

Brentwood Elementary PAC

Meeting Minutes
October 27th 2015

Opening

The meeting of the Brentwood Elementary PAC was called to order at 7pm on October 27th 2015 in the Brentwood Elementary School Multi Purpose Room (MPR) by Michelle Martin.

Present

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| Michelle Martin – PAC President | Eva Jaycox |
| Kelly Hoffman – Past President | |
| Shannon Rennie – Treasurer | <i>School/Administration Staff</i> |
| Amanda Beck – Recording Secretary | Shelley Hardcastle - Principal |
| Julie Ethier – Correspondence Secretary | Leila Sinclair-Wise – Vice Principal |
| Lindsay Tusche | |

Approval of Agenda

Motion to approve October agenda (LT, SR): **PASSED**

Approval of Minutes of last meeting

Motion to approve September minutes (JE, LT): **PASSED**

School Administration report

Shelley presented the School administration report – copy attached.

We had originally decided to fund a memorial bench and tree for Peter (custodian who passed away) by the sales of B-Kind T-shirts. It transpires that the district have a bench and a tree so the fundraising is no longer needed for this so it has been switched to Reflex Math. We have ordered mugs, water bottles and t-shirt samples. Sales will also happen on Thursday & Friday, 5th & 6th November. AB will also put them on the website for sale. **Action:** AB/HG

JE asked about Freshgrade for teacher reporting to parents. SH commented that the school is looking into suitability etc. The district is doing a pilot project with 1 class per school. The cost is \$3 per student.

Treasurers report

SR attended the COPACS meeting. Discovered 2 people should be printing bank statements. Other suggestions include cheque presentations at the meeting for a clear picture of who is being paid etc. **Action:** SR to do this for next time.

SR also found out we can use the gaming money for busses and field trips as long as it is properly recorded (invoice/receipt). School/teachers would need to submit a request each time.

As general account money has been freed up by removing field trips, some money will be able to go back into the Reflex Math pot – however, we will continue fundraising for Reflex Math as there is likely to still be a shortfall.

General account balance: \$14,946

\$1060 to come in from Paypal for Fun Lunch & Reflex Math donations.

Gaming account balance: \$25,248

Reflex Math funding was discussed – ideas were to add specific Reflex Math fundraising ‘donation points’ at each fundraising event, along with a donate button on the PAC website. The PAC cannot afford to fund Reflex Math as the Budget currently stands. We need to find new ways to fundraise – possibly asking parents for direct donations.

Fun lunch monies should be reconciled (cash and online). **Action:** AB to send total each month with split between Paypal and cash.

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

SR presented statements for both accounts at Island Savings – copy attached.

KH reported that \$1787.50 is our profit from the SaveAround coupon books – a great result! Much better than previous years.

Correspondence Secretary’s report

Nothing to report.

Volunteer/Class Rep report

Class Reps, Safe Arrival and Crossing Guard programs are now all filled.

New Business

LSW reported that PISE want to do a pre/post assessment in January. Maybe get him to come to a PAC meeting to report? **Action:** LSW to ask Chris.

Should we make it Pizza Day all year instead of different fun lunches each month?

Action: MM to discuss with ES.

Earthquake kit replenishment. **Action:** KH to speak to Katrina.

KH commented that COPACS would pay for paper used by the pa (labels etc). Receipts should be submitted.

PAC Events/Discussion

Wine night is on Sunday 22nd November, 4-6pm at Zanzibar. Tickets are available on the PAC website. We are looking for volunteers with Serving it Right. 20 tickets sold already – maximum of 50 available.

The PAC was asked to fund the Native Arts Event and it was decided to go ahead. **Motion** to accept the funding request. **Passed** unanimously.

Discussion about hampers. Donations and volunteers have both dwindled significantly. It was suggested that maybe the collections would go to the Sidney Lions Food Bank.

Action: SH to contact Sidney Lions. Incentives discussed including Giving Tree, Food Tower etc. Monday 14th December 6-8pm is proposed as the packing night. **Action:** MM to send class rep email asking for volunteers.

MM is going to start doing video blogs. **Action:** AB to add Blog section to website.

Adjournment

Meeting was adjourned at 8:17pm by Michelle Martin. The next general meeting will be at 7pm on November 24th, 2015, in the Multi Purpose Room (MPR).

Minutes submitted by: Amanda Beck

Approved by: Michelle Martin

Notes for November PAC Meeting 2015

- Thank you to the continued support from PAC
- Thank you for supporting our Full Circle Moccasin Trek Artist last week. All students enjoyed and participated in a school assembly with a special guest who did Squamish Storytelling. Each class then had an opportunity to either participate in Metis Jigging or Powwow Dancing. Fantastic feedback from staff and students – thank you to Aimmee Lampard and Megan Supernault for organizing this great day.
- Indoor Soccer Jamboree coming up – possibly last week of Nov or first in Dec
- Professional Development – Friday staff attended a variety of conferences
- Math, Self-Regulation
- continue with staff book club focusing on Mindset and Mindset in the classroom. Video if time to show some of the student learning around this concept
- Policy 1100 Meeting – Monday, November 2 @ 7 pm – Bayside
 - all PAC Exec welcome to attend
 - a chance to gather as school administrators and members of Parent Advisory Council executives, joined by district executive, trustees and partner group representatives, for our annual parent involvement meeting. This meeting, as described in Board Policy 1100 - Parent Involvement, occurs every fall so that we can review district and ministry directions and the key role of parents and PACs.

The program for that evening will be in three parts:

1. Overview of district directions and PAC/COPACS initiatives
2. A presentation on the Ministry of Education's new directions with curriculum and assessment
3. An opportunity for table talk on issues of interest or concern for parent participants

- First Elder's Tea on Monday
- Boys and Girls Club continue to support our student population with games at lunch on two days a week – one day is by invitation and one is open to anyone
- Photo re-take day on Wednesday (Tomorrow)
- Early Closing on Wednesday
- Pumpkin Run 10:45 Thursday
- Halloween Safety 9:00 am on Friday
- Halloween Parade on Friday afternoon 2pm
- November 4th is Math Morning
- Conferences with parents have been taking place over the past month – some still to come – teachers will contact parents to inform them of how their class will proceed
- Report Cards will be sent out on or before November 30
- Family Craft Night – December 15th – 5:30 – 7:00