

***** DRAFT *****

Darwin Parents Association (DPA)

General Meeting: May 19, 2015
Darwin School Library

Attendance: 15 people

Quorum: Yes

CALL TO ORDER: 6:35pm

Barbara Anderson (DPA Chairperson) and Mr. Charles Tinman (Darwin Principal) were present at the meeting. Karen Haluschuk (Vice Principal at Frontenac School) was also present at the meeting. Ms. Haluschuk has been an Administrator at other schools in the LRSD, such as JH Bruns, Dakota, and Frontenac.

PROPOSED AGENDA:

MOTION – Kim Davidson made a motion to approve the Proposed Agenda.

- **Motion Seconded** – by Yvonne Petterson.
- **Motion Passed**

GENERAL MEETING MINUTES:

MOTION – Lisa Clark made a motion to approve the April 14, 2015 General Meeting minutes as written.

- **Motion Seconded** by Lori Oxenforth.
- **Motion Passed.**

CORRESPONDENCE: (Provided by Valerie Chan)

- Fundraising materials and bank statement were forwarded to Kim and Marcia.

TREASURER'S REPORT: (Provided by Marcia Petterson)

- Current account balance is \$4,034.76. However many cheques to be deposited from the Darwin Wear clothing and deposit for the Prancing Ponies for the fall BBQ still pending. Anticipate balance around \$3,000.00 once all has been addressed. Details to follow in committee report.

MOTION – Shawna Bartlett made a motion to approve the Treasurer's report.

- **Motion Seconded.** – Nancy Mazur.
- **Motion Passed.**

COMMITTEE REPORTS:

STAFF APPRECIATION: (Provided by Yvonne Petterson & Shawna Bartlett)

- Staff Appreciation Luncheon was held on Monday April 20, 2015. Luncheon hosted 51 staff and helpers. It was a great success. Many parents donated food. Thanks also to the Librarian for helping set up the luncheon.
- Charles Tinman commented that for many of the new staff that it was their first lunch appreciation event and they very much enjoyed the event.
- All staff and helpers received a gift at the luncheon.
- One final appreciation to occur in June.

BBQ: (Provided by Shawna Bartlett)

- All vendors for the fall BBQ have been booked.
- Bouncer and Petting Zoo to return. Looking into having a recognized city mascot or the Darwin Dolphin to attend the BBQ.
- St. John's Ambulance not able to provide services. Other emergency medical providers will be sourced.
- Confirmed that certified Food Handlers will be at the BBQ.
- Forms seeking Volunteers for the BBQ, as well the food pre-order form will be included in the welcome packages to students.
- Will begin seeking donation from neighbourhood vendors/companies to the BBQ.

FUNDRAISING: (Provided by Kim Davidson & Shawna Bartlett)

- Initial selling period for the Show & Save books was four weeks. This was reduced to two weeks so as not to overlap with other fundraising events occurring at the school (DarwinWear, Grade 7/8 graduates fundraising etc).
- Sold 129 books. Profit was \$8.50 per book. Total \$\$ raised = \$1,096.50.
- Peak of the Market has asked if we would do their fundraiser again. We will most likely do this fundraiser again.

ACTION ITEM: Distribute order envelopes to parents. Place order with Show and Save. ← Done.
 Distribute Show and Save books. ← Done.
 Determine a schedule of what fundraising activities the PAC would do and ensure no conflicts with fundraising by other groups in the school. Ie. Grade 7/8's.

DARWIN WEAR: (Provided by Shawna Bartlett)

- Darwin Wear sales were good. Revenue was \$1397.00

ACTION ITEM: Order clothing and distribute. ← Done.
Look into new options for the fall (perhaps water bottles?)
Determine if Darwin Wear should be available year round for purchase.

MOVIE NIGHT (SUB COMMITTEE OF FUNDRAISING): (Provided by Cory Gregorashuk)

- Nothing has been planned for the remainder of the year as it is a busy time for kids in other activities.

ACTION ITEMS: .Confirm and purchase the movie license for use in 2015. ← Pending... Movie License received. Pending payment by DPA.
.Research into other evening activity nights (movie, family, dance, or other) and possible dates to occur. ← Done... Will plan for 2015-2016 school year.
Consider hosting a movie night in May 2015? ← Will not occur. Timing difficult & children attendance expected to be low.
.Prepare a calendar/pre-pick dates for 2015-2016 movie nights and other planned evening activities for communication to students and parents early in next school year. Communicate with Mr. Coates to verify which nights in the gym are available.
.Consider adding an Ad-Hoc committee to assist Cory. Must determine a name.
This committee would encompass helping with creating and volunteering for movie nights/team nights or other event nights for families.

