

# Glenwood Elementary School PAC Meeting Minutes

## May 26, 2017, 9:05 A.M. – Room 2

**Present:** Bev Kitasaka, Briana Fraser (Vice-Chair), Gwen Simcoe (Treasurer), Jyothi Mavila, Kyndrie Malmquist (Chair), Laura Iwan, Marion Gennaro, Reg LaPlante (Vice-Principal), Sylvia Baban, Tasha Murray (Secretary), Yuki Omoto-Chow.

**Meeting Chair:** Kyndrie Malmquist

**Note-taker:** Tasha Murray

### I. Welcome

Meeting was called to order at 9:05 AM.

### II. Approve Minutes/Agenda

Motion made to accept agenda as presented (Briana/Bev; motion approved).

Yuki requested that we add to the agenda discussion of a popsicle day in June led by a Grade 7 student.

Motion made to approve minutes from April 21, 2017 PAC meeting (Briana/Gwen; motion approved).

### III. Annual General Meeting Business

#### a) *Treasurer's Report (Gwen)*

Forecast to Year-end

- General account: We anticipate that our Staff Appreciation budget will have been fully used after the staff appreciation lunch and retirement gifts, so a motion was made to approve spending of contingency fund for staff leaving gifts (Briana/Laura; motion approved). Grade 7 Farewell activity, scholarship and luncheon yet to come this school year are anticipated to be within budget. Mr. LaPlante was approached by a family who has recently been having financial difficulty. It was agreed to purchase a gift card for this family from the hamper funds that are unused for this school year. Invoice has not been received for playground bench, so reserving \$700 for this cost and remaining \$1,542.52 will be returned to general funds. Ending cash balance estimated to be over \$11,000 at the end of the school year.
- Gaming account: Field trips planned in June for Div. 4 & 5 (bowling) and Div. 1 will use funds from the Gaming account. Ending cash balance estimated to be approx. \$1,000 at the end of the school year.

The following reports were presented:

- Treasurer's report for April; ending cash balances:
  - General Account \$16,300.49
  - Gaming Account \$2,043.89
- Fundraising: Boston Pizza, Cobs Bread still outstanding, Fun Lunch expenses and June income still to be reconciled, some additional popsicle sales coming up plus sports day concession. Estimate fundraising to be over \$7,000 at the end of the year.
- Income Statement to Apr 30/17 (8 months): Approval given to keep a late snack receipt from the Welcome Back PAC event from September in the PAC Operating Grant fund and approval given for \$21.98 over-budget spending on parent education night.

A budget meeting was held on May 5, 2017 that was open to all Glenwood parents and guardians. The budget presented was as approved by the participants of this meeting.

#### Proposed Budget for 2017/18

- *Income:*
  - **Balance Forward:** Gaming \$1,304.54 & General \$10,681.21 based on May 5/17 forecast
  - **Gaming Grant:** 94 students @ Sept/16 x \$20/each = \$1,880
  - **PAC Operating Grant:** \$135 as in prior years
  - **Fundraising:** \$4,650 based on projections estimated at the budget meeting (see attached for details). *NOTE: Fundraising Chair & Committee has the option to change and add/remove events based on funding needs and desires of the PAC next year and this is just a starting point for budgeting expenses.*
- *Expenses:*
  - **Gaming Fund:** Estimate 105 students x \$20 = \$2,100 for field trips and \$1,086 for sports jerseys, etc.
  - **PAC Operating Grant:** BCCPAC membership fee \$85 and items like the Welcome Back event
  - **General Funds:** Classroom Consumables \$800 (\$100 Div. 1-5, Music & Library, \$50 ELL & resource, Contingency Fund \$6,186 (miscellaneous items and carry forward to future years), EPP \$200 (likely to be used for first aid kits next year), Grade 7 Farewell \$500 (same as prior years), Grade 7 Luncheon \$200 (same as prior years), Grade 7 Scholarship \$200 (same as prior years), Holiday Food Hampers \$200 (\$100 x 2 families, increased from \$50 x 2), Lifesaver First Aid \$0 (every 2 years for grades 6 & 7), Pancake Breakfast \$300, Parent Education Nights \$750 (aiming for 2 next year incl. potential district speaker), School T-shirts \$1,000 (for new students and students who have outgrown shirts), Seasonal Crafts \$200, Staff Appreciation \$200, Staff Wish List \$4,000 (iPads for complete class set), Subsidy Fund \$300 (same as prior years)
  - **Playground Expense:** \$700 for additional park bench (to be installed near the tree)

#### Budget Notes:

- The Forecasted Beginning Balances are conservative and the General Account, in particular, will likely end up higher.
- The Fundraising budget was purposely set low to show use of funds. The 2017-18 fundraising committee can undertake new events and/or change items on the list based on fundraising needs and ideas during the year.

- The budgeted expenses presented were set conservatively so that projects could be undertaken and covered (e.g. T-shirts) but it is likely/possible that not all of this money will be spent during the year or costs may end up lower.
- The contingency and funds carried forward will likely be higher than what is shown but we aim to show that funds raised are being used for the benefit of students, families and the community as is the mandate from the DPAC.

Budget discussion:

Yuki and others raised concern about contingency being lower than in other years. The PAC is accustomed to carrying over funds from one year to the next. Gwen noted that all funds raised are supposed to have a purpose and that budgets are to be balanced at zero. Contingency funds are typically 10-20% of operating budget. The fundraising budget is very conservative and will likely be higher if the PAC continues existing fundraising initiatives.

The experiential line item for student experiences is budgeted at zero because of one-time extra funds that the school received this year that will fund things that normally the PAC would pay for. This will be a line item in the budget for the following school year.

Motion was made to approve the budget as presented (Gwen/Briana; motion approved).

