



**Agenda and Minutes**  
**Monday October 7th, 2024 7:30 pm**

**1) Welcome - Call to order**

Present at this meeting:

- Caren Hall - Windsor Principal
- Graham Gilley - PAC Chair (attended remotely)
- Jennifer Dickson - PAC Treasurer
- Lindsay Salkeld - PAC Secretary
- Karen McGee

**2) Approval of October 7th Agenda** (Moved: Karen; Seconded: Graham)

**3) Approval of the September 16th Minutes** (Moved: Graham; Seconded: Karen)

**4) Treasurer's Report** (Moved: Lindsay; Seconded: Graham )

Balances

- Gaming account - \$13,958.62 (less \$5000 approved for Junior Football uniforms)
- General account - \$12,243.03
- PAC Trust account - \$10,888.43 (plus \$5000 approved for Junior Football uniforms)

Reimbursements

- Sept 26 - \$5606.73 bus trip to Hamlet, original quote \$5562 (General, reimbursed when Gaming arrived)
- Sept 26 - \$192.07 to Megan Brady for LST games (Gaming)

Approved, no purchases

- \$5,000 in 2024/25 Gaming has been approved for Junior Football Uniforms  
(*Request to transfer funds to PAC Trust Account now that Gaming Funds are received. Cannot be paid out without PAC Treasurer approval*)

Requests

- All budgeted items approved have been communicated to staff
- Request today from Megan Brady for three hokki stools @ \$200 each, total with shipping \$600. Request is on hold as the budget passed in September had a \$300 allotment for Learning Services and Choices. PAC will reconsider this request later in the year once we consider any requests from other staff and the results of fundraising efforts and parent donations.



#### Other financial business

- **Action:** Remove Jane Tom from Vancity signing authority
- **Action:** Add Lindsay Salkeld to Vancity signing authority
- Jen (as NVPAC Registrar) met with school district Superintendents to understand District/School/PAC/Fundraising streams in order to communicate to parents how/why funds are needed/used

### 5) Committee Reports

Committee Reports will now be dropped from the formal agenda given that they are already available within the school newsletter. Any ad-hoc reports will be consider within “Other Business”.

### 6) Athletics Report

#### Football:

With the upcoming football funds, the plan for the junior uniforms is to purchase the missing numbers of a complete number set. Right now there are around 75 kids within the program so Marco and Malcolm will purchase the missing numbers so that there are no duplicate numbers between junior and senior (i.e. there will be 75 uniforms with numbers from 1-75 and no duplicates). This will make it more efficient when a junior is called up to the senior they can use their own shirts (currently when a junior is called up to play senior they need to verify that the number is not already being used by a senior and if it is they have to scramble to find a new shirt). The goal is to have all the uniforms look the same.

#### Basketball:

The basketball uniforms are going to be ordered. The total cost came to around \$15K so Marco will be taking \$5K out of the athletic budget. The aim is for them to arrive by early November. The uniforms will cover grade 8 a and b boys and girls as well as grade 9 boys and girls.

#### Uniforms left to update:

- Fall Season
  - Jr and Sr boys soccer
  - Jr girls, grade 9 girls volleyball (fairly new but say dukes)
- Winter season
  - Junior boys of basketball
  - Junior girls of basketball
- Spring
  - Jr and Sr girls soccer teams
- Howlers



- Marco will let Howlers know that they can come to the PAC for funds. They are looking for new pompoms.
- Eventually they are also looking for a set of uniforms (they borrowed the basketball team's uniforms for Friday's pep rally).
- Marco is going to talk to the staff sponsor about approaching us.

#### Pep Rally

Great pep rally on Friday. The Howlers are planning a dance montage for SR girls volleyball senior night.

#### Volunteers

Athletics is always looking for help for the winter season whether that be coaching or assisting. If anyone is interested please approach Marco Fong.

### 7) Family of Schools Report

The Family of Schools has a meeting booked on October 10th. Student Codes of Conduct will be discussed, specifically PAC representation during discussions when schools' codes of conduct are developed and Policy 302 (which states that "each North Vancouver school develops its own code of conduct in consultation with parents, staff and students").

### 8) Principal's Report

Action from September meeting: Caren and Kelly were to create a grid of all Windsor fundraising to ensure the PAC is able to take advantage of all opportunities without overlapping other fundraising. The student council has the grid and wants to come speak to the PAC on this.

Video surveillance: The company who is doing the building envelope upgrade has asked to put up video surveillance cameras in three locations outside of the school for the duration of the project. The sightlines for the cameras include the school main entrance (north side), south east side of the school, and the south side of the school. The School District has elected to purchase rather than rent the cameras and they will remain up after the completion of the renovation. The cameras have a 15-day erasure period. They are not being actively monitored.

The PAC approved both the addition and placement of the cameras (Moved: Jen; Seconded: Karen).

Planning Session: The planning session is coming up on November 5th 3:30-5:30 here at Windsor and the focus will be to work on the action plan. A few parent representatives should attend. Official invite will be coming soon.



The school is hosting a “meet your first responders” event October 27th at lunch time.

Orange Shirt Day: this year’s theme was sense of place (land). The school put up displays that each shared information about a different region within the province and kids could scan QR codes to learn more about them. The Cheekamus retreat for grade 8s was held over Orange Shirt Day and as such the activities had Indigenous-specific focus.

School affordability fund: Windsor does not have funds left in their school affordability fund account. Windsor has changed its forms for fee reduction to state that “the fee reduction from the Ministry of Education is no longer available”. There remains some targeted funds for Indigenous students, students in care, or living with food insecurity. There are also school funds left available to support students in need on the athletics teams to ease the burden on families to participate.

Caren has been focused on building the school community and on improving communication with staff, students and families. School events are being shared in several venues (bulletin boards, MS Teams, morning announcements, newsletter) to encourage more people to come out, and to support opportunities for cross-pollination (e.g. having band play at football games).

Student council is converting the theater into a haunted house for the two weeks leading up to halloween.

Caren met with the teacher leaders today about the devices policy. Teachers are reporting that the rollout of the policy has continued to go well. They are reinforcing the use of lockers.

IT services have itemized every device in the school and costs and timelines for replacements as needed. The SD44 goal is one device (computer, laptop, ipad) for every 55 students in a school; however, Windsor is currently well above that. However, the school needs a new computer lab (28 units) for newer machines that will support digital media and related courses (web design, computer programming, yearbook). The district will not supply these machines given that we are above the allotment. This could be a target for fundraising for the PAC for this year. Caren will follow-up with the full amount.

**Action:** Caren will bring the finalized SD44 Code of Conduct to review at the November PAC meeting.

## 9) Other Business



École Windsor Secondary

PARENT ADVISORY COUNCIL

[winpac.secretary@gmail.com](mailto:winpac.secretary@gmail.com)

*Every Parent  
is a Member*

- Planning a larger social event to support WPAC (plan for next year) and to bring new members to the meetings: possibility of a spring parent dance in the gym likely in March.
- Fundraising at October parent teacher interviews (Wednesday October 23rd 2-4pm and 6-8pm). A table will be set up. Jen volunteered. Terri-Ann was drafted in absentia.
- Hold until January 2025: Check back in on cell phone policy implementation
- ChemTrade offered to present and/or give a site tour for the WPAC Board. Graham will reach out to them to book something.

Next PAC Meeting:  
November 4th, 2024  
School Library