

APPROVED FOR DISTRIBUTION - JRES PAC Meeting Minutes, April 12, 2016

**IN ATTENDANCE:** Tracy Meldrum (PAC President), Sarah Riley (PAC Treasurer), Theresa Nernberg (PAC Secretary), Don Poelzer (JRES Principal), Claire Tosoff, (DPAC Rep), David Takahashi, Krystal Pearson, Jana Mckerral

**6:03 Tracy Meldrum motioned to start the meeting. Claire Tosoff seconded the motion. The meeting started.**

**1. ADMINSTRATIVE ITEMS**

- Welcome and Introductions: Tracy Meldrum welcomed and introduced all attendees.

**2. OLD BUSINESS**

- March minutes adopted: Theresa Nernberg read out a summary of the March minutes. **Tracy Meldrum motioned to accept the minutes with revisions to the Principal Report and spelling corrections. Sarah Riley seconded the motion. The motion carried.**

**3. STANDING REPORTS**

- Principal Report: Don Poelzer provided the following information to the attendees:
  - Parloff Relays: The Grades 4 to 7 boys and girls parloff relay races will be at Dallas Elementary next Wednesday from 3:15 to 5:00. The school is sending two teams for each race. The top eight teams from the competition will go to Hillside Stadium on April 28 to race on the big track.
  - Track and Field: Track and Field day is on May 11. If it rains, it will be held on May 12. The long distance run is now 1200 m for Grades 6 and 7 and 1000 m for Grades 4 and 5.
  - Young Artist Conference: The event is on April 28 at TRU.
  - Young Authors Conference: The event is on April 29 at TRU.
  - Science Fair: The Science Fair at TRU was last week. JRES sent 13 students and received a silver award, as well as some bronzes and merits. There were 218 participants from schools across the city.
  - Eureka Science Sessions: Sessions will be on June 15<sup>th</sup> and 16<sup>th</sup>. There will be 16 sessions over the two days.
  - Fraser Institute Ranking (FSAs): Based on the results of the FSA tests from last year, JRES tied with Lloyd George Elementary for first place on the Fraser Institute Ranking for BC Elementary Schools.
  - Parent Tea: The parent appreciation tea will be held on June 8<sup>th</sup> at 10:00. All volunteers are invited to attend.
  - New Teacher: Mellissa Dunn was awarded a temporary position until May 16, maybe longer, depending on whether Mrs. Vigna-Lawrence returns.
  - Senior School District Positions Posted: There are three senior district positions open, two of them are new; Assistant Superintendent, Director of Instruction and Director of Student Services. These positions are part of the new district administrative vision. The competitions close the end of next week.
  - Instructional Rounds: JRES will be participating in instructional rounds tomorrow. Thirty visiting teachers and principals will observe intermediate classes. Groups of four observers will rotate from class to class every 15 minutes. They will record observations and collect evidence to create a profile and will give feedback with recommendations. The process is used to support school learning and the anticipated outcome is improving how to communicate behavioral expectations to students and to increase classroom consistency. The process will also identify skill areas that will be developed as part of the new curriculum. The program was developed at Harvard University and this is the second year it has been done in Kamloops.
  - JRES Staffing: There are 413 students projected for next year. This number of students will decrease the number of divisions in the school from 17 to 16 so the school will lose a teaching position. Because the planning for next year is based on the current projected enrollment, a teacher at the school will be designated as surplus, unless there is a volunteer or a retirement. The decision will be made next Thursday; however, the situation could still change if additional kindergarten or transferring students register and increase the projected enrollment to allow for 17 divisions again.

