

North Glenmore Elementary PAC



Meeting Minutes from the North Glenmore Elementary Parent Advisory Council November 19, 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: Nicola Sheldon, Heather Csikos

1. Welcome and Approval of the November 19, 2019 agenda for the Meeting

- a. Tana Hammett made a motion and Christa Jenn seconded the motion to approve the November 19, 2019 agenda

2. Approval of Minutes for the October 15, 2019 Meeting

- a. Jamie Zecchel made a motion and Christa Jenn seconded the motion to approve the October 15, 2019 meeting notes

3. President's Report from Jennifer Eberle

- a. Thank you to Tana Hammett for the very successful first fundraising campaign with DSF
- b. The Central Okanagan Bursary and Scholarship Society
 - i. The bursary of \$525.00 for the NGE PAC Award was sent out
- c. Funding requests from teachers
 - i. PAC had not received a request from Mrs. Westtrate and Mrs. Wong at the last meeting but it was an oversight; they would like to request funds of \$2.00 per student
 1. Jennifer Eberle put forward a motion to approve \$2 per student up to a maximum of \$1000 for props, music, downloads, etc.
 - a. Tana Hammett moved to approve, and Christa Jenn seconded; the motion was carried
 2. The teachers will keep receipts and submit them to Shawna Shoranick
 - ii. Jennifer Eberle put forward a motion to approve up to \$400.00 for the purchase of 12 Delineator Cones
 1. Becky Furney moved to approve, and Megan Coakley seconded; the motion was carried
 - iii. Jennifer Eberle put forward a motion to approve up to \$5000.00 for the purchase of 2 crash mats for the gym
 1. Megan Coakley moved to approve, and Christa Jenn seconded; the motion was carried



- iv. Jennifer Eberle put forward a motion to approve up to \$500.00 for sand and construction for the school ground sandbox
 - 1. Tana Hammett moved to approve, and Shawna Shoranick seconded; the motion was carried
- v. Jennifer Eberle inquired into whether or not there was feedback from teachers on using Splash math this year as discussed in the last PAC meeting
 - 1. Jared informed the PAC that the subscription was purchased and he will submit the receipt to Shawna Shoranick
 - 2. Jennifer Eberle put forward a motion to approve up to \$1200.00 to cover the cost of the subscription
 - a. Megan Coakley moved to approve, and Jamie Zecchel seconded; the motion was carried
- d. Field trip funding
 - i. For many years PAC gave \$10.00 per student and \$20.00 per grade 6 student, but more recently PAC has agreed to contribute \$20.00 per student for all students
 - ii. Jennifer Eberle put forward a motion to approve \$20.00 student which is approximately \$11,500.00 up to a maximum of \$12,000.00
 - 1. Heather Csikos moved to approve, and Christa Jenn seconded; the motion was carried
 - iii. Shawna Shoranick asked where the money would be coming from, whether the Gaming grant or general account
 - 1. Upon initial investigation it was determined PAC could utilize the gaming account but may need receipts for each field trip; therefore, the general account will likely be used
 - 2. It was proposed that if set up correctly at the beginning of next year, arrangements for systematic receipt submission from teachers for field trips could help to make using the grant money easier next school year
- e. Upcoming Dates:
 - i. Holiday Movie and Treat – Friday, December 20, 2019
 - ii. Family Dance – Thursday, February 20, 2020
 - iii. Spring Fair – Friday, May 22, 2020 at 5:30-8:00 pm
 - iv. Teacher Appreciation Luncheon – TBD

4. Principal Report from Jared Birkeland

- a. Thanks to the PAC for the financial support
- b. School Learning Plan
 - i. Parents can look up the school learning plan on the website for a summary of the data received from the school-wide inquiry of students, parents and staff
 - ii. NGE is beginning to implement the OECD'S 7 principles of learning as a guide in the learning plan:
 - 1. Learners at the center
 - 2. The social result of learning
 - 3. Emotions are integral to learning



4. Recognizing individual differences
 5. Stretching ALL students
 6. Assessment for learning
 7. Building horizontal connections
- iii. The NGE staff presented the learning plan at the Community Learning Forum on November 19
 1. They showcased student work from a Story Workshop activity as an example of how the 7 principles are guiding pedagogy at NGE: A lesson where teachers present provocations such as loose parts (items) to inspire imagination to creatively move the items around, draw pictures, and write
- c. Winter Concert
- i. Themes:
 1. The Grade K-1 theme is to be determined and is currently called “Snow Much Fun” which was used last year
 2. The Grade 2-6 theme is “A Bear-y Merry Holiday”
 - ii. Schedule:
 1. The Grade K-1 concert is at NGE on Thursday, December 12, 12:30-1:30 pm
 2. The Grade 2-6 concert is at Dr. Knox on Thursday, December 19
 - a. Parents are designated a time slot based on the first initial of their last name
 - i. The Red group (L-Z) will attend the 5:00-6:00 show
 - ii. The Green group (A-K) will attend the 7:00-8:00 show
 - iii. Volunteers will be required
 1. Parents will be asked to
 - a. Help set up for the K-1 show the day before the concert at 2:45 pm
 - b. Help bring things to Dr. Knox for the 2-6 show the day of the concert at 2:45 pm
 2. Jared will send out a message to parents to request volunteers

