

# Brentwood Elementary PAC

Meeting Minutes  
September 26<sup>th</sup>, 2017

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7.04pm on September 26<sup>th</sup>, 2017 in the Brentwood Elementary School MPR by Michelle Martin.

## Present

Michelle Martin – PAC Co-President  
Emma Sharp – PAC Co-President  
Christine Norman – Recording Secretary  
Michelle Cooper – Treasurer  
Niki McIlveen-COPACS Rep  
Charlene Rozon – Member At Large  
Riki Peacock  
Bethany Mackie  
Meghan Andersen  
Melissa Coates –Active & Safe Route

Lisa Martin  
Pam Carvalho  
Caitlyn Addlestone

## School/Administration Staff

Shelley Hardcastle – Principal  
Sara Jolivet – Vice Principal

## Approval of Agenda

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

## Approval of Minutes of last meeting

**Motion** to approve June minutes (MM, CN): **PASSED**

### Approval of New Executive

New executive to pass: **Motion** to approve (ES, CA) **PASSED**

CO-Presidents – Michelle Martin/Emma Sharp

Recording Secretary – Christine Norman

Treasurer – Michelle Cooper

Members At Large – Bonnie Doyle/Charlene Rozon

COPACS – Niki McIlveen

Website Coordinator – Michelle Cooper

First Nations Representative - Vacant

Michelle Cooper is taking over for Shannon Rennie as Treasurer. **Motion** to approve (ES,RP) **PASSED**

### Active and Safe Route

Melissa provided update on Active and Safe Route Project. The pilot project for this program is ending at the end of this year. There will be a follow up survey with parents to compare with baseline. The program also has many prizes and incentives if the school wants to use them.

Walk and Wheel to school is next week. If school wants to participate a poster can be placed in the school and children can add stickers to the poster when they walk and wheel to school.

Other projects the school can participate in include: Drive to Five. The library is on board with having the parking lot as a drop off point. Michelle will check with other parents about walking with children from the library. Possibly a walking school bus.

School can create an art project along the path from Knute Way. Volunteers would be needed for this.

### School Administration report

Shelley presented the School administration report – copy attached.

## Treasurer's report

Michelle presented overview of 2016-2017 budget – Income Statement Presented

**Motion** to approve 2016-2017 budget (NM, ES) **PASSED**

Michelle presented proposal of 2017-2018 budget – Income Statement Presented

**Motion** to approve 2017-2018 budget (MM, NM) **PASSED**

Thank you to Shannon, Amanda and Kelly for all your help through the transition to the new PAC Treasurer

Michelle will be looking into how to separate online PayPal donations from regular payments to the PAC for more detailed reporting

## COPACS report

Niki – COPACS is just getting started and organized. There is a completely new COPACS Executive

COPACS would like to encourage all parents to come out and get to know COPACS and see what it is all about. The next meeting is being held October 5<sup>th</sup>, 2017 at Keating. The new superintendent for the school district will be there for discussion.

There will be a Q & A with Adam Oleson coming up. This will be a child focused question and answer period. Date to be determined.

An ED-Camps conference is coming up on October 14<sup>th</sup>, 2017 at Royal Oak Middle School. This is a free workshop for parents and educators to learn and network.

## Fundraising report

Bonnie organized and set up Monks school supply fundraiser. The PAC received \$528.89 from Monks.

Bonnie organized and set up Mables Labels fundraiser. The PAC has received \$162.46 so far. This fundraiser is ongoing and will continue to net profits as parents order labels. The PAC will advertise before Christmas about the labels.

Fun Day – Lindsay, Claudia and Amanda would like to bring full concession back for 2018 Fun Day. They will coordinate with teachers for organization details.

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

Halloween School Dance – The date for the school dance has been changed to Friday October 27<sup>th</sup>, 2017. The school dance will be a fundraiser for Reflex Math.

### PAC Events/Discussion

Children have been measured for B-Kind t-shirts and t-shirts have been ordered.

Crossing Guard Update – Most positions have been filled by parent volunteers. The Moss family has been filling in empty spaces when needed. The PAC is still looking for volunteers for Wednesday mornings and every other Friday morning as well as Monday, Thursday and Friday afternoons.

Jillian Chader is not available to do a play/performance with the school this year. The PAC will look into seeing if she is available for a play/performance for the 2018 Winter/Christmas season. The PAC will look into other ideas/suggestions for an artist in residence for this school year. More ideas/suggestions to be discussed at the October PAC meeting.

TD Bank Grant- The TD Bank Grant is given to schools for environmental ideas and projects. The school has applied for the grant with the support of Growing Young Farmers for a garden and are awaiting approval.

School staff to discuss with Karen about creating a nicer space on the bulletin boards in the front lobby and updating the PAC board with pictures and meeting information.

### Adjournment

Meeting was adjourned at 8:39pm by Michelle Martin. The AGM will be at 7pm on October 24<sup>th</sup>, 2017 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Michelle Martin