



# École Inman Elementary School

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School Website: <http://inman.sd41.bc.ca>

## PAC Meeting Minutes

**Date:** Thursday March 2, 2017

**Location:** Inman Library

**Meeting Chair:** Jay Fogel

**Recorder:** Esther Norcott

**Attendance:** Jay Fogel – Treasurer, Esther Norcott – Secretary, Adrianna Constantinescu – CFP Rep, Tina Quan – Member-at-Large, Mr. Kelly Chow – Inman Principal; Parent Members – Satinder Ghataurah, Maria Ivaniuc, Melody Farbridge

### 1 Call to Order

- a. The meeting started at 7:00 pm.

### 2 Approval of Agenda

- a. Motion: Approval of agenda
  - i. *Moved: Adrianna Secoded: Jay Carried*

### 3 Approval of Dec. 1, 2016 minutes & Jan. 19, 2016 minutes

- a. Motion: Approval of minutes
  - i. *Moved: Tina Secoded: Jay Carried*

### 4 Principal's Report

- a. Will send out a breakdown of monies for teachers' wish list
- b. New school phones lines are installed and are up and running
  - i. All staff have voicemail
  - ii. They will receive an emailed voicefile of whatever message you leave
- c. FSA (Fundamental skills assessment exams) booklet and exam results will go home March 31
  - i. Have all been marked and assessed
  - ii. Whether a student wrote the exam or not, they will receive an envelope assessment
    1. Tina requested that whoever is stuffing envelopes is really careful as she once got the results of another child even though her child didn't write it
    2. Mr. Chow will doublecheck with office
- d. French Carnival
  - i. Activities to celebrate French culture, March 8-9 in the gym
  - ii. Similar to last year; activities for the whole school to participate
  - iii. There will be rotations and stations in classrooms and gym
  - iv. Adrianna said she did not see much detail on the carnival on the school calendar
    1. Mr. Chow said when the newsletter was produced it wasn't planned yet. The staff just met on Monday at lunch and are still in the planning phase

2. Adrianna said last year parents were welcome to come but nobody knew about it. Any details they could share would be nice to know.
  - Mr. Chow said that was good feedback and he would make sure that it was mentioned on the listserv and the school website. However, on the flip side sometimes there is criticism from parents hearing about school activities when the parents work and can't come. They would rather see activities in the evening.
  - Another parent mentioned that French Carnival is really a student activity at the school and not really for parents
- e. Primary Days of Music
  - i. March 7 afternoon at Kitchener school
  - ii. Students in primary grades will have an early lunch and be back by end of day
- f. Report cards go home March 31
- g. Social-emotional learning
  - i. They are discussing classroom charters at staff meetings: how do students want to feel in the classroom and what happens when someone makes them feel this way?
  - ii. 5 or 6 teachers have been trained and are sharing their expertise with the team
  - iii. The goal for end of this year is that all classes will have a classroom charter
  - iv. The staff charter has also been completed and will be shared on our website
  - v. The goal for next year is that every class will have classroom charter at the beginning of year
  - vi. Jay asked if a classroom charter is similar to a mission statement?
    1. Mr. Chow explained it was similar but uses kid language in a few words; for example, kindness and respect. It is like the kindness club and tied in to activities around school
- h. Photo Day Information
  - i. Adrianna said she never knew about photo day and felt it was too small on calendar being listed as "class and team photos". She didn't see it next to division sports.
    1. Mr. Chow said he was pretty sure something went out but he would double check. It was also tweeted out and on the school calendar and in the agendas.
    2. Adrianna said it wasn't in her agenda but other parents stated they did get a message in their agendas.

## 5 Head Teacher's Report

- a. Mrs. Giacomazza
  - i. No report at this time.

## 6 Financial Report (Jay)

- a. We are in the same position
- b. We had our first gaming grant spending on field trips and are down to \$6,843.
- c. \$1,100 came in from Purdys
- d. \$300 more from FundScrip
- e. We don't know yet how much movie night ended up being
- f. The balance is \$26,315.
- g. Jay asked Adrianna if she got the clothing cheque
- h. Mr. Chow said an email came in about the movie licenses for movie night. The movie licenses did not get renewed and needs to be renewed. Does Jaclyn facilitate that?
  - i. Jay suggested following up with Jaclyn via email as he did not know.

- i. The Teachers Wish list hasn't come in yet but will come in soon
- j. Adrianna asked what the field trip transportation was for?
  - i. Jay clarified that there were 3 trips in Oct/Nov/Dec to the pumpkin farm in Ft. Langley and to the Michael J Fox Theatre. He has a list of which divisions were involved. There is a budget for the amount each division is entitled to that ranges from \$225 to \$420 depending on the number of students. He just divided it up.
  - ii. Adrianna asked if money not used was free to use til the end of the year?
  - iii. Jay asked Mr. Chow if the teachers know how much they have left to use?
  - iv. Mr. Chow confirmed the teachers are aware of how much they have left.

## **7 Parent Volunteers**

- a. Grade 7 Parent Committee update
  - i. No update at this time.
- b. Lunch Program Committee update (written update from Christine)
  - i. They are aiming for sushi as the first hot lunch on April 13.
  - ii. They will confirm if that will work with the vendor and then send out forms after spring break.
  - iii. It will only be done with schoolcashonline as it needs to be simple. Hot lunch is not mandatory so we don't feel the need to have to do cash/cheque and it is time consuming to count it all out.
  - iv. Christine and Sara will need to find someone to coordinate it for next year once we have vendors in place as they will be phasing out their duties to ensure the transition is smooth. They will also be transitioning for the milk program and the fruit & veggie program.
  - v. Adrianna asked why they need to phase out?
    - 1. Esther explained that next year is their last year at Inman as their children will be moving on to Cascade Heights.
- c. Family Movie Night
  - i. There were 75-85 people at the last movie night but we don't have a final count of how much was taken in. There is a need to work out the licensing too.

