

# Brentwood Elementary PAC

Meeting Minutes  
May 30<sup>th</sup> 2017

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7.04pm on May 30<sup>th</sup>, 2017 in the Brentwood Elementary School MPR by Michelle Martin.

## Present

Michelle Martin – PAC President  
Emma Sharp – PAC Vice President  
Christine Norman – Recording Secretary  
Michelle Cooper – Treasurer  
Julie Ethier – Correspondence Secretary  
Charlene Rozon – Member At Large  
Riki Peacock  
Kelly Hoffman – COPACS Rep  
Jeanie Tate  
Bonnie Doyle – Member At Large

Pam Carvalho  
Caitlyn Addlestone

**School/Administration Staff**  
Shelley Hardcastle – Principal  
Dale Jarvis – Vice Principal

## Approval of Agenda

**Motion** to approve meeting agenda (RP, ES): **PASSED**

## Approval of Minutes of last meeting

**Motion** to approve April minutes (CR, ES): **PASSED**

## School Administration report

Shelley presented the School administration report – copy attached.

## Treasurer's report

Michelle presented Budget Report – income statement to come

Overview of reporting period 2016-07-01 to 2017-05-30 revenue and operating expenses.

## COPACS report

Kelly – Many changes and topics happening within the COPACS currently including next years budget, student grants and turnover of COPACS members. There has been a full turnover of all members of the COPACS and everyone is adjusting to the new positions and changes.

Kelly will present a full report next PAC meeting.

## Correspondence Secretary's report

No report.

## Fundraising report

Poppy photography fundraiser did not go well. Being a set day, in studio and on a long weekend there was a lack of interest in the photo sessions.

Bonnie spoke with both Monks and Staples in regards to the school supply ordering options. Both options were compared and the PAC agreed Monks was the better offer to present to families. Bonnie will organize information for parents.

Bonnie presented fundraising idea of Mabel's Labels. The PAC will receive 20% of all sales of labels. The PAC agreed this was a good fundraiser. Bonnie will organize information to present to parents.

Fun Day – The PAC will be setting up a small concession from 9am-11:30am during the Fun Day festivities. There will be a watermelon station and children will receive a stamp upon receiving their watermelon. There will also be popcorn, chips, freezies and various other snacks available at the concession. Parents volunteers are still needed to help run the concession. Caitlyn and Pam will run the watermelon station. Jeanie will be in charge of running the popcorn.

The PAC discussed reminding families about the PAC's CO-OP number. The number is 2050.

## PAC Events/Discussion

PAC will fund new BKind T-shirts for everyone next year. The funds will come from Gaming as it benefits the whole school. Lindsay Tusche will measure children to figure out sizes for all children in September.

Wheelchair basketball is going ahead for the whole school – June 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>

The PAC discussed the difficulty of finding volunteers for the Parent Volunteer Assisting Student Crossing Guards Programs. It was discussed the need for this position to have consistent and committed volunteers as it is an essential service to the school community. Charlene brought a motion forward to provide an honorarium of \$300 for the remainder of May and June. Emma seconded the motion. It was voted all in favour by all members of the attending PAC. PAC to discuss the position for September at the AGM in June.

## Adjournment

Meeting was adjourned at 8:05pm by Michelle Martin. The AGM will be at 7pm on June 19<sup>th</sup>, 2017, in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Michelle Martin