Glenwood Elementary School PAC Meeting Minutes

Date: Wednesday, October 7th, 2026

Chair: Nav Dhaliwal

Notes Taker: Dorothy Blasu

Location: Glenwood Elementary School Library

1. **Welcome and Introductions**

The meeting began with introductions among parents and school representatives. The vice-principal welcomed attendees and acknowledged the traditional land and its original inhabitants.

2. **Vice Principal's Report - Heather Skuse**

Student enrolment and staffing

The school currently has 99 students, with two students expected to leave in the coming weeks. The school has five divisions:

- Kindergarten/Grade 1, Grades 1/2, Grades 3/4, Grades 4/5 and Grades 6/7.
- Approximately 50% of staff are new this school year.
- Three new classroom teachers have joined the school, along with a new educational assistant.
- An educational assistant who is currently away is expected to return the following week.
- The school is hosting one practical educational assistant student during the fall term, with further placements to be considered in the spring.

Welcome conversations

The school held its welcome conversations despite technical difficulties, including internet and photocopying issues and challenges with the new booking system. Attendance was encouraging, and families had opportunities to speak with teachers.

Terry Fox Run

The Terry Fox Run was successful. The school exceeded its fundraising target of $300, with the latest reported total being approximately $375. The vice-principal thanked parents who volunteered to help supervise and support the event.

Reconciliation assembly

The reconciliation assembly was reported to have gone well. Students participated in learning activities relating to residential schools and reconciliation.

Sports and extracurricular activities

- Grade 6/7 volleyball is expected to begin the following week, with a possible practice on Friday. Approximately 10–11 students have expressed interest in volleyball, with most being girls. The school expects to participate in the girls' league. Parent volunteers may assist with coaching.
- Basketball is uncertain due to limited student interest and the availability of a teacher sponsor. A team generally requires at least 10 students.
- Track and field may take place in the spring, depending on teacher sponsorship and volunteer support.
- A talent show is listed on the school calendar and is expected to proceed, subject to confirmation.
- An intermediate choir festival may also take place.

Grade 7 fundraising

The Grade 7 fresh produce fundraiser is underway and will close the following week. As the Grade 6/7 students will participate in a one-day outdoor experience rather than an overnight camp, surplus funds may be available to support other school activities, including helping families with field-trip costs. Snack sales have also taken place during the school year.

School Learning Plan and Literacy

The school continues to focus on literacy as part of its school learning plan, alongside the district's emphasis on literacy and numeracy. Staff discussions and professional development activities are focusing on improving reading skills,

reading interest, reading stamina and writing development. The school learning plan is available on the school and district websites.

Upcoming School Activities and Assessments

- Winter concert

The winter concert is scheduled for December 10, with afternoon and evening performances planned, subject to confirmation by the school.

- Emergency preparedness

Emergency drills are planned for the following week, including earthquake preparedness, evacuation, hold-and-secure, lockdown and shelter-in-place procedures. A letter explaining the drills will be sent to families.

- Foundation Skills Assessments (FSAs)

The Grade 4 and Grade 7 Foundation Skills Assessments are underway. Classroom writing components will be completed first, followed by online assessments.

The school is working through technical issues affecting internet access in the computer lab and may need to use laptops for the online components.

Upcoming dates

- October 23: Professional Development Day; students do not attend.
- October 26: Proposed PAC snack sale.
- October 30: Halloween activities, including a parade and Monster Mash.
- November 10: Remembrance Day assembly.
- December 10: Winter concert, subject to confirmation.

Student Feeding Program

The school reported that the number of students participating in the feeding program varies, with approximately six to ten students participating on some days. The vice-principal will follow up with families whose children participate inconsistently to better understand their needs and preferences. The school wishes to ensure that children who are hungry receive food while reducing food waste.

School Spirit Wear

The vice-principal asked whether the PAC would continue paying for spirit-wear T-shirts for new students. The PAC confirmed that this expense was included in the previously approved budget. The vice-principal will follow up on the ordering process. The understanding is that families submit the required sizes through the school website, after which the PAC pays for the shirts.

Student Safety During Darker Mornings

The vice-principal discussed student safety as daylight saving time approaches and mornings become darker. Fraser Health has information and resources available to support safe travel to school and healthy physical activity.

Two possible initiatives were discussed:

- Walking school bus: Parents take turns accompanying groups of children as they walk to school.
- Drive to Five: Families Park approximately five minutes away from the school and walk the remaining distance.

