

## JRES PAC Meeting Minutes, October 13, 2015 – APPROVED FOR DISTRIBUTION

**IN ATTENDANCE:** Tracy Meldrum (PAC President), Sarah Riley (PAC Treasurer), Theresa Nernberg (PAC Secretary), Don Poelzer (JRES Principal), David Takahashi, Krista Buck (Entertainment Committee Lead), Sandra Smith, Liz Henderson, Deb Twemlow, Claire Tosoff, (DPAC Rep), Andrea Edwards, Kerrie Fraser, Krystal Pearson, Amber Hooton, Melanie Bogdan

6:05 Tracy Meldrum motioned to start the meeting, Sarah Riley seconded the motion. The meeting commenced.

### **1. ADMINISTRATIVE ITEMS**

- Welcome and Introductions: Tracy Meldrum welcomed all attendees and introduced the PAC Executive members
- Thank You Cards: Thank you cards for Nu Floors and Nat Anfield Photography were passed around to sign. Nu floors supplied carpet ends to the Grade 1 classes and Nat Anfield Photography judged the photo contest entries.

### **2. OLD BUSINESS**

- September minutes adopted: Theresa Nernberg read out a summary of the September minutes. **Claire Tosoff motioned to approve the minutes as presented with tables attached. Sarah Riley seconded. The motion carried.**
- Sports Bins: Tracy Meldrum reported that, based on teacher response and since there were no equipment losses in September, the sports bin initiative is a success. The bins currently each have 2 or 3 soccer balls and 2 playground balls; however, there will be additional equipment added depending on the needs of the classroom.
- Teacher Incentives: Tracy Meldrum recapped the issue. The PAC requested suggestions on how to modify the program it accountable and transparent. In the past, each classroom teacher, including the librarian, learning resource teacher and school secretary, were given \$100 from the PAC with the expectation that it would be used to cover classroom incidentals; however, there was no formal record keeping or accounting process. Tracy told attendees that the PAC would like to continue supplying a fund that teachers could use towards classroom costs such as supplies and field trips, but would like to change the process so that there is transparency and accountability for the spent funds. Claire Tosoff suggested using a claim form where teachers would submit receipts and describe what the funds were used for. Attendees also suggested that the form be available on-line and that deadlines for submissions be instituted. Tracy reported that the estimated cost for the program would be \$1,850. This budget encompasses last years Teacher Incentive budget and the bus allowance budget into one budget for 2015. **Tracy Meldrum motioned to earmark \$1, 850 for the 2015/2016 Teacher Incentive Program. Deb Twemlow seconded. The motion carried.**

### **3. STANDING REPORTS**

- Principal Report: Don Poelzer provided the following information to the attendees:
  - Don informed attendees that the school enrollment is currently at 430 students. One primary spot and one Grade 7 spot opened up. Attendance is expected to fluctuate throughout the year.
  - Don met with the noon hour supervisors for a re-orientation. The program was at the reminder stage. Expected student behavior was reviewed. In addition, the zones, forms and follow-up procedures were reviewed. Don also emphasized the expectation that the volunteers get involved and remain interactive with the students.
  - Don listed the new staff at the school: Brian C. (extra support for intermediate students), Darcy P. (intermediate support and primary phys-ed), Sheila M. (support for Mr. Naylor), and Heather (CEA and supervisor). He invited everyone to welcome them if you see them.
  - Volleyball is starting up. Tier 1 and 2 and a co-ed league will be run in the gym.
  - The school purchased a program called Math Corners that assists numeracy learning for one classroom. If the feedback on the program is positive, it will be purchased for additional classrooms. The program costs \$500 US per classroom.
  - More Level reader kits for the primary grades are required. The readers re-circulate between home and school and transition from grade to grade. The current readers are dated and need to be replaced. Funding for the primary grades is now a focus as the older grades are well supplied with technology resources.
  - The Christmas Concert will be held at the school this year. The concert will only include grades 4 and up. The dates are not confirmed, but will likely be the afternoon on December 9<sup>th</sup> for dress rehearsal and the afternoon of December 10<sup>th</sup> for the concert. The K to 3 classes will host individual classroom open houses.
  - Dividers will be set up in the Community Room for the One to One Reading Program, as the hallway is too distracting.
  - The school will be having a lockdown drill next week. The students will not be informed ahead of time. The lockdown announcement will be called out over the outside speakers as well. The drills are a chance for staff and students to practice what to do in the event of a real lockdown event. There were five lockdown events in Kamloops last year and

they happen for various reasons, often external to the school. The teachers will reassure the students during the drills; however, if students have anxiety over the drills please let the school know and Don will talk to the class. In the event of a real lockdown, a synervoice message would go out to all parents informing them of what is going on and if there are any alternate pick-up instructions. Instructions would depend on the nature of the emergency. In the future, care kits may be requested to prepare for any wait-in-place event where students may be detained.

