

Glenwood Elementary School PAC Meeting Minutes

February 12, 2016, 9:05 A.M. – Room 2

Present: Antonia Beck (DPAC Rep), Bev Kitasaka (Treasurer), Briana Fraser (Vice-Chair), Kate Bostick, Kyndrie Malmquist (Chair), Ms. McNary (Vice-Principal), Paula Besic, Tasha Murray (Secretary/SPC Rep).

Regrets: Ms. Magri, Laura Iwan, Yuki Omoto-Chow.

Meeting Chair: Kyndrie Malmquist

Note-taker: Tasha Murray

I. Welcome

Meeting called to order at 9:05 A.M. Motion to accept agenda (Briana/Antonia; motion approved).

II. Approve Minutes/Agenda

Motion to approve minutes from November 20, 2015 PAC meeting (Briana/Tasha; motion approved).

All actions items have been completed.

III. Reports

a) Vice Principal's Report – Ms. McNary

A sincere thank you from the faculty and staff to all of the parents and family members who volunteered and went the “extra mile” to make December such an exciting month for the students. We are truly thankful for the wonderful community support.

January events:

- January 8: Ms. McNary met with members of Glenwood’s Emergency Preparedness committee (EPP) to review the school’s earthquake procedures as well as review our equipment and supplies. Thanks to the diligence and dedication of the EPP committee we have the ability to provide our students with shelter, basic first aid, water and something warm to drink. Thank you to past as well as current members of the committee for giving so generously of their time.
- Jan 20: intermediate students attended a Young People’s Concert
- Jan 25-29 literacy week: A number of school wide as well as classroom events were organized to highlight literacy for Family Literacy Day which is on Wednesday January 27th. The school collected gently used books for the book swap on Thursday, Jan. 28th. Host guest readers from the

community read to students on Tuesday, January 26th. On Friday Jan. 30th we “cuddled up with a good book” and read in the gym from 11:30 – 12:00. Students brought their own blanket, flashlight and plush. Families were welcome to join. There was an assembly at 2:00 on Friday to celebrate the month’s activities.

- Jan 11- Feb 18 FSA (Functional Skills Assessment) for intermediate students: The FSA has three components: Numeracy, Writing and Reading. Total assessment time is 4.5 hours. Parents will get individual student results. Glenwood school results are not publicized because the school is so small the results are statistically insignificant.
- We ordered and have received two document cameras for use in the classrooms. Thank you to the PAC for funding one of the document cameras.
- We have begun the transition process for our grade 7 students. We have met with faculty from Burnaby South Secondary to review the variety of courses and programs available to our students.

February events:

- Kindergarten Registration begins
- February 8: school was closed for Family Day. Coincidentally it is also Chinese New Year. Welcome to the year of the Monkey.
- Week of Feb. 9: Students learned Hip Hop with a guest teacher. A performance assembly will be on Feb 12 at 1 PM.
- February 19: District Professional Development Day
- February 18th Grade 7 Public Speaking Zone finals
- February 25: primary students are going on a field trip to the VSO to see “Once Upon an Orchestra”
- Thursday, Feb 25 @ 1 PM school team visit: This is our year for an external team to visit our school to review our school plan as well as the variety of programs we offer to support our students. The external team is typically composed of district staff person, a trustee, school administration, a teacher, and members of the PAC executive from other Burnaby schools.
- February 26: “Kindness Day”, encouraging all to wear pink
- February 27: intermediate students attend a Young People’s Concert

March events:

- March 8: early dismissal (2:00 p.m.) for Student Led conferences
- March 11: second term Report Cards will be sent home
- March 14 – 28: Spring Break and Easter
- March 29: school is back in session

Other upcoming dates:

- The district has announced that Tuesday, April 26th & Friday, May 13th are two additional professional development days added to the school year for implementation of the new curriculum.

Treasurer's Report – Beverly

The Treasurer's reports were reviewed for the months of November 2015, December 2015, and January 2016. At January 31, 2016, the account balances were:

- General Account: balance of \$32,436.25
- Gaming Account: balance of \$3,978.26

Noteworthy transactions during the last 3 months:

- Pub night in November fundraised \$2958 after expenses paid out (\$217 from 50/50 draw)
- Movie night October yielded \$341
- December deposit from recyclables was \$400
- December Christmas crafts paid \$114 – Coordinator Jen Nelson was under the original budget despite the increase that was approved

Every year the PAC supports the purchase of Christmas hamper(s) for families in need at Glenwood. We were over budget by \$50 for Christmas hampers in December.

