

North Glenmore Elementary PAC



Meeting Minutes from the North Glenmore Elementary Parent Advisory Council June 16, 2020

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

Staff Present: Jared Birkeland

Guest Speaker Present: Dan Glasscock – Regional Traffic Safety Officer

1. Welcome and Approval of Minutes for May 19, 2020 Meeting

- a. Christa made a motion and Tana seconded the motion to approve the May 19, 2020 meeting minutes

2. Principal Report from Jared Birkeland

- a. COVID Update
 - i. In March we were in Stage 4 (see goals in May Meeting Minutes)
 - ii. On June 1, the Ministry mandated re-opening schools and resuming in-class instruction – Stage 3
 1. K-6 density target of 50%
 2. In-class for 2-3 days per week
 - iii. By September, the Ministry is aiming to be in Stage 2 or 1
 1. Grade K-6 density target is 100%
 2. In-class 5 days per week
 3. Food services will continue with breakfast and lunch programs
 4. In-class instruction is required
 5. Middle school mandates may look different
- b. Enrollment and staffing update
 - i. NGE anticipated 600 students – total applied would be 609
 - ii. We are allowed to accept Kindergarten in-catchment students, but out-of-catchment applicants must wait until later to accommodate any in-catchment families not yet enrolled
 - iii. There are currently 85 Kindergarten registrations and about 92 can be accepted
 - iv. Bri Sproule and Lane Hardy have accepted positions at schools closer to their homes
 - v. Newly hired staff includes:
 1. Treen Krupka (grade 1/2)
 2. Erin Burton (grade 2/3) – permanent position
 3. Amy Winford (grade 6)
 4. Karin Brett (0.5 ADST Prep) – permanent position

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- vi. Kim Macaulay, NGE's Administrative Assistant, has accepted a new position closer to home and Shelley Yost will be the new Admin Assistant
- c. Playground update
 - i. NGE has received a commitment for \$125,000.00 in grant money for a new North Playground to make it more accessible
 - ii. Staff discussions have produced other options to use the money:
 - 1. Add onto and improve the South Playground
 - 2. Create an outdoor classroom / gaga ball in the North playground space
 - a. Use boulders for seating and the space can double as gaga ball
 - b. Glenmore Elementary has such a space
 - iii. Normally schools survey the community (students, parents and staff) to determine needs and wants
 - iv. Normally schools fundraise to top up the money to make update as good as possible
 - v. Conversations about playground updates began again last week with little time to prepare and consult due to COVID-19
 - vi. The money has to be spent by March 2121, but no work can be done in winter with frozen ground; however, if work starts in September, perhaps it can be done before winter
 - vii. Delta Carmichael in Finances in SD23 confirmed schools can borrow up to \$50,000 interest-free to top up the grant with a plan to pay the loan back in 3-5 years
 - 1. PAC would need to make a motion to commit to pay back within the given time frame
 - 2. Another motion would be made to pay back the loan once an actual dollar amount is established
 - viii. School administration would meet with vendors before September to find out what is possible and bring ideas and options to the community
 - ix. Jared opened the floor to comments
 - 1. Shawna confirmed she liked the ideas
 - 2. Jared stated if we were to spread the grant thin and commit to a playground, it would not do much because other schools are spending closer to \$250,000
 - 3. Shawna mentioned we can use Gaming Funds toward a playground
 - 4. Jared also suggested we could use the Gaming Funds to pay back the loan
 - 5. Shawna reported we have \$17,000 and could use \$15,000; and \$10,000 will be added in September
 - 6. Shawna asked what would happen if we defaulted with the loan
 - 7. Jared said that would be a conversation to take place between NGE and finance department; there is an agreement that will be signed
- d. NGE Parking Lot Proposal Update – Presentation by Dan Glasscock and Jared Birkeland
 - i. There are 37 parking spaces at NGE and 50+ staff
 - ii. Jared has been working with Dan to create a plan to
 - 1. Increase student safety (Kiss and Drop currently crosses traffic)
 - 2. Create more parking for staff and parents
 - 3. See proposal
 - a. Enrollment will continue to grow