The vice-principal will share the information with the PAC. A Fraser Health representative may be invited to discuss these initiatives if the PAC is interested. The school also reminded families that there is no supervision outside before school and that staff are not assigned to supervise students outside after school. Families were encouraged to arrange for students to arrive at approximately 8:45 a.m. and to ensure appropriate adult supervision outside school hours, particularly before school and after 3:15 p.m.

Scholastic Book Orders and Library Books by Ms. Nerpio

Scholastic book orders

The teacher-librarian explained that the school previously held an annual Scholastic Book Fair but discontinued it after the fundraising return decreased from approximately $1,000 to $500, while the workload remained substantial. The school now conducts three major Scholastic book-order campaigns annually, generally before winter break, spring break and summer break. The teacher-

librarian proposed making additional Scholastic flyers available in the school office or hallway without sending them home or emailing families each time.

PAC members supported making the additional flyers available for interested families while continuing the three main campaigns. A suggestion was made to maintain an opt-in email list for families who regularly order books.

The possibility of holding a future book fair was discussed. Members acknowledged the benefits to students but also noted the volunteer requirements, security arrangements, limited stock and administrative workload. A future book fair may be reconsidered if enrolment and volunteer capacity increase. The teacher-librarian may also explore whether PAC members can visit a book fair at another school to better understand how it operates.

Summer library borrowing

The teacher-librarian proposed allowing students to borrow selected school library books over the summer with parental permission. The proposed arrangement would require families to agree to return books during the first week of September and take responsibility for lost or damaged items. PAC members expressed support for exploring the initiative as a way to encourage reading and teach students responsibility.

3. Chairs Report by Nav

The PAC discussed moving its November meeting from November 4 to November 18 and November movie night: November 27, 2026.The dates should be confirmed against the school calendar and executive members' availability. The October movie night was also discussed. Doors are expected to open at 5:30pm, with the movie beginning at 6pm. Food and refreshments may include pizza, samosas, treats and popcorn.

The organizers will, put up posters on Friday, send a volunteer sign-up email the following Monday, recruit approximately two additional volunteers to assist with concessions. PAC members encouraged additional families to volunteer, even if they do not wish to join the PAC executive.

Proposed Halloween Snack Sale: The PAC discussed holding a snack sale before Halloween, separate from the school's Halloween parade and Monster Mash. October 26 was proposed for the sale, with possible items including small treat bags, stickers, pencils and candy. A PAC member volunteered to assist.

Winter Concert VIP Raffle: The PAC discussed a proposal to raffle reserved front-row seats at the winter concert. Members raised concerns about the possible need for a gaming licence, ticket management, tracking payments, organizing the draw and the amount of volunteer time required. It was noted that a raffle involving concert seats might generate limited revenue because participation would be restricted to families attending the concert.

Decision: The proposal was tabled for further consideration. No raffle was approved at this meeting. Members suggested that a raffle might be more practical as part of a larger spring carnival, should the PAC decide to organize one.

Children's Winter Market: The PAC discussed the annual Children's Market, where donated or second-hand items are displayed for students to purchase as gifts for family members, generally for $1 per item. Students can select gifts and use a wrapping station to prepare them.

PAC members expressed enthusiasm for continuing this event because it provides a positive experience for students and supports the school community.

Action: Confirm the event date and volunteer requirements.

4, **Treasurer's Report and Budget Approval**

The PAC reviewed the budget previously approved at the Annual General Meeting. No significant changes were reported. The budget includes $400 for school teachers.

Decision: The PAC approved the previously presented budget, with no major changes reported.

4. PAC Workload and Volunteer Recruitment

The PAC discussed the reduced number of active executive members and the need to keep the year's activities manageable. Members agreed that the PAC

should prioritize activities that strengthen school community and bring enjoyment to students and families, while balancing fundraising needs against the available volunteer capacity.

The school administration encouraged the PAC to recruit volunteers beyond the executive team. Suggestions included:

- Inviting parents to volunteer for individual events without joining the executive.
- Including volunteer requests in movie-night communications.
- Displaying posters and QR codes at school events.
- Promoting the PAC's WhatsApp group.
- Providing paper sign-up forms for families who prefer not to register electronically.
- Encouraging both mothers and fathers to participate.

The group discussed the need to improve awareness of the PAC and its activities, as not all families receive or notice existing communication.

Other Matters

- Grade 7 leaving ceremony and end-of-year date. The school will confirm the dates and communicate them to families.
- Winter concert bake sale by the grade 7s.
- Afternoon and evening performances are expected to have different attendance arrangements, with evening seating limited by gym capacity and fire regulations for the Winter Concert.

Meeting was Adjourned with 8 members present. Our next meeting is scheduled for November 18, 2026.