

North Glenmore Elementary PAC



Meeting Minutes from the North Glenmore Elementary Parent Advisory Council February 16, 2021

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

Staff Present: Sue Stevenson, Jill Voros

Parents Present: Crystal, Megan Coakley, Laura MacLeod, Heather Csikos

1. Welcome from Christa Jenn and an invitation to make additions to the agenda

- a. The meeting was called to order at 7: 03 pm

2. Approval of the February 16, 2021 agenda for the Meeting

- a. Tana Hammett made a motion and Laura MacLeod seconded the motion to approve the February 16, 2021 agenda

3. Minutes for January 16, 2021 Meeting

- a. Minutes from the previous meeting were tabled to approved at the next meeting

4. Principal Report from Sue Stevenson

- a. Class review meetings
 - i. These meetings were held with every teacher
 - ii. Attendees discussed all students and what they need
- b. Student Led Conferences
 - i. Student conferences were facilitated on February 3 and 4 over Zoom
 - ii. Sue gave an opportunity for attendees of the meeting to express their experiences and a few parents shared
- c. School Crisis Prevention and Intervention (CPI)
 - i. The last Pro-D day was a CPI refresher, particularly for CEAs
- d. COVID-19
 - i. We are successfully keeping the schools very safe but want to continue to follow protocols and function safely
 - ii. All staff at all times must wear masks unless at personal work stations
 - iii. There are updates to the Daily Health Check
 - 1. Parents will receive emailed information
 - 2. Symptoms and what to do will change (when to get a COVID test and when to wait for 24 hours before getting checked)



- iv. The library team was wiping down all books and one of the changes includes not needing to wipe books
- e. Andrew Allen: Artist in residence
 - i. Andrew Allen is a local musician who spent time with each of the grade 3-6 classes
 - ii. He created a new school song in collaboration with the students who wrote lyrics
 - iii. February 26 will be the “Launch Concert” of the new song
- f. Grade 6 Immunization Clinic was February 11 with no incidents
- g. Middle School Development Instrument (MDI)
 - i. Surveyed grade 5’s
 - ii. The data will be used to support learners
- h. Foundation Skills Assessment (FSA)
 - i. The FSA will be assessing Grade 4 students
 - ii. Teachers are working to keep the testing student-friendly
 - iii. The assessment collects data to help guide the school in changes and improvements in the education process
- i. Reporting & Assessment
 - i. Term 2 report cards will be sent home Thursday, March 11
 - ii. Jill – A parent goal-setting component will be introduced next year as part of the reporting process
- j. NGE Mission Statement
 - i. It was created 10 years ago
 - ii. Now there is a new curriculum, and because of a changing education and changing world, the Mission Statement will be re-evaluated
 - iii. Parents are encouraged to review the Mission statement on the website to discuss potential wording changes that can capture what we want to do with students moving forward, perhaps including Growth Mindset
 - iv. Will be discussed at future meetings
- k. Early Learning For Families (ELFF)
 - i. Wednesday, April 21, 4:00 to 5:00 pm
 - ii. ELFF is for families with children aged 3 to 4 and entering Kindergarten next year, giving them information and tips to prepare for Kindergarten entry
 - iii. Normally it is held at the school and kids have a chance to engage in some learning and activities
 - iv. This year ELFF will be in Zoom meeting form to discuss early learning concepts
 - v. Later a bag with take-home activities for the kids will be available to pick up
- l. Registration
 - i. Currently there are 575 students enrolled at NGE
 - ii. Approximately 600 students are predicted to be enrolled next year
 - iii. Fortunately, NGE will not need more portables or space – there is enough space and with some movement of students NGE can accommodate the additional students
 - iv. After Spring Break, Principal Sue Stevenson and Vice Principal Jill Voros will go to SD23 to discuss needs for support staff (Library, Learning Assistance, etc.) to accommodate the growing student number
- m. Battle of the Books
 - i. Students are excited about the Battle of the Books



- ii. It will wrap up April 22 (also Earth Day)
- n. February: the month of caring, kindness and wellness
 - i. Moose Hide Campaign - Violence Against Indigenous Women
 - ii. Harmony Day – February 17
 - 1. Focused on how we can help each other
 - 2. Focused on understanding and awareness
 - 3. Teachers will incorporate classroom activities to celebrate
 - iii. Pink Shirt Day – February 24
- o. Morning Student Line Up Procedures
 - i. NGE would like students to be spread out a bit more
 - ii. In coming days, teachers will choose different spaces for the classroom students to line up to avoid the crowding – some will remain in the field; this includes lining up for recess and lunch breaks
 - iii. Correspondence will be going out to tell parents where the new line ups will be before and after school
 - iv. Another change: when entering school grounds from the south side, coming through the passageway between the school and the portables, people will be redirected around the outside of the portables to accommodate the Kindergartens lining up outside their classrooms
- p. Opened up for questions and discussion with PAC members and attendees
 - i. Tana – Parents were wondering why Orange Shirt day was not overtly recognized
 - 1. Jill – Orange Shirt day was in the fall and consisted more of a classroom-based recognition of the day; Pink Shirt day will be celebrated similarly, different from previous school-wide gatherings