5. Treasurer’s Report by Shawna Shoronick

- a. Online banking has been working well
- b. All balances included on the report provided to PAC meeting attendees

6. Fun Lunch Report by Jamie Zecchel

- a. Fun Lunch has been going very well and there have been a good number of volunteers (7-9) which is an improvement from the 3-4 volunteers last year
- b. There have been some volunteers wandering the school ground looking for children during volunteer hours which is not permitted
 - i. The protocol for volunteers includes obtaining a Criminal Record check and signing in and out at the office
 - ii. Notices have been sent to all the Fun Lunch volunteers to ask them to abide by these protocols



- c. The next term is January 2 to March 11
 - i. Other restaurants may be offered in the next term
 - 1. Yamas
 - 2. The Bread Co.
 - 3. Taco Time
 - ii. Ordering starts December 9 and ends January 2
 - iii. Money has to be dropped off before Christmas holidays
 - iv. Jill Voros volunteered to place this notice in the header of the next Newsletter
- d. Christa Jenn asked if any families are receiving subsidized Hot Lunches
 - i. Jamie responded that one family requested subsidized lunches, and they need to go through the school for an official request; it is in process
- e. Shawna Shoranick asked if only Paypal can be used in the future
 - i. Jamie responded that she took Bambora down off the site so it is no longer an option for payment, although she kept the account active
 - ii. Shawna Shoranick and Jamie Zecchel agree that Paypal is much more user-friendly when it comes to visually reviewing the account (summary layout) and transferring funds

7. Special Events Coordinator's Report by Megan Coakley

- a. Megan will email the movie choices to Jill Voros when decided on
- b. PAC will provide oranges and candy canes for all the students
 - 1. Jennifer Eberle put forward a motion to approve up to \$300.00 for oranges, candy canes and bags if necessary
 - a. Megan Coakley moved to approve, and Shawna Shoranick seconded; the motion was carried

8. Fundraiser Coordinator's Report by Tana Hammett

- a. The DSF fundraiser was highly successful
 - i. \$6889.00 was made in orders and Tana projected a \$2000.00 profit
 - ii. Orders will be arriving next week
 - iii. Tana asked what we can do with the orders once they arrive
 - 1. Jill Voros suggested the storage room off the library, but there may not be enough space
 - iv. Mrs. Sandvold's class had the highest revenue and won a prize
 - 1. Tana Hammett will coordinate with Mrs. Sandvold directly to inquire about allergies and arrange the distribution of the goodies
- b. Chances Bingo – Parent Night fundraiser
 - i. Dates to choose from have been provided from Chances, but some are during Spring Break and long weekends, so Tana recommended Friday, January 30
 - ii. Tickets are regularly \$10.00 and the fundraiser tickets will be \$5.00 for the PAC to then sell at a price of \$15.00-\$20.00
 - iii. Tana Hammett will send tickets home to individual students through the classes



- iv. PAC executive members verbalized their recommendation to proceed with this fundraiser
- v. Shawna Shoranick suggested that multiple dates from the ones available be offered to parents
- c. “Growing Smiles” fundraiser
 - i. Growing Smiles is a catalogue-based fundraiser to be held in the spring
 - ii. Pricing comes out in January and deliveries are April to June
 - iii. Items to purchase include flower baskets, annuals, herbs, veggies and more
- d. Grade 6 Fundraiser information
 - i. Megan Coakley informed PAC attendees about the PAC and Grade 6 split Westjet Flight raffle fundraiser that will be held in the community and offered to the school parents to purchase through Megan Coakley; purchases will not be made online through the Fun Lunch website – cash and cheque payments only
 - ii. Jill Voros informed PAC attendees of the upcoming Grade 6 Basket Raffle fundraiser
 - iii. Megan Coakley informed PAC attendees of the upcoming Grade 6 Bottle Drive fundraiser which will be in January
 - iv. The recent Grade 6 T-Bones fundraiser raised \$4490.00 online and \$1300.00 in cash and cheque purchases

9. Spring Fair

- a. Jennifer noted that if anyone knows of a parent who may be interested in the Spring Fair Coordinator to let the PAC know
 - i. Tana Hammett suggested that a note be sent out to parents, specifically in the December Newsletter
- b. Megan Coakley reminded PAC attendees that there is an urgent need to reach out to possible participants and volunteers, such as Heather Letkeman, to start planning the Raffle Baskets
- c. Megan Coakley volunteered to assist with baskets and tickets as she did last year
- d. PAC attendees discussed the fall-back plan if no volunteer is found to oversee the Spring Fair
 - i. All PAC Executive members could form sub-committees, each to oversee various responsibilities
 - ii. Tana Hammett re-confirmed that she may be interested in co-coordinating with another individual
 - iii. Jamie Zecchel will reach out to Cassie Laidlaw to see if she is interested in helping

10. There is no meeting in December

11. The next meeting is scheduled for January 21, 2020

12. Motion to adjourn by Jamie Zecchel and seconded by Becky Furney