- DPAC Report: The District PAC meeting is a meeting of representatives from each school in the district and the school Superintendent is present to answer any questions. The DPAC is concerned with district wide initiatives such as education, anti-bullying campaigns, etc. Claire Tosoff attended the DPAC meeting as the JRES representative and reported what was discussed to the attendees. Two major issues were discussed at the meeting.
  - The primary issue was class configuration, especially a discussion on why split classes occur and how to calm and communicate with parents. Fifty percent of classes in BC are split classes and they are based on student's needs.
  - The second issue discussed was the privacy issues related to the use of Google Accounts. The students do not use individual Gmail accounts, rather they log in with school accounts that do not provide personal information. JRES PAC attendees discussed whether parents would be interested in a demonstration. Don Poelzer provided the PAC with a link to a PowerPoint presentation that is on the school website so that concerned PAC parents could access the information.
  - Claire let attendees know that the DPAC meetings are on the 3<sup>rd</sup> Tuesday of the month and that an additional JRES voting member position is open. Tracy Meldrum asked if any attendees would be interested in being a DPAC representative. There were no volunteers at the time of the meeting.
  - Tracy Meldrum introduced new business items Stuart Wood Elementary Lunch Program and Hour of Code Initiative in conjunction with the DPAC report. The discussions for each of these items are summarized under the New Initiatives heading below.
- Teachers Report: The Teacher representative was not in attendance.
- Treasurer's Report: Sarah Riley went over 2015/2016 Approved Budgets with expenditures to date, as presented on the back of the Agenda (attached). Sarah reported the following:
  - The PAC paid membership fees (\$75), babysitting fees (\$20), Munch A Lunch fees (\$336), purchased stationary/photocopying (\$13.81) and paid for half of the sports balls purchased for the classroom sports bins (\$506.27).
  - The Playground fund received two family donations of \$500 each.
  - The movie night was a massive success. The event brought in \$1,233. A showing of the new Minions movie is planned for November.
  - The Vessy's Fall Flower Bulb Fundraiser ended and brought in \$860.
  - The PAC received \$8,360 from the BC Gaming money fund.
  - PAC total cash = \$74,414.82
  - **Claire Tosoff motioned to approve the financials as presented. Liz Henderson seconded. The motion passed.**

## OPERATIONS AND COMMUNICATIONS

### 1. October and November Events

- Hot Lunch Committee Update: The Hot Lunch Committee representative was not in attendance. Tracy Meldrum reminded attendees of the ordering cut off dates.
- Entertainment Committee Update: Krista Buck, the Entertainment Committee representative, provided attendees with an update of upcoming events.
  - There will be a movie night on November 6<sup>th</sup>. The Minions movie will be shown.
  - There will be at least one intermediate movie night this school year where parents can sign students in and chaperones will be in attendance. Parents are required to attend all other movie nights with students.
  - The Audio Scene license renewal is due on Nov. 16. It costs \$650 and includes 3 pre-release movies.
  - **Tracy Meldrum motioned to renew the Audio Scene license for \$650. Krystal Pearson seconded. The motion passed.**
  - There will be a Halloween treat day. Allergy-free options will be available. The treats will be bagged and wrapped on Oct 22 at 7 PM. The PAC will hand out the treats around lunch time on the Friday before Halloween.
  - There will be a silent auction at the Christmas concert. The teacher for each classroom will come up with a theme to prepare a basket. Attendees discussed the possibility of splitting the toy drive and silent auction baskets between the primary and intermediate grades since the concert is limited to Grades 4 to 7. The option will be considered.

- A Last Chance Christmas Craft Sale is planned for the weekend of Dec 12<sup>th</sup> from 10AM to 2PM. Invitations to buy tables have been sent to the teachers. Invitations to buy tables will then go to parents, Juniper, and finally all of Kamloops depending on table availability. The fair will include a chili concession. Don Poelzer requested that the table configuration be run past him before it is finalized. The Entertainment Committee requested donations of decorations for the event.
- **Playground Committee Update:** Tracy Meldrum reported on the status of the playground equipment fundraising. The PAC is very close to the final goal. Based on the money in the PAC accounts and the projected fundraising for November and December Option 1, the Explorer Dome, will be purchased in December and will be installed by May 2016. More details will be sent out to parents before the final purchase.
- **Safer Schools Travel Program:** Tracy Meldrum reported that no progress has been made with regard to this initiative since the last meeting. The program is a priority and needs a volunteer to lead the program, preferably a Grade 5 parent.
- **One-2-One Reading Program:** Theresa Nernberg reported that the One to One reading program is scheduled to start next week.
- **Lunch Hour Clubs:** Tracy Meldrum reported that on Monday a K to 1 Playdough Club will start. Any donations of playdough or playdough toys would be appreciated. On Friday, a Star Wars fan club will start. The club is for all ages and will include activities such as trivia and crafts. **Tracy Meldrum motioned to set aside a budget of up to \$50 for any lunch hour club this fall. Krista Buck seconded. The motion passed.**
- **Fundraisers:** The cookie dough fundraiser will run from November 2 to 15. Poinsettias will be sold through the second half of November.

## PLANNING

- **December Draft Plan:** The Christmas Concert/Silent Auction/Baskets were discussed above under the Entertainment Committee heading.

## NEW BUSINESS

- **Christmas Toys:** The Christmas Toy collection may be run by the student leadership program. There was a suggestion that since the K to 3 students will not be participating in the Christmas concert that they provide the toy donations.
- **Stewart Wood Breakfast Program:** Tracy Meldrum informed attendees that a local women's business group approached the PAC about helping out with the Stewart Wood Breakfast Club. It is unclear if there is a funding shortfall. The attendees discussed the merits of a "students helping students" opportunity. Tracy requested that the DPAC representative ask if this issue is being looked at from the district level during the next DPAC meeting. Claire Tosoff will talk to Don Poelzer and then ask the DPAC about the issue.
- **Hour of Code:** The Hour of Code initiative is on December 16. Tracy Meldrum requested that the DPAC representative ask the DPAC if there is a district wide initiative with regard to this event.
- **Lice Company:** The PAC was approached by a local company that specializes in lice control. The company will come to your house and show you how to control lice. The attendees agreed that the company information will be placed on the school information board.

**7:40 Tracy Meldrum motioned to adjourn the meeting. Theresa Nernberg seconded. Meeting adjourned.**

## NEXT MEETING DATE

- Tuesday November 9, 2015 at 6:00 pm JRES Staff Room

**ATTACHMENTS:** PAC Meeting Agenda/2015-16 Approved Budgets