



## Parent Advisory Council Meeting (Virtual) MINUTES

### Annual General Meeting (AGM)

Monday June 5, 2023  
7:00 – 8:00 PM on Zoom

#### Find us online

- e-mail: [emaildpac@gmail.com](mailto:emaildpac@gmail.com)
- Web: [www.dorothylynas.com](http://www.dorothylynas.com)
- Facebook: <https://www.facebook.com/dorothylynaspac>
- Instagram: <https://www.instagram.com/dorothylynaspac/>

**In Attendance:** Heather Schofield, Andrea Pieters, Marissa Ismay, Kelly Clauson, Alikie Knight, Dagne Fortin, Bridget McNulty, Tristan Crowther (Principal), Joanna Lane (Vice Principal), Ashley Kelly (Librarian), Carla Manness (teacher), Jaclyn Fairburn, Leonie Harper, Erin Dodds, Leora Fenner, Sabrina Driedger, Patricia Buchanan, Steph Cross, Mina Macdonald (Walking School Bus), Melanie Harmer, Anna Sharonova, Fernanda Downing, Jamie Herrington, Jen Cram, Shari Virjee Tanada, Bryce Lucas, Brielle Wong

Topic	Comments	Presenter
<b>Welcome</b>	<ul style="list-style-type: none"> <li>- Meeting called to order at 7:01pm</li> <li>- Land acknowledgement</li> <li>- Agenda for the meeting was approved (Jaclyn, Dagne)</li> <li>- Minutes from the April 3, 2023 meeting were approved (Alikie, Marissa)</li> </ul> <p>Note that past meeting minutes are posted on the <a href="#">PAC website</a></p>	<b>Heather Schofield &amp; Andrea Pieters</b>
<b>Special Guest</b>	<p>Mina Macdonald from the Walking School Bus provided a brief overview of the program, with the hope of launching it at Dorothy Lynas in September 2023. There is a survey that has gone out to all parents to gauge interest and to help plan out potential walking routes. The program will need volunteers – interested volunteers should email <a href="mailto:emaildpac@gmail.com">emaildpac@gmail.com</a></p> <p>Further details on the program will be provided in the fall. More information can also be found here: <a href="https://scyofbc.org/kid-commute/">https://scyofbc.org/kid-commute/</a>.</p>	<b>Mina Macdonald</b>
<b>Principal's Report</b>	<p><u>School Update:</u></p> <ul style="list-style-type: none"> <li>- Principal Crowther began by thanking the PAC for all their hard work this year and for bringing people back into the building again.</li> <li>- June has been a very busy month for school staff, with many events and planning for next year.</li> <li>- School Planning <ul style="list-style-type: none"> <li>o The school staff have been planning for next year. The calendar for next year has been posted on the website: <a href="https://www.sd44.ca/school/dorothylynas/Documents/Approved%20Calendar%202023-2024.pdf">https://www.sd44.ca/school/dorothylynas/Documents/Approved%20Calendar%202023-2024.pdf</a></li> <li>o The first day back will be a short day 10am to noon</li> </ul> </li> <li>- On-site Before and After School Care (MECC)</li> </ul>	<b>Tristan Crowther</b>