5. President's Report from Jennifer Eberle

- a. Jennifer was not present for the majority of the meeting, but had nothing to report via Christa Jenn who was chairing the meeting on her behalf; Jennifer joined the meeting at 7:45 pm

6. Vice President's Report by Christa Jenn

- a. Jennifer sends her regrets for her inability to attend
- b. PAC Received mail from the Central Okanagan Bursary and Scholarship Society (COBSS) thanking NGE PAC for our contribution this year

7. Treasurer's Report by Shawna Shoronick

- a. Nothing to report

8. Fun Lunch Report by Jamie Zecchel

- a. The Greenery gift card fundraiser sold 140 gift cards through the Fun Lunch website; PAC was meant to sell only 100



- b. Yearbooks
 - i. The yearbooks are on the website – there are 8 sold, but there has been no announcement yet that they are available
 - ii. Jamie will ask if anyone wants to take over the Yearbook coordinator position as the last Yearbook coordinator is no longer doing it
 - iii. A message will go out over Hot Lunch site and Jill will add this announcement to the NGE website

9. Fundraiser Coordinator's Report by Tana Hammett

- a. There was mention last meeting about the West Coast Seeds fundraiser as an option, but the deadline was earlier than anticipated and had passed
- b. The Greenery Garden Center gift card fundraiser
 - i. The goal was 100 cards at \$25 each and PAC sold 140 cards
 - ii. Gift Cards will be sent out February 26
- c. Next fundraiser – T-Bones gift cards
 - i. Megan Coakley did this fundraiser in the past with grade 6's
 - ii. PAC receives 15% per gift card
 - iii. Tana proposed selling \$25, \$50, \$100 and \$150 cards on the Fun Lunch website
 - iv. The fundraiser will be open February 22 to March 12; that way it can include the suggestion to order Easter ham or turkey
 - v. Delivery will be March 31
 - vi. Buyers can pay by cheque
- d. Photography fundraiser proposed
 - i. Last year's photography fundraiser was a negative experience which included chasing down payments and other difficulties with a photographer who handled the logistics quite unprofessionally
 - ii. Peter Joyce Photography
 - 1. Tana discovered Peter Joyce, who was employed with Mountain West Studios for a number of years (a photography company that takes school photos)
 - 2. Peter knows Mr. Bowen and has reference letters from several schools
 - iii. Details of the Outdoor Family Portrait fundraiser
 - 1. The cost is \$75 per family and \$25 goes back to PAC
 - 2. There are no upselling extras
 - 3. Families receive 20 digital files which will be provided through DropBox for download
 - iv. Tana would like to aim for Mother's Day in April
 - v. She will forward the information to PAC to discuss later

10. Questions and Discussion

- a. Sue Stevenson – Last month she sent out PAC and fundraising information via the monthly Newsletter but heard that parents don't read it; Sue asked for suggestions regarding best platforms to communicate to parents



- i. Tana – She reads the newsletters but finds that the information can be repetitive and has heard from many parents that they do not read it
 - ii. Becky – She reads the newsletters but presented the following options:
 - 1. Suggested including highlights or a preview of the important information that will be in the newsletter into the email body
 - 2. Wondered if Freshgrade is still be utilized as her daughter’s teacher does not seem to be using it for her class this year
 - 3. Finds messages in School Messenger but does not receive notifications
 - a. Sue – If you text 978338 with the letter Y you will begin to receive text messages
 - b. Tana – She receives the PAC messages from that number
 - iii. Shawna – The PAC in Langley had a separate PAC newsletter as well and used Facebook to communicate to parents; perhaps a survey can be sent to parents to receive their preferred methods – social media is so accessible by phone
 - iv. Tana – Perhaps modify the layout of the newsletter itself and sequence the information differently so that it’s easier to follow (First page: coming events; Second page: Important notices, etc.)
 - v. Tana – Can we share newsletter items in PAC communication?
 - 1. Sue – The newsletter is public and available on the NGE website, and content can be shared
 - vi. Sue – She appreciated all the good suggestions and ideas
- b. Shawna – She heard that hot lunch is resuming in a school in Chilliwack; could that happen for NGE in the near future?
- i. Sue – This is a district decision and SD23 decided that, no, it will not happen until we can open up cohorts in the school
- c. Tana – Regarding the playground, could some information and visuals be made up to be sent to parents; it would help them to see what they are contributing their funds for and help inspire their contributions
- i. Sue – There is no definite start date, but building will likely begin in the next few weeks as she heard that it will be finished by the end of Spring Break; she loves the idea of sharing information and/or visuals and has a good artist’s rendition of what it looks like and can put it up on the website
 - ii. Jill – all the playground pieces have been ordered and are on their way; she would love to have a time lapse video made of the construction process
 - iii. Sue – She thanked Jennifer for informing her that Jared had previously shared the picture(s) of the projected playground with the PAC at a previous meeting, but it has not been shared with the parents of the school

11. Next Meeting

- a. The next meeting is scheduled for April 20; there will be no meeting in March due to Spring Break

12. Meeting Adjourned

North Glenmore Elementary PAC



- a. Motion to adjourn by Jamie Zecchel and seconded by Tana Hammett
- b. The meeting was adjourned at 7:56 pm