

**Meeting Minutes from the North Glenmore Elementary Parent Advisory Council
September 19, 2017**

1. Welcome and Approval of Minutes for May 2017 and Executive Meeting June 2017

- Dianne Bondaroff welcomed all the new and returning faces to the PAC meeting at 7:03pm
- All PAC executive introduced themselves to the attendees
- Rhonda Langford, approved motion and Sue Hayes seconded the motion to approve May and June 2017 minutes

PAC Executive Present: Dianne Bondaroff, Sue Hayes, Rhonda Langford, Jennifer Eberle, Nikki Price, Simone Wittenberg, Diane Westfall

Staff Present: Jared Birkeland, Jill Voros

Parents Present: Kathryn Rexin, Elizabeth Scott, Nicole Bayer, Heather Csikos, Laura Overland, Meagan Meyer, Vanessa Mastroianni, Nicole Unruh, Patti Ostrickoff, Christa Jenn

2. Administration Report from Jared and Jill

a. Thank you

- To the volunteers who organized the timbits and coffee to welcome the new parents to the school
- For the new iPads that were ordered last academic year and are awaiting their arrival
- To Diane for organizing hot lunch, although did experience one minor hic up as the first scheduled hot lunch fell on the first early dismissal day for parent-teacher conferences
- For organizing the Family Pizza Night on Thursday, September 28 from 5:00 to 7:00pm

b. Start-Up: Staffing, Enrolment, School Configuration, School Readiness

- This was the smoothest process in opening the school year in memory
- Teachers were all well prepared in June in terms of placing students into their new classroom
- School is so full this year that there was very little movement in the first week
- All students were in their new classrooms in the second day of classes, which normally doesn't happen as the school was so full
- 504 students for the 2017/2018 school year
 - 4 classes of 20 students in K and K/1 split
 - Grades 2-3 have 22 students per class
 - Grades 4-6 can have 30 students
 - Have some space in grade 5 and only one spot in grade 6
 - Only 4 spaces left in all of NGE

- Recent legislation changed class size and composition so they had to convert the music room to a classroom; a wall has been built in the multi-purpose room
- Number of CEAs in the classroom has risen to 12 and one is a part-time support person to assist students with behavioural issues

c. School Improvement Plan

2015/2016

- Cultivate a whole school community of kindness
- Grow the school into an integrated hub of kindness and supports
 - Whole School Kindness Mission
 - Welcoming School Environment
 - Parent and Community Research Bank
 - Easily Accessible Community Services

2016/2017

- Continue to cultivate a whole school community of kindness
- Redesigned Curriculum
- FreshGrade and Assessment Practices

2017/2018

- Continue to cultivate a whole school community of kindness
 - Assembly Program
 - School has hired Tracy Ross from Bumbershoot Theatre to help facilitate a number of assemblies this year
 - Presentations will be different for elementary students and intermediate students
 - A group of students will be assisting Ms. Voros and Tracy Ross with assembly programming
 - Student Voice
- TBD by Inquiry Process
 - Scanning Students
 - Scanning Parents
 - Scanning Staff
 - All schools are tasked with parents/staff/students in the process of inquiry and developing a plan, and Jared hopes PAC will be involved as well

d. Digital Literacy

- Lara Draper, who is very tech savvy, has put her hand forward as the point person with regards to the digital literacy program
- Goal is to give students research and digital literacy skills
- Students are coming to the library and students are learning basic coding skills and learning a lot about online research and online safety
- Program is for grades 1 through 6

e. EBS

- Effective Behaviour Support
- Jared said if we assume students know what the correct behaviour is, we are wrong. Students need to be taught what the behaviour expectations are regarding certain activities around the school (i.e., bathroom behaviour – do not talk about doing “#1” or “#2”; students should be focussed on going to the bathroom and then returning to their classroom)
- Students are completing behaviour expectation matrices for various areas/activities around the school (i.e., assemblies, washrooms, lunch, entrances, hallways, playground, etc.)