## **8 Canadian Parents for French (CPF) Report (Adrianna)**

- a. They are planning more French classes starting in April
- b. Books were purchased by library and we donated \$250. Brenda purchased them last week
- c. The French BBQ is coming up in June at Charles Rummel
- d. Notices will be coming up for French camp for the summer.
  - i. There will be 2 weeks with French teachers at Charles Rummel and we will have to advertise. We were in the Bonsor booklet before but they won't do it anymore.
  - ii. Jay suggested speaking to the French teachers and they could put it on their blogs

## **9 DPAC Report <http://www.burnabydpac.com/>**

- a. There was no report at this time. Please refer to the DPAC website for meeting minutes.

## 10 New Business

- a. Parent requests for new school uniform
  - i. Jay said an email came in saying their child was refusing to wear their Track and Field shirt because they were hot and old.
  - ii. Mr. Chow said it wasn't the highest of priorities on our wish list but he can look into it and bring some samples.
  - iii. Tina explained that some of the shirts were polyester and some were cotton.
  - iv. Mr. Chow said he would talk to Mr. Kanno about it. In terms of timelines, it might not be for this season but it might be for next season with PAC approvals and getting them screened.
- b. Planetarium fieldtrip drivers - Grade 3 French
  - i. Adrianna explained that parent drivers were requested for a Mar 29<sup>th</sup> fieldtrip. One class has some parents to drive but the other class has very few drivers. Since the grade 3s are going to Cascade next year, is it possible to sponsor a bus with the budget surplus?
  - ii. Jay said no division has exhausted their fieldtrip funding yet.
  - iii. Another parent suggested maybe the teachers are planning another field trip where they would need a bus
  - iv. Jay said he doesn't know enough about the interaction between teachers and PAC but he isn't sure we should create precedent for additional funding.
  - v. Adrianna said budget surplus wasn't spent over the past few years
  - vi. Jay explained that, strictly speaking, money from the gaming account which is for field trips has been budgeted for buses. That has been spent every year. Transportation funding comes from the gaming grant. The gaming grant money must be used within 3 calendar years. There is no obligation to spend the money but it is just good moral practice to spend money on the kids while they are attending the school. We will also be spending money on the teacher wish list.
  - vii. Mr. Chow stated that what is getting lost here is when teachers start asking PAC to advocate for their specialty programs. We would prefer that the teachers come together and we objectively look at our priorities so we aren't competing against each other and it is a transparent process. For each field trip the teacher decides whether or not PAC donates a subsidy or the parents pay the cost for the field trip. In this case the teacher elected not to charge parents and get parent drivers instead. It's the balance of that. For next year, there have been conversations among staff about why helping students that can't afford to go on field trips isn't a priority for the PAC. On field trip forms, there is a line for parents to donate, but PAC isn't doing that. It is something to think about.
    1. Jay commented that he had understood the schools were required to ensure those who can't afford to go could go: "no child left behind". Staff had articulated that we are a community
    2. Tina mentioned that the donation line on the field trip forms is quite new. The staff has not brought this up to the PAC. The line on the forms is a good thing however she doesn't think it is the PAC responsibility: it is the responsibility of the government and they in turn fund the schools.
      - o Adrianna agreed; we are doing many fundraisers
      - o Tina said that the school board doesn't get the funding needed.
  - viii. Tina asked what the ratio is for public transit; maybe they could take transit for the field trip?
    1. Mr. Chow confirmed the ratio is 3 to 1 for primaries.

- ix. Adrianna said she understands the difficulties of field trip transportation funding
- x. Jay agreed it was financially and politically fraught
- c. Fundraising Suggestion – School Fair
  - i. Satinder suggested a school fair with pony rides. He remembered Cascade Heights had one a few years' back. The lineup on animal rides was long. The school got a lot of funding. It was at the end of the school year. They mailed flyers to all residents in the area about the burgers and ponies.
  - ii. Tina recalled doing a joint Spring Fair between Cascade and Inman 5-6 years ago. It was a lot of work and a lot of planning.
  - iii. Jay wondered who cleans up after the horses?
  - iv. Tina mentioned there is liability with bouncy castles. Too much work for liability involved.
  - v. Satinder said as a fundraising idea we can add an attraction that kids want to go on.
  - vi. Jay thought a fair would be possible for next year to allow sufficient planning time. He guessed there needs to be liability waivers and permits for livestock on school property.
  - vii. Satinder thought the pony ride company had their own crew for setup and cleanup.
  - viii. Jay asked Satinder if he knew anyone who was involved and how long it took to plan?
    - 1. Satinder replied he did not know anyone at Cascade involved.
    - 2. Esther said she would email Heidi as she goes to the Cascade PAC meetings.
- d. Jay asked Adrianna for April speaker posters on behalf of Jaclyn
- e. Purdy's for Easter or Mother's Day?
  - i. Jaclyn said that it was fine to do it
  - ii. Jay wondered if they had any volunteers
  - iii. Esther said she and Christine can do it

## **11 Proposed Next Meeting Dates & Meeting Adjournment**

- a. Next meeting dates: Apr. 6, 2017; AGM May 18, 2017
- b. Meeting adjourned at 8:00 pm.