TEACHERS' UPDATE: (presented by Mr. MacKay. Grade 7/8 teacher)

It is a very busy year. Some of the activities that grade 7/8 children have done recently are... Many are participating in Track. The students are learning about the genetics of Harry Potter. The students visited Fort Whyte Alive. The students are learning about calligraphy and stained glass. The links in the book reading are at 590 links now. In March their count was at 480. They are getting close to their goal of 800 books read this year.

ACTION ITEM: Administrator to determine in advance which teachers will be present at each DPA meeting. Teachers with specialities (gym, resource, band, industrial arts) are encouraged as this year focussed on grade teachers.

SCHOOL ADMINISTRATOR'S REPORT: (Provided by Charles Tinman. Principal of Darwin School)

Our Grade 8 students raised close to \$600 in their garage sale. This will offset some of the costs of their Farewell evening.

Grade 6 students held two cupcake days, made close to \$250 each time with will go towards the Grade 6 camp in June.

We have 9 boys and 1 girl coming to Grade 7 from D.W. Penner. This was from a class of 11 students. We are holding a transition for all soon-to-be Grade 7's during the morning of the 15th of June, followed by a pizza lunch.

Chelsea McKee has been hired to replace Diana Daoust who went on parenting leave. Chelsea was a student teacher here last year. She has a fine arts background. Caitlin Malcolmson has been engaged for next academic year to teach Social Studies, Art, Drama and Health in Grades 7 and 8. Charlene Sacher, our elementary Student Services teacher has accepted a full time job elsewhere in the division. We also need to replace our Foods and Nutrition teacher who is still on leave.

Melissa Neufeld, an education assistant who also oversees the bus, has been accepted into the occupational therapy program at the University of Manitoba. We wish her every success.

A divisional scheme whereby school supplies are ordered for each child by the school through educational tenders will be in place this coming school year. This came out of discussions with parent councils across the division. The school will buy the supplies and charge \$40 per child. Additionally, student agendas will be \$5.

We held a math & literacy games night earlier this month for Grades K to 2. About 55 families attended and got to take supplies/games home too.

Over 100 grandparents came to the Grandparent's Day for Grades K-4.

Volunteer Reception will be held in the afternoon of May 22nd. The party will be hosted by the grade 5/6 students. The theme of the party is a "Mad Hatters Tea Party."

Charles shared a draft calendar of major dates for next year. This will be finalized prior to the end of June.

The updated DPA Constitution has been posted on the Darwin webpage.

A new "Parents Section" is now live on the Darwin webpage. DPA minutes, DPA Constitution & By-Laws and other relevant information is posted in the Parent's Section.

Our YMCA-YWCA daycare will be offering a summer program for any Darwin family. Please spread the word. Spaces are available. The cost per week will be \$104. Please contact Amy Roebuck at aroebuck@ymcaywca.mb.ca or call 204-831-3156 for more details.

LRSD BOARD & MANITOBA ASSOCIATION OF PARENT COUNCILS (MAPC) UPDATE: (Presented by Barbara Anderson)

- Have not made any meetings since the January 20th, 2015 general meeting.
- MAPC had its annual general meeting on May 1st and 2nd. All executive went this year. The MAPC board is looking into possibly subsidizing it for future meetings so that it can be more affordable for more PACS to attend.
- MAPC suggests a new event in the fall to be called "Getting to Know You"
- Speaker at the MAPC AGM was KEVIN BURCH. He provided a very in-depth presentation.

- At the MAPC AGM, all PACS viewed and approved suggested MAPC By Law and Constitution changes, met other PACS, as well as participated in numerous seminars. Newsletter was sent to the school. The newsletter reviewed the Chairperson Breakfast as well as the upcoming AGM.
- To prepare for the AGM the executive group will meet to discuss the voting items.

OLD BUSINESS:

Committee old business updated in the "ACTION ITEMS" above.

Major Project idea(s).

- Suggestion of having visible signage at the front of the school. Perhaps a reader board might be a feasible option, not a large electronic sign. ← Not feasible. Has been removed from discussion.
- Major project will be school ground beautification and required landscaping (both hardscape and softscape) updates due to age of school and non-maintenance.

ACTION ITEM: Suggestion of some major projects to consider for the 2015/2016 school year.

- Low area by the pine trees frequently gets muddy and is not viable for the students to play. Consider levelling the area with pea gravel. Also add picnic tables for the students to sit or eat. ← IN PROGRESS. Barbara is reviewing the criteria the school must meet in order for the LRSD school division to address the tree and the water not draining in the area. Barbara has been speaking with Charlie (of LRSD). Barbara will provide an update next meeting.
- Upgrade the water fountains in the school so that the students can fill up their water bottles on their own. Water fountain should have filtering options.

SCIP GRANTS.

