

# Glenwood Elementary School PAC Meeting Minutes

## September 15, 2017, 9:05 A.M. – Room 2

**Present:** Abby Wadley (Co-Chair), Briana Fraser (Co-Chair), Diana Simas, Gwen Simcoe (Co-Treasurer), Jyothi Mavila (Co-Secretary), Kate Bostick, Laura Iwan, Leigh Fordyce, Marion Gennaro (Co-Treasurer and DPAC Representative), Nishtha Nuckchady, Reg LaPlante (Vice-Principal), Sylvia Baban (DPAC Representative), Tasha Murray (Vice Chair).

**Regrets:** Laurie Lemanski (Co-Secretary)

**Meeting Chair:** Briana Fraser

**Note-taker:** Jyothi Mavila

### I. Welcome

Meeting was called to order at 9:05 AM.

### II. Approve Minutes/Agenda

The agenda as presented was approved.  
Minutes from May 27, 2016 PAC meeting were approved.

### III. Reports

#### ***a) Vice Principal's Report – Mr. Reg LaPlante***

##### School organization

Currently we have 107 students registered in 5 divisions:

- Division 1 - 29 students
- Division 2 - 29 students
- Division 3 - 20 students
- Division 4 - 16 students
- Division 5 - 13 students

##### Staffing

Please join us in welcoming the following new staff members to the Glenwood School Community:

- Jollean Young is returning from maternity leave and is teaching Division 4, Grade 1 / 2
- Patricia Kehler is returning from maternity leave and is teaching Division 2, Grade 4 / 5
- Evellina Leppanen is joining our school as our Learning Support and ELL teacher.
- KyuMin Sigerson is joining our school as our music teacher.
- Lesly Godinez is joining our school as an educational assistant

### Newsletters

September's will be the only hard copy Newsletter to be sent home from the school. Upcoming events, calendars, and school information are posted on our school web page: <http://glenwood.sd41.bc.ca/>  
To receive alerts when we add new posts to the site, please go to the "Subscribe by E-mail" box on the right hand side of our web page under the "Upcoming Events" section. A limited number of paper newsletters will be available in the Office for those who can't access them online.

### West Coast Recess

Beginning in September 2017, Glenwood Elementary will be adopting a West Coast Recess policy. Students will no longer be permitted to remain indoors on rainy days at recess (10:30 – 10:45). Students in grades Kindergarten – grade 2 will be permitted to use the undercover area (near Room 5) as a shelter in particularly bad weather. All students are strongly encouraged to bring items from home to be prepared for the weather.

### Cell Phones

We realize that many parents provide their children with cell phones. Our position is that these cell phones should only be used to contact you before and after school hours. With that in mind, we ask for your support in reinforcing the following guidelines:

- Cell phones (or any expensive items such as iPads) are brought to school at your child's own risk in terms of loss or breakage.
- All cell phones are to be turned off during class time unless the teacher has made arrangements with the class/student to use the device for a lesson/project.
- If you need to contact your child during the school day, please call the office.

### Welcome Conversations

Welcome Conversations will happen on September 26 - early dismissal for all students at 2pm.

### Terry Fox Run

The Glenwood School Community will be fundraising in association with the Terry Fox Foundation to support cancer research in Canada by holding a coin drive during the week of September 18 – 22. Monday we will be collecting nickels, Tuesday dimes, Wednesday quarters, Thursday loonies, and Friday toonies. Run at 2 pm on Friday (22<sup>nd</sup> September) on lower field.

### Professional Development Day

September 25<sup>th</sup> is Pro-D day for teachers; students do not attend. Stanley Cornfield, from the Ministry of Children and Families, is coming to Glenwood for the afternoon for a session on student anxiety. He was recommended to us by Tanya Heal, who attended a workshop with him in the past. Tanya Grant will also be doing a session on the Zones of Regulation.

### Playground Birthday and Bench

Our playground is a year old! Thank you to PAC and the parent community for their support in making that dream come true. An additional new bench will arrive and be installed soon.

**b) Treasurer's Report - Gwen Simcoe**

The Treasurer's reports were reviewed for the months of May to August 2017:

Cash Balances at the end of August 31, 2017 were:

- General Account: \$12,870.87 (less: Outstanding cheques of \$214.53 = \$12,656.34 will be the Beginning Cash Balance for next year's General Account reporting)
- Gaming Account: \$1,481.42 (all cheques were cashed so the General Ledger balance is the same; this is the Beginning Cash Balance for next year's Gaming Account reporting)

Fundraising Report 2016-2017 was presented in the meeting:

- We ended up raising \$7,460.63 (Fundraising Activities: Boston Pizza, Cobs Bakery, Cookies and Pies, Donations [Buy Low Gift Card, Sports Day Concession Donation], Fun Lunch, Lee's Bottle Depot, Movie Night, Popsicle sales, Pub Night, QSP, Sports Day Concession)

August 2017 Year End Income Statement was presented in the meeting:

