

**Meeting Minutes from the North Glenmore Elementary Parent Advisory Council
October 17, 2017**

1. Welcome and Approval of Minutes for September 2017 Meeting

- Dianne welcomed everyone at 7:05pm
- Dianne acknowledged and thanked all the new parents for attending the meeting
- Dianne encouraged the executive to introduce themselves and their position to the new parents in attendance
- Motion to approve September 2017 minutes: Sue Hayes; Seconded by: Meagan Coakley

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

Staff Present: Jared Birkeland, Jill Voros

Parents Present: Terry Farquhar, Laura Overland, Kerry Junop, Christa Jenn, Becky Furney, Megan Coakley, Jen McIntyre, Patti Ostrickoff, Heather Csikos, Elizabeth Scott, Tessa Russell

2. Administration Report from Jared and Jill

a. Thank you

- To all the parents who attended the Home/School Conferences on October 4th and 5th
- To the PAC for organizing the Pizza Family Fun Night held on Thursday, September 28 from 5:00 to 7:00pm
- To Diane Westfall for continuing to organize the fun lunch program

b. School Dress Code Committee

- Committee held first meeting on October 17 and had a really great discussion wherein they reviewed the ministry's guidelines regarding code of conduct
- Each committee member shared their feelings regarding the school's dress code policy
- Jared advised that it may take some time to develop a policy that represents the wishes and feelings (morals) of our school community and something the school can use to maintain its safe, caring, and orderly environment
- Some parents voiced concerns that the school dress code committee may implement restrictions on spaghetti straps; many parents in attendance felt that spaghetti straps should be permitted as the dress code seems to restrict clothing choices for girls as a means to "control the boys"

- For parents new to the discussion, Jared advised that a review of the school's dress code policy was precipitated by a school in Victoria that questioned why they had a dress code at all given that it conflicts with the BC Human Rights Code. Some school boards in Victoria are considering eliminating the dress code altogether.
- Jared indicated that the dress code at North Glenmore has been in place prior to his tenure at the school. As such, he felt that he couldn't always answer questions that parents raised to him about the dress code as he wasn't consulted when it was developed. In light of the questions being raised in schools in Victoria regarding the validity of dress code policies, he felt it was a good opportunity for our school to review our current dress code policy, and if warranted, draft a new policy.

c. Smart Research and Digital Literacy (Lara Draper)

- Jared emphasized the importance of teaching students digital literacy skills, in addition to the material mandated in the curriculum, as so much information is readily accessible to students via electronic devices (i.e., iPads, cell phones, internet, etc.)
- We often incorrectly assume children know how to use technology and how to use their critical thinking skills when researching information online
- The digital literacy project at North Glenmore was initiated two years ago by Jordan Kleckner, and when he left NGE, Bryce Owens took over until he left North Glenmore last year
- Lara Draper has agreed to taken on the literary project along with Ms. Horning, the North Glenmore librarian
- Jared advised that the digital literacy project does not include social media, and that students cannot access social media sites like Facebook from school computers
- Dianne encouraged parents to attend programming that is put on in the community to learn about the different apps that kids are getting involved with (i.e., Snapchat)
- The areas of digital literacy to be taught, by division, are outlined below:

All Divisions: (currently have visited with 18/21 divisions)

- Introduction to Insignia (Library web-site) to view and search for books. Intro to research.
- Caring for our technology
- Logging-on and properly shutting down the computers

Logging On and Using:

- Coding (currently teaching grade one classes)
- RAZ Kids
- Splash Moth
- FreshGrade

Research:

- Using the internet to search meaningful/helpful/useful sites
- Use Word/Publisher/PowerPoint to type and organize research and copy and paste pictures into interesting and eye catching displays

Intermediate Divisions:

- Set-up Coding
- Set-up and introduction to “All the Right Type”
 - Proper typing technique
 - Learning the keyboard using all fingers

Primary Divisions:

