

North Glenmore Elementary PAC



Meeting Minutes from the North Glenmore Elementary Parent Advisory Council October 15, 2019

PAC Executive Present: Jennifer Eberle, Christa Jenn, Becky Furney, Megan Coakley, Jamie Hudson-Zecchel, Shawna Shoranick, Tana Hammett

Staff Present: Jared Birkeland, Jill Voros

Parents Present: Natasha Brenke

1. Approval of the October 15, 2019 agenda for the Meeting

- a. Tana Hammett made a motion and Christa Jenn seconded the motion to approve the October 15, 2019 agenda

2. Welcome and Approval of Minutes for September 17, 2019 Meeting

- a. Megan Coakley made a motion and Jamie Zecchel seconded the motion to approve the September 17, 2019 meeting minutes

3. Principal Report from Jared Birkeland

- a. Thank you
 - i. To the PAC for a successful Family Pizza Night
 - ii. To the parents who showed up for Parent Conferences
 1. There were about 500 appointments attended out of the 571 NGE students
- b. School-Wide Appreciative Inquiry Project
 - i. NGE worked with the School District 23 Instructional Leadership Team (ILT) to interview staff, students and parents through an appreciative lens to discover areas of strengths and room for improvement – Jared provided a report of the outcomes with quotes in his report for attendees which was broken down into:
 1. What we heard from students
 2. What we heard from parents – a relatively small group
 3. What we heard from teachers – all staff members were interviewed
 - ii. Jared invited meeting attendees to provide feedback regarding the quotes that were offered – what stood out and what made us smile – and highlighted some of his observations
 - iii. Jared and Jill observed that teachers can become isolated and this exercise encouraged more collaboration and desire for support from each other
 - iv. Many pages of data received from the project revealed 5 patterns of thought and direction that emerged from the feedback around “How can we build from our strengths?” which were recorded in Jared’s report
 - v. The Instructional Leadership Team has offered support based on this initiative



1. The ILT works with teachers and schools to support them district-wide
2. Additionally, support will be received from SETBC – an offshoot of the B.C. Ministry of Education – to support the school
 - a. SETBC’s mandate has expanded beyond assistive technology for Special Needs students and NGE is a pilot school for increased inclusivity in the school
 - b. SETBC will be working with NGE over 2 years to work on this initiative
- c. Community Forum Invitation
 - i. November 19, 2019
 - ii. Dr. Knox Middle School
 - iii. The date is in conflict with the next PAC meeting and Jared and Jill are unable to attend the PAC meeting
- d. Halloween – October 31
 - i. Classes will be celebrating their own ways
 - ii. Students will be permitted to wear a costume to school
 - iii. Celebration Assembly at 12:15
 1. Ends with a school-wide costume parade in the halls
 2. Parents are welcome to attend
 - iv. Costume guidelines were included in Jared’s report
- e. Upcoming dates – see report
 - i. Introducing Fencing Instruction by Matt Clarke – October 22
 1. He worked with Peter Greer Elementary as well
 2. Grade 2-6 classes will have two 30-minute sessions with Matt to learn fencing techniques
 - ii. November dates (not included in the report)
 1. Remembrance Day assembly – November 8 at 10:00 and all parents are welcome
 2. Photo retakes – November 15 in the AM
 3. Community Forum – November 19

4. President’s Report from Jennifer Eberle

- a. Thank you
 - i. Thank you to Glenmore Martial Arts to provide coffee and Timbits to the PAC meeting
 - ii. Thank you to the NGE PAC members who helped with the Pizza Night fundraiser
 - iii. Thank you to Shawna for working out all the details with the banking and eliminating some banking fees
 - iv. Thank you to Megan Coakley for selling left over Gator Gear during the Parent-Teacher conferences – \$552 was raised
 - v. Thank you to Tana Hammett for heading up the first fundraiser
 1. The deadline to order from the DSF catalogue is November 4
- b. Community Gaming Grant
 - i. On September 27 we received confirmation that we were approved for \$11,100



- ii. Funds are intended for extracurricular activities
- iii. They must be dispersed within 36 months of receiving the funds
- c. Central Okanagan Bursary and Scholarship Society (COBSS)
 - i. Each year the PAC donates \$500.00 to the COBSS for a scholarship offered to a former student of NGE – the cost is \$525.00 to include a \$25.00 administrative fee
 - ii. The applicant must possess strong work ethic and be involved in a community activity
 - iii. Applications open December 3, 2019 and close January 13, 2020
 - iv. Eligible students are scheduled to graduate high school in 2020 and will be attending a Post-Secondary school in the fall of 2020
 - v. The award dollar amount is not included on the application, so applicants will apply based on eligibility rather than the pursuit of the monetary amount
 - vi. Motion to approve to give COBSS \$525 (\$500.00 bursary plus \$25.00 administrative fee) by Becky Furney and seconded by Christa Jenn
- d. PAC Funding Requests by teachers – Report by Jill Voros
 - i. 2 Crash mats need to be replaced; they are not safe
 - 1. Requested by Jennifer Moffatt (grade 3/4) for High Jump for Track at the Apple Bowl and Districts
 - 2. Quoted at \$2020 each plus an estimated \$250 for shipping
 - 3. Jill mentioned that the alternative would be to order new covers for each existing mat at \$800 each
 - ii. New load of sand and a box for the sand box area in the North Playground
 - 1. Truck and sand – approximately \$250.00
 - 2. District to build – approximately \$200.00
 - 3. If parents initiate the project, we can hire outside contractors
 - iii. Delineator cones for Snowsell Road
 - 1. Requested by Jill Voros
 - 2. She requires 6 more to block parking in front of the school directly south of the school parking lot entrance
 - 3. She can chain the cones together for higher effectiveness
 - 4. Quoted a set of 4 for \$165.00 or 12 for \$353.92 through Amazon Prime
 - iv. Operations has approached NGE regarding the North Playground in that a future upgrade will be required to make it more inclusive as the pebbles used are not up to standard and deems the playground as “not inclusive”
 - 1. A Zoom meeting between NGE and Operations will be held on Friday, October 18
 - 2. NGE wants to work with Operations to schedule all changes simultaneously
 - 3. All upgrades must be done by 2021
 - v. Rose Ann Wilson – NGE’s Aboriginal Advocate
 - 1. Rose Ann will be facilitating an Indigenous horticulture awareness project – remaining Courtyard funds previously donated to the school from PAC will be used to fund this project
 - 2. An educational component will be offered to the students as part of this initiative as well