- Total Beginning Balance Forward Cash: \$37,356.64 (General and Gaming Funds)
- Total Revenue: \$9,733.61 (which includes Gaming Fund: \$2120.00 - \$20 per student, PAC Operating Grant: \$133.64, Fundraising: \$7,460.63, Interest: \$ 19.34)
- Total Expense: \$32,952.49 including the following notable items:
  - Contingency Fund budget overage was approved (the total which includes AGM \$60.38, Office & Kitchen \$53.42, Parent Ed \$15.75 and Volunteer gifts \$242.85)
  - Playground Expense \$23,750.99 (of which \$1819.00 was paid from Gaming)
  - Field Trips \$1,761.25 paid from Gaming Funds
  - Following were the new items approved and introduced last year - Pancake breakfast expenses - \$456.06 (included purchase of 4 new grills, food and supplies), Parent information Night - \$521.98, School Experience - \$500.00 (it was used for the Coast Salish weaving project)
- Ending Cash Balance: \$14,137.76 (General \$12,656.34 & Gaming \$1,481.42)

Budget Notes:

- Motion to approve Authorized Signatories for Bank was presented by Gwen:

The Glenwood Elementary PAC designates any two of the following three executive members as authorized signatories on our Vancity bank accounts (Branch 59, Account #919134 General Account and Branch 90 Account #233919 Gaming Account): Abby Wadley, Marion Gennaro, Gwen Simcoe – Motion APPROVED

- Marion Gennaro agreed to volunteer to collect the cheques from Lee's Bottle Depot

- Forgotten Lunches: New line item will be created in the budget - \$200 estimated (total) to start with - Grocery expenses for committee volunteers will be reimbursed by the PAC. In previous years, volunteers donated lunches/supplies.
- Fruit & Veggie: This Committee may need little cups/containers for donated fruits and veggies. Since this is not expensive, this can be put under Contingency item in the budget - New line item is not needed. Stacey Milne (Committee Coordinator) will be informed about this and committee members can submit expense forms as needed.

Thanks to Gwen for all of her hard work on the finances and preparation of the budget!

**c) Vice Chair (Committee Update) - Tasha Murray**

Tasha gave an update on the status of some of the PAC Committees. Note that committees are always open for volunteers to sign-up, however the PAC focuses on recruiting volunteers for the year-round committees at the beginning of the year.

- Fruit & Veggie – Stacey Milne is coordinating, we have a good number of volunteers
- Fun lunch money & distribution – Bev Kitasaka and Sylvia Baban are co-coordinating. We have a good number of volunteers
- Library – 4 volunteers have signed up for Mrs. Nerpio
- Forgotten lunches – Shairose Lila and Nora Edwards are co-coordinating and they need additional volunteers. Tasha will follow up with Mr. LaPlante about forgotten lunch schedule – needs to know which people to call if lunches are needed.
- Christmas sale – Diana Simas agreed to coordinate; we will recruit volunteers close to the event. Good items left over from Yard Sale will be saved for Christmas sale
- Movie night – Gwen Simcoe and Abby Wadley agreed to coordinate the first movie night to be held in early November; a few volunteers have signed up to help in the kitchen. The PAC Executive will look into the expiry date of our Audiocine license to determine how many other movie nights we can hold this year.

We are continuing to recruit coordinators for the following roles:

- Sports day concession – no coordinator
- Pancake breakfast – no coordinator but some parents are willing to help with key roles
- GRADE 7 Activity/Luncheon Committee – No coordinator identified within the Grade 7 parents. It was agreed that Mr. LaPlante, along with the PAC, will send a note home to Grade 7 families explaining what has been done in the past and the fundraising needs (Since Laura worked on such activities last year, she will provide a check list on what they did last year). While the PAC does offer some funds to this committee, the fundraising for the year-end activity and the coordination of the graduation luncheon depends directly on the support and commitment of the families of the Grade 7 class. There are 14 Grade 7s this year.

**d) Chair – Briana**

## Fundraising

- Glenwood Community Yard sale on Saturday, September 16 – PAC's first fund raising event of the school year
- Western Direct - Cookies and pies : Agreed to do
- Gift card fundraisers – possible go together with Clinton on this fundraiser to get free shipping (Gwen will have a discussion with Clinton)
- New ideas :
  - Popsicle sale – This will be discussed in detail later. We will decide if we can do more Popsicle sale this year; decide if Real Fruit juice is better than Popsicles.
  - Abby presented the idea of TD FEF grant (TD Friends of the Environment Foundation): <https://fef.td.com/funding/>
    - Find eligible project to apply for funding (like Schoolyard greening, gardens): If anyone has ideas for a project, please contact PAC. Abby will discuss ideas with the staff and this will be addressed at the next PAC meeting.
    - \$2000-\$8000 grant; deadline in January

## 2017/2018 PAC meetings schedule:

- October 18th – evening meeting; Executive meeting from 6 - 7 PM followed by General Meeting from 7 - 8 PM
- November 17th – daytime meeting; Friday morning
- End January – evening meeting; this may be held in conjunction with parent education
- End April – daytime meeting
- End May - AGM

## IV. New Business

The PAC is interested in hosting another free parent education evening for Glenwood parents again this year. This will likely be in 2018 and may be held in conjunction with an evening PAC meeting. Tasha agreed to coordinate. She and Mr. LaPlante will discuss potential topics and will present options at the next PAC meeting. If anyone has any suggestions for topics, please contact the PAC.

## V. Roundtable

No comments.

Meeting adjourned: 10:26 A.M.

PAC Contact Info: [Glenwood.PAC@sd41.bc.ca](mailto:Glenwood.PAC@sd41.bc.ca) or leave a message in the office.