and allocate school resources to enhance both reading and writing skills.

**5. Earthquake preparedness supplies:**

It is necessary to store not only food and water supplies, but also other items of the emergency survival pack. Inquiries to providers will be made.

An Earthquake Preparedness Committee should be formed.

**6. Treasurer Report: *Lindsay McFadden***

6i. The current balance is \$3,504.07.

6ii. The total amount that the school will receive from the PAC for the kiosk is \$1,500, part of this amount will come from the Gaming account (current balance: \$1,865.65).

6ii. Upcoming fundraising event in October: Staff Challenge, in which every teacher is assigned a tumbler, and the one who collects more money will be given a pie in the face.

6iii. The School applies to 2 grants; district grant application was submitted in June; gaming grant will be submitted by Lindsay week of October 1.

**7. Other activities for parents and students: *Shahzyah Juma, Community School Coordinator***

7i. Thursday mornings (9:00-10:30): all parents are invited to join our Community School Coordinator to have coffee and connect. All inquiries about the school, resources and more, are welcome.

7ii. Food Sense, Healthy Cooking on a Budget – free 6-session program (starting on October 11<sup>th</sup>): to connect, to learn, and teach food skills for families, while enjoying healthy cooking. Registration: see Shahzyah.

7iii. After-school activities for kids at our School is subsidized by the Bases account.

Bases Family Thrift Store located on 7825 Edmonds St., receives donations that raise money for the program.

7iv. Our Coordinator can be reached in person on Thursdays, and by email: [shahzyah.juma@burnabyschools.ca](mailto:shahzyah.juma@burnabyschools.ca).

## **8. DPAC: School Staff and Executive**

The District Parent Advisory Committee runs training sessions for PAC members. Meetings are held on Mondays from 18:00 to 20:00 pm at Burnaby Central Secondary. WEBSITE – [www.burnabydpac.com](http://www.burnabydpac.com).

## **9. 2018-2019 PAC Committee Elections:**

Given the following positions and main duties:

- **Chair:**
  - Sets the meeting agenda, and coordinates with the principal.
  - Leads the meetings.
  - Writes the newsletters.
  
- **Treasurer:**
  - Deposits cash/cheques in the bank account.
  - Signs cheques, 2 signatures needed.
  - Reports to the Principal in order to decide how the money will be allocated, according to the School needs.
  
- **Event Coordinator**
  
- **Secretary:**
  - Distributes the meeting minutes.
  - Works with the Chair and Treasurer in order to share information relevant to the PAC.

The results of the nominations are as follows:

**Co-chair:** Julie Somers and Gurpreet Sangheva

**Treasurer:** Lindsay McFadden

**Event Coordinator:**

**Secretary:** Natalia Rodriguez

## **10. Adjournment:**

- Meeting was adjourned at 18:20 pm.
- *Next Meeting Dates (from 17:00 to 18:00 pm):*
  - Wednesday, October 24<sup>TH</sup>, 2018
  - Wednesday, November 21<sup>ST</sup>, 2018
  - Wednesday, December 12<sup>th</sup>, 2019
  - Wednesday, January 23<sup>rd</sup>, 2019
  - Wednesday, February 13<sup>th</sup>, 2019
  - Wednesday, March 6<sup>th</sup>, 2019
  - Wednesday, April 17<sup>th</sup>, 2019
  - Wednesday, May 22<sup>nd</sup>, 2019
  - Wednesday, June 12<sup>th</sup>, 2019
  - Wednesday, September 25<sup>th</sup>, 2019, AGM (Annual General Meeting)