

Glenwood Elementary School PAC Annual General Meeting Minutes

May 27, 2016, 9:05 A.M. – Room 2

Present:

Antonia Beck (Nominations Committee Chair), Bev Kitasaka (Treasurer), Gwen Simcoe, Kate Bostick, Kyndrie Malmquist (Chair), Laura Iwan (D-PAC Rep), Ms. McNary (Vice-Principal), Sue Tong, Tasha Murray (Secretary).

Regrets: Briana Fraser (Vice-Chair), Ms. Magri (Principal), Yuki Omoto-Chow.

Meeting Chair: Kyndrie Malmquist

Note-taker: Tasha Murray

I. Welcome

Meeting was called to order at 9:10 A.M.

Motion to accept agenda with the addition of updates on the proposed recycling program and the playground committee (Kate/Antonia; all in favour; motion approved).

II. Approve Minutes/Agenda

Motion to approve minutes from April 22, 2016 PAC meeting (Kate/Laura; all in favour; motion approved).

III. Annual General Meeting Business

a) Treasurer's Report – Beverly

The Finance Committee met on May 5 to discuss the 2016-17 budget. Noteworthy budget items:

- EPP budget lowered to \$500 (estimated to have lower needs than in other years)
- Fundraising stays at \$5000
- Grad luncheon budget increased to \$500 to account for approximately 14 anticipated Grade 7s next year

Antonia suggested that we attach a budget to the pancake breakfast as some expenses will be incurred that were donated by volunteers in the past (e.g. cooker, propane). The Lions Club has a cooker available to rent. The contingency fund included in the budget can accommodate these kinds of expenses.

Laura inquired about the Playground Committee's suggestion to the PAC that starting this year and going forward every year until the new playground needs replacement that the PAC set aside \$1000-\$2000/year in a "playground fund". The Finance Committee discussed a number of challenges in holding over funds every year for this purpose: buy-in from the school community after a big playground fundraising effort over the last few years, fundraising for items that will be purchased so far in the future and financial challenges with the PAC holding investments for long periods of time. The Committee agreed to revisit the playground as a standing budget item every year, and that excess funds may be allocated towards this item, but that it won't be a standard fundraising project every year. Antonia noted that we can have a line item in the budget where you can hold over funds every year for a particular project.

Motion to approve the budget as presented (Antonia/Kate; all in favor; motion approved).

The Treasurer's report was reviewed for the month of April. Noteworthy transactions during the last month were popsicle sales and Grade 7 camp fundraisers. At April 30, 2016, the account balances were:

- General Account: balance of \$34,826.98
- Gaming Account: balance of \$4,132.56

Motion made to approve financial statements as presented (Tasha/Kate; all in favour; motion approved).

b) Nominations/Elections - Antonia

The following nominations were received:

Chair: Kyndrie Malmquist
Vice-Chair: Briana Fraser
Treasurer: Gwen Simcoe (from the floor)
Secretary: Tasha Murray
DPAC: none

The positions above were elected by acclamation and a vote was not necessary. We will continue to recruit for a DPAC position and re-visit its status in September.

Thanks to Antonia for overseeing the nominations process.

IV. Year End Business

a) Grade 7 Luncheon/Camp – Beverly

The excess gaming funds approved at the last PAC meeting to put towards the camp fundraising has allowed the committee to meet the camp budget goal. Camp starts on Monday May 30, 2016 for 2

days. Mr. Grant covered the packing list with the kids. Ms. McNary clarified that Glenwood has a policy about children wearing appropriate attire and not wearing make-up, which is in effect while the kids are at camp (as it is a school sanctioned event).

The Grade 7 ceremony is June 24, held between recess and lunch. The luncheon will be at 12:15 P.M., immediately after the ceremony, for staff and Grade 7s and their guests. Grade 7 students have been polled for lunch requests. Organization will begin after the camp. Grade 6 students were sent notices about the Grade 7 luncheon, soliciting Grade 6 family involvement, as is tradition.

b) Sports Day – Kyndrie

The PAC is running a concession after sports day. We will be borrowing a BBQ that will arrive the day before sports day. There is a volunteer cook booked. We have secured donations of hot dogs and buns. We will also offer bags of chips leftover from Fun Lunch and possibly popcorn. The concession will be a fundraiser, with all items costing \$1. Information will be sent home in the coming weeks.

The school postal carrier is donating Freezies for all the children for a snack during sports day.

c) 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 time travel is possible. Describe where and when you would like to go for a visit and explain why you choose to go there.* The assignment has been given to the Grade 7 students and is due June 2. The committee will review the anonymous essays the following week. The winner is announced during the final school assembly.

V. Reports/Updates

a) Vice Principal's Report Ms. McNary

The Trestle Tree equipment is in the gym for the month of May. Our students have enjoyed rolling, tumbling and working on their balance and agility. The Trestle Tree will be back again in May 2017. Glenwood participated in track and field events again this year. Thank you to Mr. Grant and Ms. Young for coaching. Our teams did very well this year.

Staff and students are hosting our annual Volunteer Tea at 1:30 p.m. on Friday May 27th. This year the tea will be held in the gym. We hope that everyone who has generously volunteered their time to support the students and their activities will be able to attend.

