

North Glenmore Elementary PAC



Meeting Minutes from the North Glenmore Elementary Parent Advisory Council October 18, 2022

PAC Executive Present: Chantelle Lacelle, Joanna Fox, Jenifer Berkhiem, Tana Hammett, Leah Edwards-Smith and Shawna Shoranick

Staff Present: Sue Stevenson, Jill Voros

Parents Present: Via Zoom: Amanda Cannan, Ashley De Muinck, David Cline, Keren Meller, Nicola Sheldon, Nishi Dhillon, Adriani Rojas and Intissar Alzuabidi.

In Person: Tara Sloman, Heather Zsikos, Jamie Zecchel, Monquie Saebels

- **Welcome from Chantelle Lacelle and an invitation to make additions to the agenda**
- **Approval of the October 18, 2022 agenda for the Meeting**
 - Leah-Edwards Smith made a motion and Jamie Zecchel seconded the motion to approve the October 18, 2022 agenda
- **Welcome and Approval of Minutes for September 20, 2022 Meeting**
 - Joanne Fox made a motion and Leah Edwards-Smith seconded the motion to approve the September 20, 2022 minutes
- **Principal Report from Sue Stevenson**
 1. Any feedback or questions from the Newsletter?
 - Sent as a link & then posted each month as a PDF on website.
 - Good reviews – enjoying the new layout. Don't need to Zoom out and it can be read on the phone.
 - The link will be sent out and just before the next PAC meeting, the link will expire and that newsletter will be PDF and posted on the website.
 2. Daycare Construction updates – Blueprints shared
 - Blueprints passed around of the new Daycare that is being built on the north side. Little Gators daycare/preschool.
 - Build May 2023 with opening officially Sept 2023.
 - Please connect with Sue with any questions or concerns.
 - Question regarding the equipment in the area – relocating?
 - the swings, 2 benches will be moved and remain on site.
 - the garbage will be moved towards Glenmore Rd just behind the new portables.
 - Small rocks will be moved to the current enclosure for the little gators.

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- Outdoor classroom (big rocks) will also remain on site and moved elsewhere.
- Feedback regarding Student Placement at start up
 1. There was a lot of feedback about placement in September
 2. It's important to have balanced classrooms and try their best to put the kids with someone they will thrive with. It may not be their best friend but they work well with. Please reach out to the school if you have info that will help with class placement (ie. Learning environment). The school cannot place on friendships or teacher preference. They do try to accommodate the best they can but the main focus is *balance*.
- 4. Implementation Day Activities – Friday, October 7
Staff Focus on Truth & Reconciliation & Indigenous world views – district Equity in Action Agreement for Truth & Reconciliation Shared.
 - Equity = is success for every learner. This is a 3 year goal and we're in year 2. Celebrate each and every one of our children – not just indigenous children – it's *everyone*.
 - Elder in Residence
 - Field studies in nature – land based learning field trips (ie. Walking field trips to the duck pond or just take the lesson outside.)
 - Outdoor classroom relocation
- 5. School and student DRAFT learning priorities this year.
 - Teacher: How do I support my students to set meaningful learning goals
 - Student: I can set goals for my next steps on writing.... Reading...math
 - Learning priorities for every classroom and every teacher.
 - Survey to parents
 - Determined that our focus needs to be on helping our teachers and students know where they are on the learning program continuum
 - Where are they in their learning journey
 - If you're at one level, how do you get to the next level in your learning.
 - Assessment committee and social emotional committee
- 6. Learning Summary – DRAFT template - core competency student self-reflection
 - similar to last year but modified to be more in line with New Provincial practices – New Level of competency poster shared
 - The wording is now the same as the province and will be standard across every school.
 - Self-assessment on where they feel they are in the competency.
 - Personal-social responsibility, critical thinking, etc (picture passed around to the group)

PARENT QUESTION: How is the Kiss and drop going?

- Feedback is way better then before. Thank you for everyone being helpful with the process.
- They are getting right onto the grass which is a safer for the kids
- Just please be aware and move forward as much as possible as it is flowing better.
- The extra length of time at the light is helping a lot.
- All the safety barriers are getting people to slow down.
- Admin feels it's a huge improvement.
- Staff are appreciating more parking.

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- We have 3 handicap stalls and we will be adding another as visitor/trades parking.

- **President's Report from Chantelle Lacelle**

We're working on getting our groove as we are a new PAC and looking forward to a great year!

Funding Requests:

- Pumpkin for Gr. 6's to create a pumpkin patch for the K-3 (leadership opportunity)
 - Have gotten a donation of 60 pumpkins. They will create a pumpkin patch and each kid will bring one home. Date for activity is October 26th
 - Request for \$300 for pumpkins with 60 already donated.
- Motion for Approval to spend \$300 for pumpkins
 - Heather Csikos made a motion and Joanna Fox seconded the motion
- Spring Fair Date Update:
 - Special Events is wanting to bring back the spring fair in 2023. Currently working on getting a committee together with a minimum of 6 volunteers to run this. We will present a firm date to the school week of Oct 31st.
 - Will be looking for at least 6 parents to step up to plan otherwise we may not be able to move forward.