- b. There will be more staff, buses, parents and students so there must be a change from what worked in the past
- c. Move Kiss and Drop to lower parking lot
 - i. Students can then exit vehicle with no reason to cross traffic
 - ii. Vehicles can no longer pass each other because there will be width restraints
 - iii. Parents will not have the option to stop and exit the vehicle
- d. Staff parking
 - i. Up to 63 parking spaces may be required
 - ii. The handicap parking will be moved to the lower lot
 - iii. Staff parking spots will be created in the former Kiss and Drop
- e. Buses
 - i. Using the lower parking lot for Kiss and Drop means buses cannot use it
 - ii. The buses could drop off and pick up on Snowsell in front of the school
 - iii. At the end of the day, students wait at front entrance
- iii. Dan and Jared are consulting with the transportation department
- iv. They are waiting for approval but their proposal may solve some problems with parking at NGE
- v. Dan opened the meeting up for discussion
 - 1. Becky asked if there was a possibility that the intersection and traffic light may change to make it safer, perhaps by adding a turning light for cars turning left from Union to Snowsell
 - 2. Dan said there was a possibility that the city could take a look, but it would take some time
 - 3. Becky wondered if there was enough room for staff cars to park or leave by the new Kiss and Drop
 - 4. Jared pointed out that there was only a short window of time that Kiss and Drop will be used, and staff could arrive early to park
 - 5. Jennifer asked if any consideration was made for the buses to drop off and pick up on Union where the gate is
 - 6. Jared stated that Union had not been considered it, but they may
 - 7. Tana expressed concern that Union is very busy and it may not be a good option
 - 8. Dan stated that all options are still open to discussion
- e. Thank you to the PAC
 - i. Thanks for the PAC's commitment of time and for all the things that get done around the school, such as Hot lunch, Christmas movies, etc.
- f. Jared wished everyone a wonderful, COVID-free summer

3. President's Report from Jennifer Eberle

- a. There is not much to report as not many things have happened since the last meeting



4. Vice President's Report by Christa Jenn

- a. We received a letter from the COBSS Scholarship and the recipient was Casey Nye's son, Finlay Nye
- b. At the last PAC meeting, Jill had mentioned doing something to the school fence to make it interesting or appealing and Christa wondered if there was any progress on this idea
 - i. PAC and parents can think about coming up with original ideas

5. Treasurer's Report by Shawna Shoronick

- a. The year books are paid for
 - b. Hot Lunch website fees are paid; Shawna paid half from Grade 6 and half from PAC
 - c. Paypal donations were made by parents who did not take their reimbursements back from the Hot Lunch payments; 25% went to the grade 6's and the rest went to PAC
 - d. Shawna will do the Gaming Report and will zero out for the end of the year
 - e. Jared informed PAC that the receipt for Splash math is in the PAC mailbox
 - f. Tana has the cheque for Bingo that was written out to Chances and never used; Shawna suggested to void it, take a picture, and send to her
 - g. Shawna would like to be a part of Grade 6 meetings at the beginning of next year and ensure there is a rep from Grade 6's to handle Grade 6 fundraising finances
 - h. Jared said that there is a school grade 6 account and wondered if PAC has a separate account, which it does
 - i. Jared shared his thought that each year money is raised for grade 6 students, but leftover amounts do not go to them; he suggested those amounts be used for the rest of the school every year
 - j. Christa also pointed out that the regular year-end events did not occur this year due to COVID 19 and raised funds for those events were not used
 - k. Shawna suggested the remaining grade 6 amount be put into a general account for PAC
 - l. Jared proposed that a Playground account could be created as a separate account and all excess gets put into the account automatically
 - m. Christa informed Shawna that Jill Voros has receipts for the courtyard
 - n. Shawna said she would just write the cheque to Jill as all the information is documented in her spreadsheet
 - o. Jennifer asked how much money was left and Shawna stated that there is \$3,000.00
 - p. Shawna suggested that the funds that were to be automatically deposited in the "Playground account" could be re-allocated by Jill to other school projects, such as the fence
6. A motion was put forth that all excess money over \$1000.00 in the Grade 6 account at the end of each year will be designated and put into the PAC general account at the end of the year
- a. Shawna Shoranick made the motion and Christa Jenn seconded

7. Fun Lunch Report by Jamie Zecchel



- a. Jamie had nothing to report

8. Fundraiser Coordinator's Report by Tana Hammett

- a. Tana is currently brainstorming ideas for next year and hopefully the scenario allows for ideas

9. Final Comments

- a. The next meeting is scheduled for September 15 and there was a short discussion about whether or not to move the date earlier or later
 - i. Jared has a Kindergarten parent meeting
 - 1. Jen wondered if PAC will be invited to this meeting
 - 2. Jared replied that PAC usually attends Kindergarten orientation, which did not happen this Spring
- b. Coffee and Donuts on the first day of school in 2020/2021
 - i. Not strongly recommended due to COVID-19
- c. PAC may also host the Welcome Pizza Night later in September
 - i. PAC could combine the Pizza Night with another type of school welcome in lieu of the Coffee and Donut welcome back event
- d. September 8th or the 22nd were suggested as the next PAC meeting
 - i. Christa and Shawna suggested that knowing what the COVID-19 situation would be a benefit and suggested the later date of the 22nd
- e. PAC agreed on September 22nd as the next PAC meeting held in the library
 - i. 6:30 - Executive meeting
 - ii. 7:00 - PAC meeting

- 10. Motion to adjourn by Christa Jenn and seconded by Tana Hammett at 8:14 pm.**