- Logging onto the computer
- How to use the mouse pad, rather than a mouse
- Learning computer language (mouse, cursor, pointer, left/right click, drag and drop)
- Learning the keyboard: shift, enter, caps lock, control arrows, shortcuts, back, delete, etc.
- Learning how to find a website, navigate and bookmark it
- Shutting down the computer properly

d. Hallowe'en

- Each class will be celebrating Halloween in their own ways on Tuesday, October 31; this may include a visit with ‘Buddy Classes’, Halloween art, and healthy snacks (nut-free only)
- Students are permitted to wear a costume to school for the entire day
- Jill advised students will be sent home with guidelines regarding costumes prior to Halloween (see Attachment 1)

e. Positive Behaviour Support Update

- Behavioural expectations matrix (see Attachment 2)
- Matrix outlines the expectations students should have with respect to the environment, themselves and others with regards to the following areas of the school: all settings, assemblies, outside/playground/courtyard, washroom, lunch time, entrances/exits/hallways/stairs.
- The behavioural expectations matrix will be included in next year’s agenda (somewhere in the first six pages or so of agenda)
- Jared stated that there was good representation from staff, CEAs, and students in the development of the behavioural expectations matrix

f. Upcoming Dates

Date	Item	Time
Oct 18	Grade 6s @ We Day in Vancouver	
Oct 18	Wrestling Practice in the Gymnasium with Al McAvena	11:00 – 11:30 am
Oct 19	Earthquake Drill: “Great BC Shakeout!”	10:50 – 11:00 am
Oct 20	COTA Professional Development Day – No School	8:30 – 2:30 pm
Oct 24	Gr. 4 FSAs	8:45 – 10:55 am
Oct 25	Wrestling Practice in the Gymnasium with Al McAvena	11:00 – 11:30 am
Oct 25	Primary Prep Assembly	12:50 – 1:20 pm
Oct 25	Intermediate Prep Assembly	1:45 – 2:15 pm
Oct 26	Gr. 4 FSAs	8:45 – 9:30 am
Oct 27	Celebration Assembly: “I Was Born”	8:45 – 9:30 am
Nov 1	Fire Drill #3	1:20 – 1:30 pm
Nov 2	Gr. 4 FSAs	8:45 – 10:55 am
Nov 3	Non-instructional Day – No School	8:30 – 2:30 pm
Nov 7	Grade 4 Roots of Empathy	12:00 – 12:45 pm
Nov 8	Primary Prep Assembly	12:50 – 1:20 pm
Nov 8	Intermediate Prep Assembly	1:45 – 2:15 pm
Nov 10	Remembrance Assembly	10:00 – 11:00 am
Nov 13	Remembrance Day Holiday – School Closed	
Nov 14	Student Picture Retakes	8:30 – 11:00 am
Nov 14	Grade 4 Roots of Empathy	12:00 – 12:45 pm
Nov 16	Lockdown Drill	10:40 – 11:00 am
Nov 20	Cultural Assembly: Zac Gauthier Drumming	12:30 – 1:30 pm
Nov 21	Grade 4 Roots of Empathy	12:00 – 12:45 pm
Nov 21	PAC Meeting in the Library	7:00 – 8:30 pm
Nov 22	Primary Prep Assembly	12:50 – 1:20 pm
Nov 22	Intermediate Prep Assembly	1:45 – 2:15 pm
Nov 29	Primary Prep Assembly	12:50 – 1:20 pm
Nov 29	Intermediate Prep Assembly	1:45 – 2:15 pm

- Jared confirmed that the last day of school before the Christmas break is Friday, December 22nd and that the grade 6s can hold their last pizza lunch on this day before the new year.
- Jared will ensure that the upcoming dates calendar will include class field trips
- Jill Voros explained that prep assemblies are held in order to provide teachers with necessary preparation (‘prep’) time. During prep assemblies, Bumbershoot Theatre is here and working on demonstrating North Glenmore’s kindness mission