We anticipate that our organization and registration will be the similar in September 2016. It is helpful in planning for next year to know if any families will not be returning in September. Please let the school know if you are moving or have moved. Staff will be building next year's classes on June 3. If families

wish to share information they would like considered in the class placement their child, they are welcome to write letters (hard copy or via e-mail). Currently staff is projecting the following classes: Kindergarten/Gr. 1, Gr. 2/3, Gr. 4, Gr. 5/6 and Gr. 6/7. We expect all classes will be below the district average. A reminder that student placement in classes will not be finalized until the end of the first week of school in September. During the first week of class children will participate in family grouping activities (multi-aged groups).

Ms. Young and Ms. Kehler will be on maternity leave next year. Mr. Li, our Learning Support Teacher, received a lay off and is applying for full time positions within the district. Ms. Pook returns from her maternity leave in September and has been working as a teacher on call at Glenwood this spring.

Division 1 participated in the *Battle of the Books* final hosted by Edmonds. Our team won this year!

We hosted our “Welcome to Kindergarten” event on May 10th. We had a number of families at the event as well as professionals from the community such as the community health nurse and public librarian. It was a wonderful afternoon and a pleasure to welcome our newest students. Ms. McNary discussed the PAC at the event.

We have purchased a number of Resources this term:

- We have added to our French resources
- Books for the primary literature groups
- Materials for our early learning program and math manipulatives
- Teacher resources

All the projectors that were ordered have been installed. The school is planning to purchase 2 more wall mount projectors and the teachers are interested in having a set of classroom iPads. Staff will request PAC help with the purchase of additional items not covered by the school budget.

The school received an additional 2 LSS staffing (equivalent to 1 day/week) from the Education Fund. This is additional funding that the Ministry provides for struggling students.

Ministry of Education is continuing to post information on the Ministry website including updates on the new curriculum and new graduation requirements (cutting down on the number of exams that students have to write). Additional information will go home with children.

Important Dates in June:

- Grade 7 Camp: Monday May 30 to Wednesday June 1
- Sports Day: Friday June 17, concession & early dismissal
- Grade 7 School Leaving Ceremony: June 24 from 10:50 – 11:30 A.M.
- Awards Assembly: June 27 from 9:30 – 10:25 A.M.
- Last Day for students: Wednesday June 29 from 9:00 to 10:00 A.M.

- Thursday June 30 faculty are at school completing their paper & tasks related to the end of the school year. Teachers are available should parents have questions or concerns about their child's report card or academic progress.

The Grade 7 fun fair discussed at the April meeting is not happening.

b) Audio Cine Kyndrie

Discussion deferred until the fall.

c) Recognition Kyndrie

PAC Executives and Committee Chairs were recognized for their contributions this school year.

VI. Roundtable

a) Encorp Recycling Program

The PAC recently sent a letter to Glenwood administration proposing to adopt the Encorp recycling program. The company provides bins and collects returnables on a regular schedule, sending a portion of the proceeds back to the school. Bottle recycling has been a challenge for the PAC (finding volunteers) and this new proposals would involve the kids in our fundraising efforts. If this proposal is approved, we would still continue Lee's Bottle Depot fundraising (dropping off bottles at the depot to support Glenwood fundraising efforts).

b) Playground Update (Laura)

We are excitedly awaiting installation of the new playground this summer! In addition to the main playground items, we have ordered 2 new benches, vinyl-coated steel in brown to match the playground colour scheme and be resistant to vandalism. The benches will be shipped with the rest of our equipment with no additional shipping fees.

Final costs for the playground:

- Phase 1 (Spacenet) ~\$19,000
- Phase 2 (main structure including 2 spinners and additional benches) ~ \$37,800
- Total ~56,800

October 2012 was the first playground meeting; a lot has been accomplished in the years since! A celebration will be planned in the fall once the playground installation is complete. There will be a welcome assembly in September, perhaps the playground celebration (ribbon-cutting ceremony) could be held at the same time.

c) Roundtable (misc.)

Bev announced that an audit of the PAC books needs to be completed after the year-end. This cannot be done by an Executive member. It was suggested that Bev's Treasurer term be extended until mid-September so that Gwen can perform the audit prior to taking over the position.

Kate noted that the EPP Committee has purchased emergency radios.

There are still boxes of chocolate almonds needing to be sold. Individual boxes will be on sale at the concession (for the regular \$2).

The PAC will host a welcome back to school event for families on the first day of school for the hour that children are in attendance. Rather than focusing on recruiting for all PAC committees (which will be done as needed), this social event will be an opportunity to visit with families and collect information from parents who would like to be connected to the PAC.

Community update from Antonia:

- Burnaby Neighbour House (BNH) offer summer day camps. Clinton is full, but others locations still have space.
- BNH family drop-ins continue during the summer.
- BNH family BBQs will be held on Wednesdays during the summer at various locations (low cost concession).
- Market Crossing is having a 10th anniversary on July 9. The event will be a big festival and the BNH is hosting a raffle with 37 prizes.
- Mural planned for Clinton BNH building; there will be a community process (end of August, beginning of September).
- Antonia will not be at Glenwood next year, but it still available if needed.

Boston Pizza has a new contact and a cheque with Glenwood proceeds will be ready to pick up soon.

Meeting adjourned at 10:24 A.M.

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