f. Dress Code Committee

- Jared would like to form a small committee to discuss and implement a dress code that they would be comfortable supporting and hopefully also supported by the broader school community
- A recent year-end trip to a waterpark sparked some questions amongst parents regarding the schools current dress code policy
- Current dress code stipulates that clothing should not reveal underwear, clothing should not depict violence or drug/alcohol use, and includes wearing appropriate footwear (i.e., no flip flops)
- Jared commented that this is a very topical issue at the moment due to a recent show on CBC radio
- Dress code violations only occur about 2-3 times a year and typically the offenders are in grades 5 or 6
- Dress code is not implemented at the district level

g. Fall Parent – Teacher Conferences – October 4th and 5th

- As in previous years, parents will sign up for times via online schoolappointments.com
- Teachers are hosting one-on-one meetings (a few will do student-led conferences)
- Ms. Letkeman and Ms. Moffat will be doing student-led conferences
 - these two teachers went to the lower mainland to see a school that runs using learning communities
 - student centred and student focussed learning based on the 7 Principles of Learning
- Ms. Romano, Mrs. Matichuk and Ms. Kohlen are combining their students together one day a week
- The development of learning communities at NGE comes from the new redesigned curriculum, which includes multidisciplinary learning approach with math, science, social studies, and recognizes the social component to learning

h. Upcoming Dates

Date	Item	Time
Sept 20	Grade 6 Parent Information Meeting	7:00 – 8:00 pm
Sept 27	Intermediate Prep Assembly	1:45 – 2:15 pm
Sept 28	Resource IEP Meetings	8:30 – 2:30 pm
Sept 28	PAC Welcome Back Family Pizza Night (in gym)	5:00 – 7:00 pm
Oct 2	Resource IEP Meetings	8:30 – 2:30 pm
Oct 2	Wrestling Practice with Al McAvena	11:00 – 11:30 am
Oct 4	Home-School Conferences (12:30pm dismissal)	1:00 pm onwards
Oct 5	World Teacher Day	All Day
Oct 5	Home-School Conferences (12:30pm dismissal)	1:00 pm onwards
Oct 6	Professional Development Day (School Closed)	
Oct 9	Thanksgiving Day (School Closed)	
Oct 11	Wrestling Practice with Al McAvena	11:00 – 11:30 am
Oct 12	Resource IEP Meetings	8:30 – 2:30 pm
Oct 13	Cultural Assembly: Jeff Leard – Story Teller	8:45 – 9:45 am
Oct 16	Resource IEP Meetings	8:30 – 2:30 pm
Oct 17	Student Picture Day	8:30 – 1:30 pm
Oct 18	Wrestling Practice with Al McAvena	11:00 – 11:30 am
Oct 19	Home-School Conferences (12:30pm dismissal)	10:50 – 11:00 am

3. Yearbook Contract Update

- Kathryn, Patti and two other ladies are working on the yearbook committee
- Group is open to recruiting new parents to assist with the yearbook
- Patti is looking for feedback on yearbooks from years past
- Kathryn is taking over to the grade 6 portion of the yearbook, which is a big component of the yearbook
- Patti encourages people to forward their pictures of school-based activities to her
- 2017/2018 prices for year books are: \$17.13 (soft cover) and \$24.24 (hard cover)
- Last year parents were charged \$20 (soft cover) and \$30 (hard cover)

4. Committee Reports – President, Vice President, Treasurer, Hot Lunch, Fundraising, Special Events

a. President Report – Dianne Bondaroff

- Each year Central Okanagan Bursary & Scholarship Society (COBSS) gives an award to a NGE student
- Dianne acknowledged a thank you note the PAC received from COBSS
- All passwords on our websites have been changed (i.e., website, email, hot lunch, Pay Pal, etc.)
- There is a new code of conduct that a new PAC members must sign