- Confirmed that SCIP grants can be applied for on an annual basis. Up to \$2000 can be rewarded to the school each year.
- Will use the SCIP grant money to subsidize or fully pay for our major projects of school beautification and landscaping updates.

ACTION ITEM: Susan Seipp to assume SCIP research. Marcia to forward previous literature and information gathered to Susan. ← DONE. Susan has reviewed all requirements and will be applying for as many applicable grants as possible (SCIPS and other grants). Priority list has been made and updated, as more beautification and landscaping need are determined.

DPA VICE CHAIRPERSON:

- Seeking candidates for the role of Vice Chairperson for the 2015-2016 school year. Yvonne's term will be ending at the conclusion of this school year.

ACTION ITEM: Seek interested candidates. Nominations, appointments, and/or elections for Vice Chairperson will occur in June at the final DPA general meeting. ← In progress... One candidate has shown interest. Any other candidates please contact Barbara Anderson for further information.

VOLUNTEER SOLICITATION:

- Barbara commented on how the DPA needs a database of volunteers who could be called up to assist with DPA events. Barbara also requested ideas on how to get more parent involved or how to get ideas from parents known to the DPA. Ideally the DPA needs someone to manage the information packages that are distributed to all the school grades at the beginning of the school year. The focus should not be on a parent's ability to commit to the DPA on a year round basis and/or to attend every DPA general meeting, but rather for a pledge to volunteer for 1-2 hours several times a year for various events when or if needed.

ACTION ITEM: Create a form/fridge magnet/book marker that has information about the DPA which will also solicit for volunteers. Have Darwin distribute on the DPA's behalf. Consider starting a Facebook page for the DPA. Assign a volunteer to manage/administer the page. ← Pending...

NEW BUSINESS:

- Joanne (evening custodian) and Diane (casual office) attended the DPA meeting.
- Both Joanne and Diane have been maintaining the gardens on the school grounds.
- In 2001, the DPA started a beautification plan, as it was sorely needed. A gardening committee was created. Over time the committee disbanded and just Joanne and Diane with other helpers have been maintaining the gardens.
- Their vision has been to keep the gardens very low maintenance, they often self seed from their own plants/flowers.
- Joanne and Diane shared pictures of the garden from the past as well as shared stories of the different attempts to beautify the gardens with various plants and flowers, such as prairie grasses and crocuses etc.
- Joanne and Diane advised that the courtyard garden is falling into disrepair and new rail ties are needed as there are some that are rotting and cannot support the plants/flowers
- Joanne and Diane have requested some blood meal for the trees and some new annual flowers for the gardens. They will be doing a gardening session on May 23rd @ 10:30am. Please attend if you are interested.

ACTION ITEM: Try and secure some grant money to assist with the gardening requests from Joanne and Diane for this year. If not possible, then include their requests for gardening repairs/updates into grants for the next school year.

BEAUTIFICATION (MAJOR) PROJECT:

- DPA secured quotes from professional landscaping companies to provide insight and suggestion for the courtyard garden, other general beautification, and to address the issue of the soil erosion and low grade by the trees.
- One company didn't have the same vision as the DPA. For \$30,000 this company suggested river bed, bridge, furniture, various rock options, fountains etc.
- Another provided quote for the hardscaping required updates (replacement of the rail tie supports for the tiered garden beds) for \$5,000.

ACTION ITEM: Determine which company or if LRSD can complete some landscaping for DPA.
If LRSD cannot, continue looking into SCIP and Other available grants to offset the costs.

2015-2016 DPA BUDGETS:

- At next (and final) DPA meeting, Marcia will present the DPA statement from the past 12 months.
- All Committee Chairs will also present their requested budget for 2015-2016.

ACTION ITEM: All Committee Chairs present their individual budgets for review/discussion/approval?
2014-2015 DPA statement to be presented by Treasurer.

PROMOTION/SOCIAL MEDIA ROLE:

- DPA needs a parent who can manage the social communication for the DPA. A parent with experience using Twitter, Facebook etc is highly desired.

LRSD "UNCONFERENCE"

- All PAC's in the LRSD has been invited to attend their "Unconference" at the school board office on May 27th.
- In an informal format, all PACS will converse about their various needs and challenges experienced in the current school year. All PACS will be asked to provide their input regarding division wide concerns/projects such as school supplies purchased and initiated by individual school. Parents would pay one fee per child per year for the standard supplies. Any extraneous supplies are still the parent's responsibilities. Ie. Band and art supplies. Special gym supplies etc.

NEXT MEETING: Tuesday, June May 16th, 2015. Darwin School Library. 6:30pm.

ADJOURNMENT: 8:23 pm.

Attachment A:

Attachment B:

DARWIN PARENTS' ASSOCIATION

Constitution and By-Laws

Amended April 2015

Name:

The name shall be the Darwin Parents' Association, otherwise referred to as the DPA.