Thank you to Gwen for all her work on the finances and preparation of the budget. Gwen noted that she is open to answering questions at any time throughout the year on the PAC finances.

*b) Nominations/Elections (Beverly)*

Prior to accepting her nomination, Tasha requested a brief pause in the meeting to consult with other nominees. Afterwards, Kyndrie expressed that she thought it was inappropriate for people to have left the room to have this conversation.

The following nominations were received and accepted:

- Co-chair: Briana Fraser
- Co-chair: Abby Wadley
- Vice-Chair: Tasha Murray
- Co-treasurer: Gwen Simcoe
- Co-treasurer: Marion Gennaro
- Co-secretary: Jyothi Mavila
- Co-secretary: vacant
- Fundraising: vacant
- DPAC 1: Sylvia Baban
- DPAC 2: Marion Gennaro

Above slate was elected by acclimation; DPAC reps were elected by secret ballot.

In the absence of a fundraising chair, the chairs take on this role. The PAC may appoint people to vacant positions throughout the year.

Thank you to Yuki and Bev for their work on the Nominations Committee.

#### **IV. Year-end Business**

##### *a) Sports Day (Kyndrie)*

Kyndrie is in the process of soliciting food donations for sports day on June 16. She has lined up a cook. Kurtis Wadley will be asked about borrowing and transporting his BBQ to the school for this event.

##### *b) Scholarship (Tasha)*

Every year the Grade 7 students are invited to submit an essay in competition for a scholarship of \$200 (to be spent how the winning student and his/her family wishes). The Scholarship Committee drafts various topics and the Grade 7 teacher, Mr. Grant makes the final decision based on fit with the curriculum. The topic for this year's contest is: *Imagine that the school is burying a time capsule. What items should be included that will represent what it means to be a student at Glenwood and a resident of Burnaby, B.C. today?* This topic is very timely as the class is currently working on a 10-year time capsule.

The assignment has been given to the Grade 7 students and is due June 2. Recruitment for committee volunteers will be done the week prior to the deadline. The committee will review the anonymous essays the week following the deadline. The winner is announced during the final school assembly.

#### **V. Reports/Updates**

##### *a) Vice-Principal's Report – Mr. LaPlante*

###### April/May Review

Mr. LaPlante thanked Glenwood parents for making time in their busy schedules to attend today's meeting. In the past month or so Glenwood students have represented their school well at both the District Track meet and Festival of Beginning Bands. Grade 6 and 7's received a full day of First Aid training thanks to PAC's generous funding and all of our students had an opportunity to experience Coast Salish weaving with Mary Hotomanie, one of our District Aboriginal support teachers, and Squamish Elder Alice Guss.

Mr. LaPlante thanked parents for the wonderful Staff Appreciation Luncheon last. Thank you to Tasha, Book Fair volunteers, fun lunch volunteers, Gr. 7 committee volunteers, K/1 reading helpers, and track meet drivers for contributing to our school in the last couple of months!

We have continued to have work done to our building. The new PA system has been installed and both the plumbers and grounds crew have been in and around the building dealing doing repairs.

### Staffing/School Organization Process

We continue to work through the District school organization process in terms of cross district transfers etc. The staffing process continues for next year with some changes still to be determined. We will also be posting an LSS position once we have that staffing allocation. September Kindergarten enrolment at this point is 14 and total school enrolment is 103.

### Student Learning Survey

The deadline for completing this survey has been extended by the Ministry to June 16th. The survey is for parents with students in grades 4 and 7.

### Student Learning Grant

\$8610 in funds from this grant will be used in part to directly reduce parent costs. The school's plan is to use part of the funds to pay for choir risers that they would have needed support from PAC to purchase otherwise, and for the remaining funds to be used for experiences such as Taiko drumming in September, a Brazilian Capoeira series of workshops for all students as part of Black History Month in February, possibly an author visit, a flex and stretch series of workshops, and an Aboriginal Culture experience TBA. Remaining funds will be used to reduce school fieldtrip costs.

### Other Items

The school has implemented West Coast Recess, which means students play outside for recess and lunch unless the weather is very terrible.

An anonymous donation was made for sports day. Each student will receive a ticket to purchase one item from the sports day concession.

As we move into a jam packed June filled with year-end activities we will be working hard to balance the excitement of the coming summer with remaining focussed on achievement for the final part of the school year.

Please see the calendar online for important upcoming dates.

#### *b) Recognition (Briana)*

Briana is responsible for purchasing year-end thank-you gifts for committee chairs.

### **VI. Round Table**

It was discussed at the first PAC meeting of the year, but Briana raised the suggestion for Glenwood to have an earthquake emergency pick-up drill. This has been done in other schools within the district and also other districts in the province. Mr. LaPlante will discuss this with staff.

Sylvia is concerned about the lack of volunteers for the fun lunch committee. The Grade 7 leadership team could be considered to help with fun lunch distribution. Tasha's new role will be to make sure that volunteers are recruited for next school year. Laura noted that she and Brian can be available to help on fun lunch days.

Yuki thanked everyone who stepped up to work on the PAC this year and hopes that the spirit continues on. Yuki was thanked for her many years of service with the Glenwood PAC.

Jyothi thanked everyone for welcoming her to the PAC and hopes that she will do a good job and learn in the process in her new role as PAC Secretary.

Laura and the Grade 7 Luncheon Committee is still looking for help on the day of the event, picking items up and serving the lunch. A volunteer form has already been send to Grade 6 parents. A recruitment message will be sent to the listserve next week.

Meeting adjourned at 10:40AM.

PAC Contact Info: [Glenwood.PAC@sd41.bc.ca](mailto:Glenwood.PAC@sd41.bc.ca) or leave a message in the office.