Previous Business:

- At the September 20, 2022, it was presented to update our Code of Conduct as it had been several years since it was updated and wanted to align it with the ethics of the school. As per the bylaws, this change was posted for at least 30 days within the school.
 - Motion for Approval to update the Code of Conducts.
 - Leah Edwards-Smith made a motion and Heather Csikos seconded the motion
- PAC Position's Available: we still require a secretary. Please connect with Chantelle if you're interested. In the absence of a secretary, the PAC executive will rotate taking minutes each PAC meeting.

- **Vice President's Report by Joanna Fox**

- Nothing to report at this time

- **Treasurer's Report by Shawna Shoranick**

1. Gaming Grant

- Funds were deposited to our account Sept 30/22 - \$12,700
- Number is based on our previous year's enrollment
- Funds are mainly used for field trips, school equipment etc

2. Change of Signers

- Received the documents from Interior Savings so we can proceed with removing members from previous PAC. As stated in last PAC meeting, there is going to be a \$100 service charge as we will be doing a second change within the same year.
- Current signers: Shawna Shoranick, Jamie Zecchel and Christa Jenn
- Shawna Shoranick (Treasurer) to remain as signer with Chantelle Lacelle (President) and Joanna Fox (Vice President) to be added as signers.

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3. E-Transfers

- Spoke with Interior Savings this week and I have enabled the ability for the PAC to receive e-transfers to the account. This will be used to community events (like the Winter Market) or when pre-approved from a parent for extenuating circumstances.
- The funds will be deposited automatically (no password required) when someone sets up our PAC email (nge.pac@sd23.bc.ca) as an e-transfer recipient. An email will be sent there notifying us.
 - i. We are not charged a fee to receive an e-transfer up to 30 transactions per month.
- Given the volumes we have for hot lunch, we cannot use e-transfer in lieu of Pay Pal. It is a lot of manual tracking and would be additional work for both the hot lunch team and treasurer to determine orders are paid and chase those payment down.
 - i. At this time, we cannot send funds out of the account via e-transfer as at this time, we do not have another signer that is authorized to review and approve a transfer. All withdrawals from the account require 2 signers or 2 people authorizing online.

4. Spending Requests

- School Jerseys (presented to the previous PAC). **Quote from Jill Voros for \$1527.13 received.**
 - We will receive 40 unisex style uniforms.
 - There will be a replacement policy – coaches will track jersey numbers for the season and if lost/damaged, the family would be responsible to pay a \$25 replacement fee.
- Motion for Approval to spend \$1527.13 for new school jerseys
 - Chantelle Lacelle made a motion and Tana Hammett seconded the motion

5. Budget

- Will be ready to present for approval at the November 2022 meeting. Rough draft in place and needs reviewed.

• Fun Lunch Report by Leah Edwards-Smith

- Good numbers for this year
- We have 8-9 volunteers each week
- Pushing \$23K gross sales – should be around \$6K profit term 1.
- All kids are happy and please connect with Leah or Nishi at the hot lunch email (ngehotlunch@gmail.com) if there are any questions or concerns about the program.

• Special Events Coordinator's Report by Tana Hammett

• Winter Market

- Holiday Market will be Saturday November 19th from 11am -3pm at the school gym
- We have 41 people confirmed and hoping for 50 tables to be booked.
- Let's Talk about Science UBCO will be there (2 tables – no charge) to teach hands-on science to our young shoppers. STEM based hands on workshops, symposiums and event for local classroom, community groups, summer camps, etc.

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- Also have Beacon's Furry Foundation Society coming – a mobile "Build-a-Bear". Able to do custom NGE build a bear shirt. Bears can be done in 1 minute and 20% profit to the PAC.
- Yearbook – will be run by same volunteers this year.
 - **SPENDING REQUEST:** Looking purchase an external hard drive to help our teachers easily upload content for the yearbook. Asking for approx. \$150.
 - Discussion regarding the best way to do this so there isn't additional work on the teachers. Some talk about fun drives versus one hard drive. PAC was in support of the spending but it was left that we would do a bit of asking to the teachers on what would work best and re-visit the topic in terms of how we spent the money.
 - Motion for Approval to spend \$150.00 for new hard drive for yearbook
 - Chantelle Lacelle made a motion and Joanna Fox seconded the motion
- **Fundraiser Coordinator's Report by Jenifer Berkhiem**
 - Working with Tana at the Holiday market and will have a fundraising table at the fair.
 - Option of Planet Lazer game cards (for the arcade on site) - \$10 per card.
 - Also selling water, pop, and popcorn
 - Created by Kids will be coming home on October 28th. 30% of order proceeds will be donated to the PAC (last year we saw a profit of \$4400).
 - Cards need to be returned to the school by Wednesday November 9th with product pick up at the school December 12th. Pickup is being coordinated with the Grade 6 Purdy's Fundraiser.
 - 50/50 Ticket Raffle – gaming license has been applied for and approved and will be listed wherever tickets are advertised.
 - Ticket sales start Monday Oct 24th and end Thursday December 8th. Draw if Friday December 9th.
 - Maximum prize is \$10,000 for winner with PAC earning a maximum \$7675.50 after transaction fees/license.
- The next meeting is scheduled for Tuesday November 15th at 6pm
- Motion to approve the President Report
 - Jamie Zecchel made a motion and Leah Edwards-Smith seconded the motion
- Motion to approve the Treasurer Report
 - Heather Csikos made a motion and Tana Hammet seconded the motion
- Motion to adjourn by Leah Edwards-Smith and seconded by Chantelle Lacelle at 7:55 p.m.