

Glenwood Elementary School PAC Meeting Minutes

November 18, 2016, 9:05 A.M. – Room 2

Present: Bev Kitasaka, Briana Fraser (Vice-Chair), Gwen Simcoe (Treasurer), Kate Bostick, Krystal Hughes, Kyndrie Malmquist (Chair), Laura Iwan, Lori McNary (Vice-Principal), Tasha Murray (Secretary), Yuki Omoto-Chow.

Meeting Chair: Kyndrie Malmquist

Note-taker: Tasha Murray

I. Welcome

Meeting was called to order at 9:08 A.M. Motion to accept agenda as presented (Gwen/Laura).

II. Approve Minutes/Agenda

Motion to approve minutes from October 14, 2016 PAC meeting (Briana/Gwen; motion approved).

III. Reports

a) *Vice Principal's Report – Ms. McNary*

Thank you to Mr. Grant for coaching our senior boys and girls volleyball teams as well as Ms. Pook and Ms. Veitch who stepped in to coach during Mr. Grant's absence. The teams have enjoyed their season and demonstrated great sportsmanship and fair play. Congratulations to both our volleyball teams on a well-played season. There is no sponsor teacher to coach basketball which begins in January.

Teacher Wish List:

The school and PAC coordinate purchasing resources requested by faculty through the "Teacher Wish List". This year, from funds in school accounts, the school has placed orders for:

- 3 document cameras with dongles: This technology allows teachers to project text or images from the computer to the white board. It is expected the cameras will be installed in Room 5, Room 7 and the Music Room. With the completion of this year's order four of our five classrooms as well as the music room will have document cameras. By June, all classrooms and the music portable will have wall mount short throw projectors.
- 10 iPad Minis 32 gb with wifi and protective cases and visors: The school would like to ask the PAC to purchase an iPad cart to store, charge, synchronize and transport our iPads. An iPad storage cart is \$1500.00 plus taxes. We may have the opportunity to acquire a new (demo) iPad cart at no cost. If we do, then the PAC will be asked to purchase 5 additional mini iPads (approx. \$1,500.00 plus taxes and protective cases - approx. \$250.00).

ACTION: Ms. McNary will find out the status of an available iPad cart and make a formal request of the PAC for additional purchases accordingly.

Earthquake and Lockdown / Hold and Secure Drills:

The school holds regular fire, earthquake and lock down drills to ensure that every member of our school community knows what to do in the event of an emergency. Emergency procedures are reviewed and updated annually. Teachers are briefed prior to emergency drills and staff have written procedures to refer to. The first Lockdown Drill (*shelter in place* where there is a threat outside of the school and the doors are locked but people can move freely about inside the school) of the year will be held on November 21st at 1:00. The drill will last 5 minutes from start to finish. The doors to the school will be locked; no-one will be allowed in the school during the drill.

Upcoming Events:

- November 27 – district professional development day and staff will be involved in activities in the areas of numeracy and the new curriculum
- Dec 9 – PAC Christmas Market in the gym (proceeds go to charity)
- Dec 13 – Christmas Crafts in the gym
- Dec 14* – Christmas Concert “Jingle Bell Jukebox” with 2 performances: Matinee from 1:30 – 2:30 and Evening Performance from 6:30 – 7:30
- Dec 15 – report cards home; although formal interviews are not scheduled, parents may request an interview with the classroom teacher at any time
- Dec 16 – pancake breakfast and pajamas day; carol sing in the gym from 11-12
- Dec 17 to Jan 1 – Winter Break!

*We cannot provide seating for everyone at the evening performance of our Christmas Concert; therefore, we issue tickets for the evening performance only. Each family will receive 2 tickets. Please let the office know if you do not need tickets. The afternoon performance is typically not as well attended so no tickets are required. Tickets are free however we welcome a donation to cover the cost of equipment rentals, decorations and costumes.

The school will be collecting donations for the food bank in December.