A motion was made to approve the Treasurer's report as presented (Antonia/Briana; motion approved).

b) Chair/Fundraising Report – Kyndrie

Ongoing fundraising initiatives

- COBS bread – new fundraiser, thanks to Yuki Omoto-Chow for setting this up. When purchasing products at the Marine Way COBS, mention Glenwood to have a percentage donated to the school.
- Lee's Bottle Depot (ongoing) – drop off bottles in the Glenwood bin
- QSP Magazine fundraiser (ongoing)
- Boston Pizza (ongoing) – Leave receipts with Glenwood written on the back in the restaurant
- Upcoming movie night Friday, April 22 – Domino's pizza will provide pizza for this event, at a discount cost; we will continue to split the cost of custodian with the school

In the February newsletter the PAC announced that chocolate almond sales were coming. Kyndrie wondered if there is really interest to go ahead with this fundraiser. Her family has been responsible for a large percentage of almond sales in the past but will not be able to commit as much time to this fundraiser this year. Last year the school sold 100 cases. Kyndrie is willing to set-up selling days at Save-On Foods for all families to participate in.

The group decided to go ahead with this fundraiser, but at a reduced level.

**ACTION Kyndrie will be responsible for the almond sale fundraiser (with nut-free option).
 There is an option to put the school logo on the almond packages.**

IV. Committee Updates

a) Playground Update (Tasha)

Laura and Yuki were not able to attend the meeting and the playground update was provided by Tasha. Phase 2 of the playground has been ordered and is being built. A Payment from the PAC will likely be due in the late spring. Glenwood is 2nd on the District's list for summer 2016 installation. The Playground Committee is considering a grand opening celebration in the fall. A new donor plaque will be produced for second phase sponsors. We continue to highlight the playground project in the newsletter as we await installation.

b) Emergency Preparedness Planning Committee (EPP)

The EPP Committee met on January 8 with Ms. McNary. Yuki sent the minutes to the PAC Executive.

The Committee has a copy of the 2015 Glenwood Elementary Earthquake Plan which outlines the procedures for all staff, as well as the location of the earthquake supplies. The Committee is responsible for inventorying and storing many of the emergency supplies which are strategically scattered throughout the school or kept in the kiosk located on the soccer field.

We have noted that the first aid and food supplies are getting old and need to be re-stocked with fresh supplies using the remaining funds available in this year's budget. A shipment of donated freshwater from Nestle is arriving next week. For food, large containers of chicken bouillon mix, vegetable soup, and hot chocolate were suggested as they have good shelf life, economical, comforting and easy to prepare. The goal is to have sufficient food for at least 24 hours. The Committee is requesting donations of any of the above mentioned food items as well as used cooking pots for inclusion in the EPP stored equipment. Pots must be in good shape and not aluminum.

Welcome to new Committee members Kurtis, Krystal and Paula.

c) Committees 2016/2017 Recruiting

For the 2016-17 school year, the PAC is recruiting a Chairs for the pancake breakfast and fun lunch coordination. We will continue to recruit via the newsletter and word-of-mouth. At some point, in the absence of a fun lunch coordinator, we may have to consider decreasing fun lunch offerings. Ms. McNary suggested recruiting for vacancies at the student-led conferences (March 8) and welcome to kindergarten (May 10).

V. Roundtable

Ms. McNary requested suggestions for special activities held at the school every year, for example, the recent Hip Hop lessons. Other possibilities for future years included: martial arts, coding. The school also offers first aid training for Division 1 every second year.

Occasional Popsicle sales after school in the spring was approved. It was also agreed that the PAC would run a concession on Sports Day again this year (June 17).

Meeting adjourned: 10:13 A.M.

Upcoming PAC dates are as follows:

- PAC meeting: Friday, April 22, 2016 @ 9:05 A.M.
- Movie night: Friday, April 22, 2016 CANCELLED
- PAC AGM: Friday May 27, 2016 @ 9:05 A.M.

PAC Contact Info: Glenwood.PAC@sd41.bc.ca or leave a message in the Office.