

Glenwood Elementary School PAC Meeting Minutes

October 14, 2016, 9:05 A.M. – Room 2

Present: Abby Wadley, Briana Fraser (Vice-Chair), Gwen Simcoe (Treasurer), Kate Bostick, Kyndrie Malmquist (Chair), Laura Iwan, Lori McNary (Vice-Principal), Mayuri Soni, Yuki Omoto-Chow.

Regrets: Tasha Murray (Secretary)

Meeting Chair: Kyndrie Malmquist

Note-taker: Briana Fraser

I. Welcome

Meeting was called to order at 9:20 A.M. Motion to accept agenda as presented (Yuki/Briana).

II. Approve Minutes/Agenda

Motion to approve minutes from September 16, 2016 PAC meeting (Briana/Yuki; motion approved).

III. Reports

a) Vice Principal's Report – Ms. McNary

As fall and winter storms approach we wish to remind families of our West Coast Recess and Lunch policy. We do allow children to remain in the classroom at Recess and Lunch time if it is pouring rain. We do not keep the children inside if it is drizzling or misty out. Please ensure that your child comes to school dressed appropriately for the weather. Weather information is posted on the school and district websites. Please check the radio, television and school district webpage for information regarding school closures due to inclement weather.

Volleyball season begins next week. The boys play on Tuesday and the girls' games are on Thursdays. Thank you to Mr. Clay Grant for coaching both the boys' and girls' teams.

House Teams: The theme this year was chosen to commemorate Canada's 150th birthday. Students were asked to choose names that represented Canada or aspects of Canadian history. The house team names chosen by the students this year are: The Blue Beavers, the Furious Red Thunderbirds and the Green Goldminers.

Upcoming dates:

- Oct. 20th we will once again participate in the Annual Shake Out drill. We will drop, cover and hold. We will evacuate the building if weather permits.
- Oct. 25th we will have our “Drop Everything and Read” event from 1:00 – 1:30. Students will participate in house teams and may wear their house team colours to earn points for their house.
- We have planned our monthly run for Oct. 27th at 2:00 p.m., weather permitting.
- Our Hallowe’en Assembly is at 1:00 on Oct. 31st. Students may wear their costumes to school however costumes must be elementary school appropriate: no masks, blood, gore or weapons. Classroom Teachers will discuss appropriate costumes with their students as well as Hallowe’en safety. If parents have any questions regarding costumes they are welcome to speak with the classroom teacher or the office.
- A November Highlight: Nov. 10th Our Remembrance Day assembly is at 2:00 p.m. It is a somber assembly commemorating Canada’s military sacrifices. The following day, November 11th schools are closed for Remembrance Day.

In gratitude: We are grateful to the PICO Production Company for their very generous donation to our school. The donation (\$2500.00) was made in appreciation for accommodating the filming of part of an episode of *Imaginary Mary*, a new TV show. Filming took place on the two Professional Development days at the end of September. We are very grateful for this very generous gift to the school.

On a personal note: After 30 years in the field of education, the last few as Vice Principal at Glenwood, I have decided that it is time to change my focus in life. I have chosen to begin my retirement on January 1st, 2017. I am looking forward to having more time with my family, time to pursue my interests and hobbies and enjoy a healthier lifestyle. I know that I will miss the students, teachers and families of Glenwood. Your children are a source of great joy and I will miss our time together. I am grateful to the community for their support, trust and partnership in creating a learning environment where every child is safe to grow, learn, make mistakes and have fun. Thank you so much!

b) Treasurer’s Report –Gwen

Gwen reviewed the September financial reports. Gwen noted that the Krispy Kreme amount is designated for the Grade 7 Leaving event.

Playground invoices have arrived and will be paid shortly. The school account payment will be made first, followed by a payment from the Gaming Account and then the General Account. The September Financial Statement shows two balance forwards in the General Account: one for pumpkins and the other for the EPP.

Action: Ms. McNary will check with the teachers to see if the pumpkin money is still needed as the parent who previously organized the pumpkins has left Glenwood.

\$9,591 was carried over from last year. If this year’s \$5000 fundraising target is met, the Glenwood PAC will have significant funds to spend. The spending of this money is of particular importance as the PAC is

a non-profit entity. The PAC would like the school administration and staff to come up with spending ideas. Ms. McNary noted that spending in the area of technology was high on her list of priorities. Ms. McNary also noted that a \$1,800 invoice for the wall-mounted projector in room 5 may still be outstanding. Yuki noted that as a non-profit the PAC cannot hold a capital expense account. As such, funds must be raised quickly for capital expenditures but then spent rather than saved for future needs.