Mission Statement: The Darwin Parents' Association (DPA) builds school community. It's purpose is to make every child's potential a reality by providing inspiration, encouragement and support of their education. The DPA will maintain an open and collaborative exchange of ideas, liaise with the School Administration, support and provide a voice for parents/guardians.

Association Membership:

1. All parents and guardians whose child or children who attend Darwin School are members of the DPA.
2. All staff members of Darwin School.

Objectives:

1. To work collaboratively with the school regarding school activities, programs and special events.
2. To maintain parent involvement and understanding about the school's educational programs and services.
3. To liaise with other school and community organizations in matters affecting the education of children.
4. To provide a regular forum to discuss and plan educational and community matters.

Structure:

Executive Committee: The governing committee will consist of the following elected positions: Chairperson, Vice Chairperson, Treasurer, and Secretary. Any other Chairpersons elected as the need arises, will be invited. Executive meetings require a quorum of 3 committee members - one of whom must be the Chairperson.

Duties of Executive Committee Members:

Chairperson/Co-Chair - to provide the Executive Committee with leadership; organize and preside over the Executive and General Meetings; to be responsible for the final agenda of the General Meetings, and to be the spokesperson for the Executive Committee. The Chairperson will appoint other chairpersons and delegate duties as required. The Chairperson is an ex officio member of all sub-committees.

Vice Chairperson - to assist the Chairperson in administrative duties; to assume the Chairperson's duties as required.

Treasurer - to keep accurate records of all Association finances; To provide a financial statement at each General Meeting, and to provide and present an annual financial statement covering the previous 12-month period to be presented at the first fall General Meeting.

The Treasurer will maintain a separate account in the name of the DPA and advise of the current financial status of the Association when called upon to do so. The Treasurer will pay all bills by order of the Association. The Treasurer's books shall be available for review at every Executive and General Meeting.

Secretary - To record and prepare all minutes of all General Meetings for approval and arrange for distribution. Records to include; name of the organization and date, number in attendance, motions and amendments, name of movers and seconders, time of commencement and adjournment in the meeting records. The Secretary will also receive and transmit all correspondence.

Standing Committees - Chairpersons of Standing Committees shall be elected or appointed to perform specific duties as required and are responsible to the Executive Committee. Chairpersons of a Standing Committee shall be responsible to maintain accurate records of all receipts and expenditures and provide a report to the treasurer. Chairpersons of Standing Committees shall report at General Meetings.

General Duties of the Executive Committee

1. To be responsible for the Association.
2. To organize and prepare for the General Meetings.
3. To develop Association programs for the current year.
4. To be responsible for initiating the replacement of executive members.

Meetings:

1. Minimum of 3 General Meetings per school year.
2. Meetings will be held on a date, time and a place agreed upon by the Executive Committee.
3. The Association will give one month's notice when a General Meeting will be held concerning any voting done on the Constitution, By-Laws or Elections.

4. The Agenda for each General Meeting will be distributed prior to each meeting.
5. A regular meeting of the Executive Committee shall be held prior to each General Meeting.
6. Special meetings of the Executive Committee may be called by the Chairperson.
7. Standing Committee meetings may be held at random.

Voting - Voting for elected positions will be done by a written ballot if there is more than 1 person running. Voting on all other issues will be done by a show of hands.

Nominations, Appointments and Elections:

- 1 Nominations, appointments and elections are to be held at the final General Meeting of each school year.
- 2 The newly elected Executive Committee will start the following September and will take custody of all previous records and correspondence.
- 3 Should a position become vacant the Executive Committee will have the authority to appoint someone to fill the vacancy until the next General Meeting, at which time an election for that position may be held.

Banking and Funding:

1. There will be one account in the name of the DPA.
2. Two signatures are required on all cheques.
3. Four officers are eligible to sign the cheques: Chairperson, Vice Chairperson, Secretary and Treasurer.

4. DPA will strive to carry forward a balance of \$2000.000 of unallocated capital funds to the beginning of the next school year.
5. All funds remaining at the end of each school year, less the \$2000.00 carry forward will be divided as follows:
 - a. 50% Major Projects - defined as substantial items, benefiting as many students as possible that the school would not be expected to purchase or is not funded by the Louis Riel School Division. All major projects must have the approval of both the DPA and school administration.
 - b. 30% transportation and field trips
 - c. 20% wish list - a list generated by the teaching staff who rank their top choices for teaching tools and the DPA vote to support one item each year.

Amendments:

The Constitution and By-laws may be altered or amended at any General Meeting provided one month's notice has been given to DPA members. A two-thirds vote of attending members is required in order to pass amendments or additions to the Constitution.