3. Fund Requests for Approval

a. COBSS Award

- Each year the PAC gives \$500 to the Central Okanagan Bursary & Scholarship Society (COBSS) for a scholarship to be awarded to a graduating Central Okanagan high school student who exhibits a strong work ethic and is heavily involved in the local community. The recipient of the award must have attended North Glenmore Elementary.
- Motion to approve a \$500 scholarship for COBSS: Sue Hayes; Seconded by: Nikki Price

b. North Glenmore Elementary Christmas Concerts

- Ms. Wong and Ms. Weststrate have requested \$500 (approximately \$1 per student) to cover the cost of music, props, costumes, and AV equipment for the annual North Glenmore Christmas concerts
- Motion to approve \$500 for Christmas concert supplies: Nikki Price; Seconded by: Diane Westfall

c. Math Flashcards

- Ms. Letkeman and Ms. Moffat have requested funds to purchase multiplication flash cards for their grade 4 students (68 students total in grade 4)
- Dianne advised that the PAC used to purchase math flashcards each year, but stopped doing so in the last few years
- Jared advised that the purchase of flashcards by the PAC was dropped in lieu of purchasing online-based math flashcard style programs such as Sumdog and Splash Math
- As it has been some time since math flashcards have been purchased by the PAC, the cost is unknown.
- Motion to approve math flash cards to a maximum value of \$500: Simone Wittenberg; Seconded by: Meagan Coakley

d. Carpet Tiles for the Music Box

- Ms. Wong and Ms. Weststrate have requested funds to purchase carpet tiles to reduce the sound decibels in the Music Box as per the recommendation of the School District 23's Health & Safety Officer (Dave Cavezza) on September 8, 2017
- Jared advised that a wall was installed in the multipurpose room to separate the gym from the stage. The stage is now the new music room ('Music Box').
- Jared stated that the school district is paying to install sound deadening panels on the wall at great expensive, and is not confident that carpet tiles will solve the problem
- Jared recommends that this issue be left to the school district to figure out and the PAC should not pay to help fix the problem. The school district has advised that they will monitor the effectiveness of the sound deadening panels once they have been installed.
- Dianne recommended that a motion to assist in the purchase of carpet tiles be postponed to a later date

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

a. President Report – Dianne Bondaroff

- Dianne advised that each year the PAC hosts their traditional holiday movies (one for primary students and one for intermediate students) and snack (oranges and candy canes) on the last day before the Christmas Break
- Last year there was a huge scramble to find a Christmas movie to play for the kids so this year and she would like to avoid this as much as possible. Dianne would like all members of the PAC to think of some Christmas themed movies that could be shown at school and bring their recommendations to the next meeting.

b. Vice President Report – Sue Hayes

- Kiss & Drop
 - Sue stated that volunteers are always needed
 - Coverage through the week is as follows: Sue – Monday, Sheri-lee – Tuesday, Megan – Wednesday, Lindsay – Thursday, Christa – Friday
 - Megan would like to get some more pylons/cones to put out on the road as many of them are broken from being driven over
- Recycling
 - Sue advised that she has purchased blue recycle boxes and the noon hour supervisors will empty them each Wednesday

c. Treasurer – Rhonda Langford

- Dianne presented the financial report on behalf of Rhonda who was absent from tonight's meeting
- Finances are in good shape; PAC has approximately \$19,000
- PAC raised approximately \$900 from the Pizza Family Fun Night held on Thursday, September 28

d. Hot Lunch – Diane Westfall

- Second hot lunch is Wednesday, October 18 and is Wrap Zone
- Grade 6s are doing Friday pizza lunch from Dominos with frozen yogurt from Goji's starting Friday, October 27

e. Fundraising – Nikki Price

- Art Cards
 - Students are currently working on their art projects
 - Orders to be sent home at the end of October
- Family Photos
 - Family photos are done; last sitting was on October 7
- Cookie Dough
 - Grade 6s are inquiring if they can do a cookie dough fundraiser
 - As PAC has no intention of doing a cookie dough fundraiser, Nikki will advise the Grade 6s that they can proceed with the fundraiser

f. Special Events – Simon Wittenberg

- Family Pizza Night
 - Held Thursday, September 28 and it as a fun event
- Christmas Movie
 - Need to identify movies for both primary and intermediate age groups
 - Need to purchase enough oranges and candy canes for every child in the school
- Family Dance
 - Set for Thursday, February 22nd, which is the day before a Pro-D day