Gwen presented the Fundraising Report for the upcoming year. No chocolate almond sales will be undertaken this year. Popsicle sales will be coordinated by the Grade 7s as the PAC Executive felt fundraisers done at school are safe for students and well-supported by the Glenwood school community. Cob's has doubled their contribution amount to Glenwood – from 5% of sales to families to 10%. As such, it is expected that this fundraiser should garner significantly more funds this year. Looking at the fund-raising projections, \$5000 is a very reachable goal this year.

Gwen confirmed that each teacher's consumable spending is \$100 for the year. Gwen pointed out that Division 5 has not used their field trip money and now has a chunk of money reserved. She suggested that the teacher may want to investigate bringing in an event, such as Mike's Critters, as going out on a field trip may not be easy with the younger children.

Kyndrie acknowledged the incredible financial contribution made by Glenwood families and noted that they would like to see the benefit. As such, the PAC asks that teachers use PAC designated funds for field trips before asking families to contribute.

Action: Ms. McNary will ask teachers to use PAC field trip funds and then subsidize with parent contributions.

Action: Gwen will attend the Glenwood teacher's staff meeting on Wednesday, October 19th in order to go over the PAC financial situation and highlight the PACs commitment to supporting teacher's teaching and technology needs.

Action: Yuki will order the Playground Committee Thank-you Cards. The expense was supported by Briana, Laura, and Kyndrie.

c) Vice Chair – Briana

The PAC may try a new fundraiser this year. PosAbilities offers a pick-up donation service of used goods. Each large plastic bag of clothes, towels, books, and household items will result in a \$2.50 return to the PAC. The spring may be the best time as households may be doing spring cleaning.

d) Chair/Fundraising Report – Kyndrie

- Movie Night – Our first movie night of the year will be held on Friday, October 28th. We will be showing Hotel Transylvania II.

Action: Abby will bring back-up speakers. Ms. McNary will ensure a custodian will be on-site. Laura will confirm Mayuri Soni is making samosas. Notices will go out to families on Monday, October 17th.

- Pub Night – Our annual pub night and silent auction will be held on Saturday, November 5th at Great Bear Pub. This year parents will be given the option of purchasing their tickets through School Cash. Silent auction donation item requests are underway.
- Cookies & Pies Fundraiser – Expect to see the order forms in your child’s backpack on October 24th.
- EPP – The PAC will decide how the school emergency plan can best be supported. More conversation is needed to determine the PAC’s future role in emergency planning. The next DPAC meeting will focus on the District’s new emergency policy. We would like a representative to attend. North and West Vancouver practice parent emergency pick-up drill and it was suggested that it may be a good event for Glenwood to practice. The issue will be raised with the next Vice-Principal.

Action: Ms. McNary will send the school emergency plan to Tasha.

IV. New Business

A parent education event will be held one evening this school year. As well, one PAC meeting will be held in the evening (likely February 22nd). Childcare will be available.

Grade 7 Fundraiser – The PAC and school administration are happy to help support the grade 7 year-end event. Both Ms. McNary and the PAC would like to ensure all fundraising procedures are followed. Additionally, permission and sufficient notice are required. Parents and students should be meeting and planning in conjunction with Mr. Grant as a significant number of decisions must be made to ensure all school district requirements are met. It is requested that the Grade 7 Fundraising Committee let the PAC know as soon as possible what this year’s activity will be.

Procedures for Grade 7 Farewell Fundraising activities:

1. All events/activities need to be approved by both the PAC executive and the vice-principal Ms. McNary
2. Advance notice needs to be given with sufficient time for planning for various reasons including:
 - Ms. McNary may be required to sign/send a letter to a company to secure reduced rate costs (e.g. Krispy Kreme fundraising)
 - The time and space need to be set aside and ensure they don't coincide with other PAC or school events
 - Provisions may need to be made (e.g. caretaking or other requirements depending on activity)
 - An email/notice may need to go out advising parents of the event details (e.g. PAC using listserve for emails)
3. On the day of the event, the following is required:
 - All costs need original receipts kept and submitted to the PAC Treasurer for reimbursement by a PAC cheque

- No proceeds from sales/cash should be used for the purposes of purchasing any items. Sales and costs must be kept separate as above.
- During the event, two people should be responsible for keeping track of cash and cheques
- The cash box should never be left unattended
- After the event is done, two people should count the cash and complete the PAC's event deposit form and sign the form (it should happen right away at the end of the event)
- The cash/cheques should then be locked up in the school office along with the deposit form (Susan has a cupboard these items go into)
- The cash/cheques will then be deposited in a timely manner by the PAC treasurer in order to keep cash secure

In addition, we hope the committee will agree on and advise the PAC of what event/activity they are planning for the grade 7's ASAP as this will aid in fundraising (we need to know what the funds are being raised for / what the purpose is).

Meeting adjourned at 10:27 A.M.

Upcoming PAC dates are as follows:

- Oct 28 movie night (showing Hotel Transylvania II)
- Nov 5 annual pub night/silent auction
- November 18 PAC meeting
- 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.