- DPAC Report: Claire Tosoff provided a written summary of what was discussed at the March 15 DPAC meeting. The written summary of the meeting was provided to attendees and a copy is attached to these minutes. The attendees were provided time to read over the summary and the following points were discussed.
  - BCCPAC: The chair and vice chair positions are still open. If the positions are not filled the DPAC may cease.
  - First Aide Training: Will be brought forward in the fall. There is a possible partnership to fund with PAC and DPAC. More interest needs to be generated from crossing guards, coaches, lunch monitors, etc.
  - Janitor Allocation: The janitorial time for each school is not just based on square footage. There are several factors including number of students. Each bathroom is cleaned once per day and this is the same for every school across the district.
- Teachers Report: A teacher rep was not present.
- Treasurer's Report: Sarah Riley provided attendees with the financial statement spreadsheet; a copy of the financial statement is attached. Sarah highlighted expenditures; all items were within already approved spending budgets. The Star Wars movie night brought in \$343. The current account balance is \$5,416.52 but \$2,800 will go to pay for the Phase 1 level readers and there are additional outstanding expenses for hot lunch expenses. There will be more revenue coming in from the spring term hot lunches as well as the Chapters fundraiser. The attendees discussed how much money should be left in the accounts for the start of next year. Leaving enough to cover the expected budget was suggested. More revenue is needed if there will be any additional spending this year. The Phase 2 Level readers will cost \$867 and given the current cash balances the PAC is unsure if they will be purchased this year or next year.

#### **4. OPERATIONS AND COMUNICATION**

##### **1. Spring Term**

- Hot Lunch Committee Update: The spring term hot lunches are open for orders on Munch a Lunch.
- Entertainment Committee Update: There will be no more movie nights this year. The Carnival is planned for September of next year. The staff appreciation luncheon is scheduled for May 19<sup>th</sup>. Kindergarten orientation will be held on June 10 over the noon-hour and two volunteers are needed to assist.
- Safer Schools Travel Committee: The committee will meet again next week. There was a good response to the survey that went home with students and the results are being evaluated and summarized. The committee has received feedback from some neighbors that live near the school indicating that there is some anger due to the current traffic situation at the school at drop off and pick up times.
- Education Seminars: Sophie Winkles will present a Safe use of Social Media talk on Tuesday April 26<sup>th</sup> at 6:30. Two volunteers are needed to bake cookies for refreshments. There is an upcoming Askable Adult seminar on how to talk to your kid about sexual health issues.
- One-to-One Reading Program: The program lost a tutor but the existing alternate tutors will fill in for the remainder of the session.
- Parent Requests/Feedback: A volunteer JRES coach requested that the PAC supply funds to cover healthy snacks. The amount requested was over \$200. The attendees discussed whether supplying funds would set a precedent to pay for snacks for all sporting events. And the general sentiment was that parents are obligated to send healthy snacks for their own children. Also, given the late date of the request and the current budget, it is not feasible to spend the funds. Don Poelzer will send a note home with the students reminding parents to send healthy food. Tracy Meldrum motioned to reply to the request with regrets that the request cannot be approved because of the short notice.

#### **5. PLANNING**

##### **1. Fall Term Planning**

- Executive: Kerri Fraser will replace Theresa Nernberg as the PAC secretary next year.
- Carnival Committee: The Carnival will be on September 22 next year. JRES 25<sup>th</sup> anniversary will also be celebrated and the new playground will be unveiled.

- Fundraisers: There will be a Chapters fundraiser in June. A portion of all purchases made by JRES supporters at chapters for one evening will be donated to the PAC by Chapters.

## 6. GOALS

- Level Readers Primary Classes-Phase 2: Phase I level readers for the primary grades have already been ordered. Phase II, the Kindergarten readers will cost \$800. The PAC financials are low and the new books would not arrive until the new school year. There are still outstanding expenditures as well as revenue to come in for this year and the projected cash balance for next year is unknown until those can be tallied. **Tracy Meldrum motioned that the PAC defer the vote to buy Kindergarten level readers until the June PAC meeting. Claire Tosoff seconded the motion. The motion carried.**

## 7. NEW BUSINESS

- None

**7:37 Tracy Meldrum motioned to adjourn the meeting. Krystal Pearson seconded the motion. Meeting adjourned.**

## 8. NEXT MEETING DATE

- Tuesday May 10 at 6:00 pm JRES staff room or library

**ATTACHMENTS:** 2015-16 Approved Budgets, March 15 2016, DPAC meeting-@ Henry Grube