- vi. Jared is meeting with Splash Math regarding the cost of licensing to see if there is room for saving and will be discussing the need for Splash Math – PAC has funded this in the past and the cost roughly averages to \$1300 for the year
- e. Upcoming Dates
 - i. Holiday Movie and Treat event
 - 1. Movies must be rated G
 - 2. Separate movies for the younger and older groups – Jill noted that it works well to offer 2 shorter movies to the younger group to incorporate a break
 - ii. Family Dance – Thursday, February 20, 2020
 - 1. Possible DJ – could use Dr. Knox Leadership Program
 - 2. Megan to talk to a contact affiliated with the Dr. Knox Leadership group (PAC will offer an honorarium and pizza) and to Les, the DJ from last year’s Spring Fair
 - 3. Jennifer proposed that we can potentially incorporate a PAC fundraiser at the event – we can offer a concession of candy bags and water
 - iii. Spring Fair – TBD
 - 1. There is no coordinator yet
 - 2. Jennifer proposed that we initiate a potential event date and start reserving some easy and typical services as preparatory planning
 - a. Can petition to the City of Kelowna to have Park and Play
 - b. Sunripe
 - c. Do pizza again
 - d. Ticket system by Megan again
 - e. Raffle Baskets
 - f. DJ – same as last year – Megan to inquire
 - 3. Proposed Friday, May 22 as the date and 5:30-8:00 as the time, extending it from last year’s time by 30 minutes
 - 4. PAC is considering the option to plan Spring Fair as a combined effort by PAC Exec members to share the jobs as a back up in the case we do not find a coordinator
 - 5. PAC will continue to search for a potential Spring Fair coordinator in the meantime
 - iv. Teacher Appreciation Luncheon – deferred to the next meeting as it will not take place until June 2020

5. Vice President’s Report by Christa Jenn

- a. Nothing to report at this time

6. Treasurer’s Report by Shawna Shoronick

- a. Changing signers is completed
- b. The banking charges have been changed from \$31.00 per month to \$6.00 per month due to Shawna’s initiatives



- c. We now have online banking, accessible by Shawna – online transfers require approval from another member
- d. A night key option that was never used was closed and we received a credit of approximately \$4.00
- e. Two PAC Savings accounts were reviewed – these are both connected to chequing accounts
 - i. Shawna confirmed they are not term deposits
 - ii. We can move the amounts into the chequing account associated with each and close the Savings accounts
- f. Money came in for the Gaming Account
- g. Shawna received confirmation from PAC that previous amounts in the Grade 6 account stays there from year to year as a buffer amount
- h. Shawna is ensuring transparency with all reports and accounts
- i. Jill requested funds for basketballs for \$1585.25 for the year which uses the total amount allocated for both terms
 - i. The funds can be taken from the Gaming account

7. Fun Lunch Report by Jamie Zecchel

- a. There is a balance forward in the Hot Lunch account: a surplus of \$9000
 - i. The cycle will be done in December
 - ii. In January PAC can decide what to do with the use of the funds
- b. Jamie has made changes to our vendors over the past couple of years to improve the profit margin
- c. Currently there are only 2 unpaid accounts for Hot Lunch (one from last year) which is a record for outstanding accounts
- d. Jamie will set up Sign-Up Genius for volunteers – possibly for each grade
- e. Megan Coakley suggested for Jamie to email Teachers of Grade 1 classes to introduce volunteer opportunities as Grade 1 parents are new to Hot Lunch

8. Special Events Coordinator's Report by Megan Coakley

- a. Megan will have movie suggestions for the Holiday Movie event next meeting
- b. Megan will talk to Les about being a DJ for the school dance and Spring Fair
- c. There was an aunt of NGE students who reached out to PAC through Facebook as a photographer offering a fundraiser but received no response, so Megan offered this to the photographer as a Grade 6 fundraiser instead because she was messaged privately by her
- d. There will be a Grade 6 Fundraiser meeting on Thursday, October 17 – after the meeting, Megan will provide PAC with a list of the fundraising events that the Grade 6 committee will be heading up this year

9. Fundraiser Coordinator's Report by Tana Hammett

- a. The DSF fundraiser going well and we have \$700.00 in sales so far
 - i. Distribution date
 - 1. Tana requested help with distribution from PAC Executive Members



2. She will message the members once the date is confirmed
 - ii. Tana's personal address is the current one for DFS orders
 - b. Bag Lady – Tana recommended PAC drop the Bag Lady fundraising option based on negative feedback on previous experiences from other parents and schools
 - c. Another fundraiser was proposed through Becky Furney to the PAC from Taste of the Okanagan to be reviewed as an option
 - i. Becky to forward the information email to Tana and the PAC Executive Members
- 10.** The next meeting is scheduled for November 19, 2019
- 11.** Motion to adjourn by Christa Jenn and seconded by Jamie Zecchel