

Brentwood Elementary PAC

AGM Meeting Minutes

May 24th 2016

Opening

The meeting of the Brentwood Elementary PAC was called to order at 7pm on May 24th 2016 in the Brentwood Elementary School Multi Purpose Room (MPR) by Michelle Martin.

Present

Michelle Martin – PAC President

Kelly Hoffman – Past President

Amanda Beck – Recording Secretary

Shannon Rennie – Treasurer

Zandra Paul – First Nations Rep

Heidi Giesbrecht – Member at large

Emma Shearing – Fun Lunch Coordinator

Riki Peacock

Michelle Cooper

Jeanie Tate

Crystal Lee

Robin Mohr

Heidi Hitchcock

Meada Harrington

School/Administration Staff

Shelley Hardcastle – Principal

Apologies

Julie Ethier – Correspondence Secretary

Approval of Agenda

Motion to approve AGM agenda (AB, KH): **PASSED**

Approval of Minutes of last meeting

Motion to approve January minutes (SR, HG): **PASSED**

School Administration report

Shelley presented the School administration report – copy attached.

Treasurers report

Reflex Math paid from gaming – SH to sort with MM this week.

Gaming account balance: \$20,021.00

General account balance: \$10,472.50

Reflex Math donations via fun lunch was \$750.

A third party should be auditing our financial (in the bylaws). This should be done annually. **Action:** SR to arrange via a swap between COPACS.

Correspondence Secretary's report

No report.

Fundraising report

No report.

Volunteer/Class Rep report

No report.

A year in review

- a) **B-Kind** - \$40 loss but we still hold some stock
- b) **Coupon Books** - \$1862.50 profit
- c) **Donate now button on fun lunch forms** - \$750 over the year
- d) **Dance for Reflex Math**- went well, despite hiccups with date, time & pizza!
- e) **Fruit Growers \$30k donation** – Buying several items including electronic sign, kiln, outdoor classroom area, water bottle filling stations and beautification of the front entrance.
- f) **Wine night & Parent Social** – cancelled due to clashing dates and lack of interest. MM talking with Bayside & Stelly's about a large dance next year together.
- g) **Hampers** – lots of help this year.
- h) **PISE** – run for all grades this year.
- i) **Fun Lunch** – Many thanks to Emma! AB presented a spreadsheet of analysis of income and number of lunches ordered by month – copy attached.

PAC Events/Discussion

- a) **PAC Notifications** - It was suggested by several people that they don't know what's going on with the school. We need to post on our website and Facebook page more consistently.
- b) **Fun Day June 24th** - KH will be running Fun Day this year. Volunteerspot will be used for assigning jobs.
 - a. **Kitchen cleaning day** – June 20th

- c) **Executive nominations** – all nominations passed (no objections)
 - a. President – Michelle Martin
 - b. Vice President – Emma Shearing
 - c. Treasurer – Shannon Rennie
 - d. Correspondence Secretary – Julie Ethier
 - e. Recording Secretary – Amanda Beck
 - f. COPACS Rep – Kelly Hoffman
 - g. Members at Large – Lindsay Tusche & Heidi Giesbrecht
 - h. First Nations Rep – Vacant (Zandra will try and recruit)
- d) **Meetings** – MM to coordinate with Bayside and Stelly's to sort dates for meetings to try and accommodate more people. Use Doodle for finding best times?
- e) **Budget meeting** - scheduled for June 6th (provisional) in the morning. MM to confirm.
- f) **Service Assembly**
 - a. Parents graduating – KH/SH discussed names of graduating parents.
 - b. Teacher/staff retirements – KH/SH to discuss.
- g) **Staff funding requests** – Funding requirements are presented to the school in November and February.
- h) **Class Reps poster for school entrance** – Crystal Lee volunteered to make a poster in September with photos etc. of all class reps.

Adjournment

Meeting was adjourned at 8:25pm by Kelly Hoffman. The next general meeting will be at 7pm on June 21st, 2016, in the Multi Purpose Room (MPR).

Minutes submitted by: Amanda Beck

Approved by: Michelle Martin

Administration Report May 2016

- we will be welcoming a new Vice Principal, Dale Jarvis, to our school in September. She comes from Sidney School where she is currently the Vice Principal.
- Mrs. Sinclair-Wise has been in a temporary Vice Principal Position and will resume her teaching duties at the school. We would like to acknowledge the excellent job she has done in her role at the school and thank her for the many things she has done (and continues to do) for students and families.
- phasing out School Newsletter - June will be the final newsletter as all information is posted on the Website and distributed by email via class teachers and/or reps - very redundant. Also with new electronic sign more info will be posted outside for public as well
- thank you for the Teacher Appreciation Luncheon - much enjoyed by all!!
- Kindergarten Orientation - successful afternoon and great to greet our 38 new families - Thank you Michelle for attending and speaking about the role of PAC. Looking forward to having our new Kindies in Sept.
- **School Organization and Student Placement-** We are making preliminary plans for school organization for the next school year. The school-based team, which includes Classroom Teachers, Learning Assistance Teachers, Integration Support Teachers and the School Administration spend significant time creating class lists for the next year. We will review these lists early in September 2016. The lists will remain **confidential** until we are ready to move students to their new Classes during the first week of school.

The goal is to create balanced classes with attention to:

- Intellectual/academic learning needs
 - Gender balance
 - Behavioural needs
 - Social/Emotional strengths and needs
 - Friendships
 - Opportunities to make new friendships
 - Cultural diversity
- Thank you to Mrs. Blackie, Mrs. Comer, Mrs. Westwood and Ms. Scott for organizing the talent show!
 - Thank you to Mrs. Sinclair-Wise, Mrs. Brown, Mrs. Blackie and all of the Grade 5 parent chaperons who attended Camp last week. A great time had by all!
 - Thank you also to the fundraising efforts of the Grade 5 parents who raised money to support Camp and other Grade 5 year end activities.
 - Thank you to Ms. Lampard and Ms. Mack for organizing a very successful Aboriginal Awareness Month - students and staff participated in weekly activities including the Bone Game, Storytelling and Drumming, Inuit Games and Arctic Winter Games, Pow Wow Dancing, Fried Bread and PomPoms. What a wonderful way to gain increased knowledge about Indigenous Culture!
 - UVIC Track Meet - June 9 - all day
 - hoping to have some parent volunteers - (5- 6)
 - Service Assembly - June 22 - 12:30
 - Grade 5 Farewell followed by Grade 5 Picnic - June 28 - 10 am
 - Last Day of School - Community Pancake Breakfast - Staff invites the students and their families to a Pancake Breakfast

MONTH	NO OF LUNCHESES	TOTAL REVENUE	REFLEX MATH	MOST LUNCHESES PER DIV
Oct-15	185	\$ 1,330.75	\$ 245.00	Sinclair-Wise
Nov-15	169	\$ 1,156.50	\$ 115.00	Sinclair-Wise
Jan-16	203	\$ 1,383.50	\$ 155.00	Sinclair-Wise
Feb-16	140	\$ 943.50	\$ 100.00	Scott
Apr-16	149	\$ 1,024.75	\$ 80.00	Macgregor
May-16	141	\$ 946.25	\$ 55.00	Gregory
	987	\$ 6,785.25	\$ 750.00	