Topic	Comments	Presenter
	<ul style="list-style-type: none"> <li>○ Although not yet set-in-stone, there are plans for an on-site before and after school care to take place in the Multi-Purpose Room (MPR) starting in the Fall.</li> <li>○ Note that this limits activities that were previously using the MPR before and after school hours.</li> <li>- Fro-yo and Hot Lunch was a success this year and a big thank you goes out to all the volunteers.</li> <li>- The final Communique publication will be sent out before the end of school year.</li> <li>- A Digital Message Board is being planned for the front of the school in the Fall.</li> <li>- There are many school events planned for 2023-2024, including: <ul style="list-style-type: none"> <li>○ Terry Fox Run in September</li> <li>○ Earth Rangers</li> <li>○ Holiday Concert</li> <li>○ Primary Days of Music</li> <li>○ Track and Field</li> <li>○ Cheakamus Centre</li> <li>○ Science World</li> <li>○ World Book Day</li> <li>○ Planetarium</li> <li>○ Aquarium</li> <li>○ Black Bear Society Presentation</li> <li>○ New Year Celebration -Lunar New Year</li> </ul> </li> <li>- Kindergarten Parent Night had a big turnout including parents, teachers and support staff. <ul style="list-style-type: none"> <li>○ PAC provided green shirts for the new kindergarten students to wear to the BBQ and also to local playgrounds so they can meet new friends before the school year starts.</li> </ul> </li> </ul>	
<p><b>Chair Report</b></p>	<p>Heather and Andrea provided an update of various PAC activities that were completed throughout the year.</p> <p><b>Spirit Events (granted 3 School Sponsored Events):</b></p> <ul style="list-style-type: none"> <li>- Welcome back BBQ + scavenger hunt in the school</li> <li>- Cocoa and Caroling</li> <li>- Year End BBQ</li> </ul> <p><b>PAC Sponsored Events (restarted for 2022/23):</b></p> <ul style="list-style-type: none"> <li>- Chess Club, Lights Up Musical Theatre, PPC Sports</li> <li>- Ski/Snowboard club</li> <li>- KM club</li> </ul> <p><b>Fundraising:</b></p> <ul style="list-style-type: none"> <li>- Family Photo fundraiser</li> <li>- ART card project</li> <li>- Purdys Chocolates</li> <li>- Parents Night Out + silent auction</li> <li>- Seycove FOS Auction, Dinner, and Dance</li> <li>- Munch A Lunch; Frozen Fridays (end of the day)</li> <li>- Silent fundraisers: new - Mabels labels, Little Kitchen Academy // ongoing - Cobs, MaxFruit</li> </ul> <p><b>Communication (granted section in monthly school Communique for PAC update):</b></p> <ul style="list-style-type: none"> <li>- Class Rep emails (more organized and streamlined)</li> </ul>	<p><b>Heather Schofield &amp; Andrea Pieters</b></p>

Topic	Comments	Presenter
	<ul style="list-style-type: none"> <li>- Social media - FB, IG</li> <li>- MailChimp campaign to improve communication from PAC, including in Sept/Oct</li> </ul> <p><b>Other PAC Activities:</b></p> <ul style="list-style-type: none"> <li>- recognition &amp; gratitude for teachers and Dorothy Lynas staff (staff room snacks, Holiday Bean Around the World \$10 gift cards, Valentines kind messages on heart cards + \$1 scratch tickets, each division received \$250 for classroom)</li> <li>- Parent volunteers (Bean Around the World \$10 gift cards)</li> <li>- purchases: mats for primary classrooms, laminator for all staff, Welcome Dorothy Lynas mats, Ks Library bags, BBQ entertainment + sidewalk chalk, inflatable movie screen, gym equipment, library books (French and English), music (2 xylophones)</li> <li>- Stream of Dreams</li> <li>- Dance Play workshop for entire school (June 2023)</li> <li>- Gym Sense (delay to Oct 2023)</li> <li>- Author for World Book Day</li> <li>- Dragon Tail lunches</li> <li>- formed official EDI (Equity, Diversity, Inclusion) Committee with section on the DL website</li> <li>- Grade 7 Legacy gift from 2021/22 grads - library books with legacy stick &amp; message from 2021/22 grade 7s</li> <li>- updated PAC Bylaws</li> <li>- updated Class Rep letter send out at the beginning of the year</li> <li>- PAC Survey (almost 100 responses) – used this info for 2023/24 school year PAC planning</li> <li>- PAC meeting dates for 2023/24 include a combo of Zoom and In Person meetings.</li> </ul>	
<p><b>Treasurer Report</b></p>	<p><u>2023/2024 budget - proposed</u></p> <ul style="list-style-type: none"> <li>- Kelly walked through the proposed 2023/2024 budget</li> <li>- Members were asked to vote to approve the 2023/2024 budget by a show of hands. A majority of members voted in favour to approve the 2023/2024 budget. APPROVED</li> </ul>	<p><b>Kelly Clauson</b></p>
<p><b>PAC Executive Elections &amp; Members at Large (MAL)</b></p>	<p><u>Overview:</u></p> <ul style="list-style-type: none"> <li>- Marissa walked through the voting process including the PAC bylaws which govern the voting process (each position requires a simple majority vote). Marissa noted that where there was no contest for a position, no vote is required.</li> <li>- Out of the 21 voting members in attendance, there were 20 members present with their cameras on.</li> </ul> <p><u>PAC Executive Elections by role:</u></p> <ul style="list-style-type: none"> <li>- Secretary – Leora Fenner stepped forward to fulfil this position. No other candidates stepped forward.</li> <li>- Treasurer – Kelly Clauson stepped forward to fulfil this position. No other candidates stepped forward.</li> <li>- Vice Chair – Marissa Ismay stepped forward to fulfil this position. No other candidates stepped forward.</li> <li>- Co-Chairs – Heather Schofield and Andrea Pieters stepped forward to fulfil these positions. No other candidates stepped forward.</li> <li>- Members at Large – Eleven members stepped forward to fulfil positions (Anna Sharonova, Brielle Wong, Patricia Buchanan, Leonie Harper, Erin Dodds, Shari</li> </ul>	<p><b>Marissa Ismay</b></p>