5. Spring Fair – Tessa Russell

- Wants to do things a little differently this year
- Has already received a few offers of help, which is fantastic
- Date for Spring Fair has been moved to the evening of Friday, June 8 and as a result, won't conflict with soccer practices
- Patti mentioned that the one downside to having the Spring Fair in June is that pictures taken from the event won't be able to be included in the yearbook as the event is after the yearbook cut-off date
- Currently getting a quote from OK Zorb Sports to get Zorb Soccer (also known as bubble soccer or bumper ball) as a possible event for the Spring Fair. Zorb Soccer is a full contact soccer game where people wear 5 feet inflatable balls. The company will come and set up, and the school makes money from people who pay to play.
- Tessa suggested that PAC charge \$5 per person for about 10 minutes of play. Teams would be four on four.
- Questions were raised regarding how parents would pay for this activity. Would it be done via the hot lunch website? Other options include not charging for this event and have people sign up for a time via Signup Genius and eliminating one of the other bouncy castles that the PAC normally rents for the event.

Dianne adjourned the meeting. Next meeting Tuesday, November 21, 2017.

Motion to adjourn: Tessa Russell; seconded by: Nikki Price.

Attachment 1: Halloween Costume Guidelines

- **Dressing in costume is optional.** Your child may prefer to wear orange and black clothing. Students wishing to wear their costumes should get ready at home. You may send a change of clothes if your child needs to change out of their costume before going to after-school care.
- If your child chooses to wear a costume, please keep in mind that he/she will have to be comfortable for a day of learning at school and playing on the playground.
- Please be sure your child will be **able to wear their jacket** over their costume for outside playtime.
- Please be sure that the costume is age-appropriate and school-appropriate (not gory or scary).
- **Please leave hand-held accessories at home (no weapons, brooms, wands, etc.)**
- If the costume includes a mask, students may bring it to show the class but it will not be possible for him/her to wear it during the school day.
- Please **do not apply face paint**. Instead, apply it for trick-or-treating. It tends to get itchy and can smear on costumes.
- To help prevent hurt feelings and disappointment, **please have a discussion with your child about taking responsibility for their own costume and about respecting other children's costumes**. Children should also take extra care while playing outside at lunch and recess.

Attachment 2: North Glenmore Elementary School-Wide Expectations and Settings Matrix

North Glenmore Elementary School-wide Expectations & Settings Matrix		Entrances, Exits, Hallways and Stairs	Lunch	Washroom	Outside, Playground, Courtyard	Assemblies	All Settings
Expectations Respect For	Yourself	Arrive to class on time Stay outside at recess except for use of the washroom or first aid	Make healthy food choices Eat with good manners Take uneaten food home Listen to monitors and supervisors	Go only when necessary Move quickly to & from the washroom Wash your hands	Have fun Be prepared Play safely Use equipment properly Get adult help when needed	Good choices about neighbours Face the flag and sing Pay attention Show appreciation with applause when appropriate	Be prepared Make good choices Dress appropriately Give your best effort
	Others	Be aware of others – hold the door Quiet feet, quiet voices Travel on the right Be patient – no shoving	Stay in your seat while eating Talk quietly Be aware of students with allergies – no nuts Do not share food	Ask permission to go Take turns Allow privacy Leave & return to the classroom quietly Flush the toilet	Appropriate types of play Sportsmanship & include others Be considerate of others – quiet play No running/parkour in the courtyard	Full-body listening No talking Come to attention quickly when asked Hands to yourself Sit criss-cross	Be kind and caring Share & include others Stand up for what is right Use good manners
	Environment	Put litter in garbage bins Outside shoes off Walk on the right-hand side Hands off walls and work on display	Try to bring a litter-less lunch Clean up after yourself Wash your hands	Do not make a mess Turn off taps Don't waste toilet paper Report any messes you find Quiet voices	Proper use of equipment Put garbage in trash Put equipment away Respect plants	Indoor shoes in the gymnasium Be careful with equipment and cords	Reduce, reuse, recycle Set a good example Clean-up after yourself Indoor shoes on and hats off inside