This was Ms. McNary’s final PAC Meeting as she slips into retirement at the end of the month (last day on December 16). She thanked the PAC for their kindness, generosity and support as we have worked together to enhance the school experience for students, provide for student comfort and safety in an emergency and provide the school with resources to enhance student learning experiences. It has been a pleasure for her to work alongside such an amazing and dedicated group.

Mr. Reg La Plante will be assuming the Vice-principal position at Glenwood in January 2017. Mr. La Plante has been with the Burnaby School District for many years and is currently the District Music and Fine Arts consultant. He has had experience at both the Elementary and Secondary levels. He will be in

attendance at the teacher's professional development day and the evening performance of the Christmas concert.

Ms. Sarah Wyatt was hired at the end of October for a 0.45 FTE learning support position.

Activities are already in the works for the New Year, including a visit from Tom Hardy's mobile museum in January.

b) Treasurer's Report –Gwen

The following reports were presented:

- Treasurer's Report – Oct 2016
- Income Statement – Oct 31 2016
- Fundraising Reports for Oct & Nov (November report is a projection only)

For the month of October, a cheque for \$34,401.47 was issued to pay for the playground. There is still \$2,292.00 in the playground account with some additional spending to come. Gwen recommended that anything remaining after the project is complete go back into PAC main account.

In the main bank account \$535.00 was raised at movie night, leaving a balance of \$13,666.00 at the end of October. In the gaming account, the \$3,241.00 grant that was expected was deposited in October.

\$1063.00 was fundraised in October. Deposits for November will include fun lunches, pub night and Lee's Bottle Depot. A total of \$1838.61 was raised at pub night (including tickets sales, auction and toonie toss).

c) Vice Chair – Briana

Needs for volunteers discussed below.

d) Chair/Fundraising Report – Kyndrie

A reminder that November 22 is the pick-up day for the frozen foods fundraiser. No other fundraising initiatives are planned at this time except for the ongoing ones (Cobs, Lee's, etc.). Fundraising plans will be further discussed in the New Year.

IV. New Business

a) Christmas Market December 9

A flyer for the Christmas Market has been sent to families. Starting November 21 people can bring in new and gently used donations of toys, books, household items, decorations, etc. Items will be stored in one of the gym change rooms. On the morning of December 9 the gym will be set up as a store and

classes will take turns coming through during the day to shop and wrap gifts for family members. Items will be priced low and funds will be donated to the food bank. It was suggested to involve the leadership team in the sorting of items.

b) Christmas Crafts

Yuki is coordinating the Christmas crafts this year, with Abby. The project this year will be wreaths, which can be as simple or complicated as children like. Wicker wreaths and supplies were purchased in September. Gardenworks is donating greens. Yuki will include a message in the December newsletter and will also be recruiting volunteers to help with the crafts on December 13.

c) Pancake Breakfast

The pancake breakfast is on December 16. Krystal has agreed to be the lead cook. Briana, Abby, Kyndrie and Tasha are also helping to organize, although there is still no coordinator for this event.

The PAC decided to purchase 4 electric grills to use for cooking every year instead of having to rent and transport a large propane grill. Rather than asking for food donations, the PAC will be purchasing the supplies for the breakfast (95 children, 5 classroom teachers, 2 EAs, plus volunteers totals approximately 120 people to cook for).

ACTION: Laura will send the pancake team any previous year forms or newsletter text. Kyndrie will look into a Santa (she has a suit).

V. Roundtable

The grade 7 committee is planning a bake sale fundraiser at the afternoon and evening Christmas concerts. The committee is considering a 1-day final Grade 7 activity but is waiting until after the New Year to decide.

Meeting adjourned at 10:02 A.M.

Upcoming PAC dates are as follows:

- Dec 9 PAC Christmas Market
- Dec 13 Christmas Crafts
- Dec 16 pancake breakfast
- January 20 PAC meeting
- (tentative) February 22 evening PAC meeting
- April 7 PAC meeting
- May 26 PAC Annual General Meeting

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