Topic	Comments	Presenter
	Virjee-Tanada, Jenn Messina, Steph Cross, Fernanda Downing, Jen Cram, Zara Priest). All were voted in.	
<b>Community, Spirit &amp; Fundraising Update</b>	<p>Spirit Wear</p> <ul style="list-style-type: none"> <li>- The Spring sale went well, with pink colours now available.</li> </ul> <p>End of Year BBQ</p> <ul style="list-style-type: none"> <li>- This event is on June 8<sup>th</sup> from 4-7pm. Don't forget to bring cash!</li> </ul> <p>Seycove FOS Auction on April 29th</p> <ul style="list-style-type: none"> <li>- This event raised money for the Seycove Family of Schools (FOS), which includes Dorothy Lynas.</li> <li>- The PAC thanks all the volunteers who organized the gift baskets.</li> </ul> <p>Looking ahead: the Family Photo Fundraiser will take place in the Fall and Spring next year.</p>	<b>Andrea Pieters</b>
<b>Other / New Business</b>	<ul style="list-style-type: none"> <li>- Leora Fenner is the PAC representative on the Windsor FOS committee and had no updates.</li> <li>- Chess Club, Lights Up! Musical Theatre, PCC Multi-Sport Program will all be returning for 2023-2024.</li> <li>- Kilometre Club was a great success again this year!</li> <li>- Equity, Diversity and Inclusion (EDI) Committee held 4 meetings over the year. The webpage is up and running: <a href="https://dorothylynas.com/equity-diversity-and-inclusion-edi-committee/">https://dorothylynas.com/equity-diversity-and-inclusion-edi-committee/</a></li> <li>- Vendors are booked for Hot Lunch next year. Grade 6 volunteers are needed for Frozen Fridays.</li> </ul>	<b>All</b>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>- Meeting adjourned at 8:30pm</li> <li>- Meeting dates for 2023-2024 are below: <ul style="list-style-type: none"> <li>o Monday, Sept 25th, 2023@ 7-8pm In-Person at Dorothy Lynas</li> <li>o Tuesday, Nov 21st, 2023 (Zoom)</li> <li>o Monday, Jan 15th, 2024 (In person)</li> <li>o Tuesday, April 9th, 2024 (Zoom)</li> <li>o Monday, June 3rd, 2024 AGM (In person)</li> </ul> </li> </ul>	<b>Heather Schofield</b>