- Thanked volunteers for helping to welcome the new students/families to the school
- Dianne encouraged the new parents in attendance to consider joining the PAC as a number of current PAC members will be leaving next year and it would be good to get new volunteers in place before next year
- Dianne has requested that teachers bring their requests for the year to the PAC meeting in October so we can be sure that all teachers are given equal opportunity to request funding
- Dianne has encouraged parents to like the NGE Facebook page so it gets on people's feeds

b. Vice President Report – Sue Hayes

- Kiss & Drop
 - Sue is doing Mondays, and Meagan is doing Tuesday, Wednesday, Thursday
 - Dr. Knox kids have assisted in the past, but they currently have a lot of stuff going on with the new French immersion program
 - Would like to maybe get grade 5 and 6 students to help with program and Ms. Voros has a lot of new gator helpers
 - Nikki has suggested that we resend the kiss & drop email with video of the proper way of doing kiss & drop for all new parents to the school
 - Sue wondered if kindergartners should be doing Kiss & Drop as they don't know where to walk once they exit the vehicle
- Recycling
 - Sue has offered to collect juice boxes and take them to the depot
 - Diane proposed that grade 6 students collect refundables and collect the money. Maybe start a recycling club?
 - Nikki says given that we are trying to create a community of caring, we need to teach kids more about recycling

c. Treasurer – Rhonda Langford

- PAC has \$13,000 in general account and \$5,800 in gaming account
- Will be receiving approximately \$10,000 from gaming grant
- A number of teachers, including Mrs. Voros, have voiced that they have funding requests for 2017/18

d. Hot Lunch – Diane Westfall

- Hot lunch letter will be going home with students tomorrow
- Orders for Family Pizza Night needs to close 3 days in advance of the event; Diane will be sending out a reminder email with deadline
- Parents are required to create a new hot lunch account each year
- October 6 is the last day to order hot lunch
- Encountered minor glitch when trying to set up hot lunch ordering and Pizza Family fun night ordering, but issue has since been resolved

- Some concern was raised regarding how to ensure children in Ms. Letkeman's and Ms. Moffat's joint classes receive their fun lunch order as the student in these two classes don't have one assigned teacher
- Mrs. Voros indicated she would follow up with Ms. Letkeman and Ms. Moffat regarding fun lunch days

e. Fundraising – Nikki Price

- Art Cards
 - There are a multiple items that can be ordered with your child's art on it, not just art cards
 - Orders to be sent home at the end of October; all orders will be back on November 20 leaving lots of time for cards to be sent out for Christmas
 - Encouraging teachers to choose art projects that aren't solely Christmas themed so cards can be used all year round
 - NGE placed a \$3700 order last year, which was a record for the art card company
- Family Photos
 - Daniela Sitar is back again this year for family photos
 - Parents pay \$25 sitting fee, which includes one 8x10 portrait, and there is the 5-6 portrait settings to choose from
 - Limited number of sittings are available
 - 49 families participated last year
 - Sittings start the weekend of September 22nd and end on October 2nd
 - PAC raises an extra \$1000-\$1200 from family portraits

f. Special Events – Simon Wittenberg

- Family Pizza Night
 - Thursday, September 28
 - Simone will send out a link to sign up genius for volunteers for pizza night; not a huge commitment for volunteers
- Family Dance
 - Set for Thursday, February 22nd, which is the day before a Pro-D day
 - Simone to contact Super Dave to DJ
 - Theme will be a surprise!

5. Open Discussion

- Nikki's son was recently diagnosed with ADHD has seen benefits to using diffusion with essential oils. Nikki inquired if PAC or the school is open to using essential oils in the classroom. Jared encouraged Nikki to forward him the literature she has read regarding essential oils and ADHD.

Dianne adjourned the meeting. Next meeting Tuesday, October 17, 2017.

Motion to adjourn: Rhonda Langford; seconded by: Christa Jenn.