

Brentwood PAC

Brentwood Elementary School Parents Advisory Council

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2018-19 School Year

What is the Brentwood PAC?

The PAC (Parent Advisory Council) is a forum within each school community which exists to discuss matters affecting the school and the education of your children. Parents' voices are a tremendous value to their school, offering a wealth of ideas and support in the challenges that face all public schools.

Brentwood PAC aims to contribute to the benefit of all students at Brentwood School by providing opportunities to communicate more with parents and guardians about the school, involving parents in volunteer activities and decision making and openly discussing parents' concerns and aspirations for their schools. The PAC will also support the local community and the diversity within it.

Goal #1 - Education and Well Being of students at Brentwood Bay Elementary School:

Purchase items for all students, provide an opportunity to purchase fun lunch and popcorn once a month, promote and support extra-curricular arts programs, promote and support safety and understanding for children through Safe K.I.D.S and other extra-curricular sessions.

Goal #2 - Promoting Effective Communication:

News as it happens posted on the school website and posted on the **Brentwood Elementary PAC Facebook page** (<https://www.facebook.com/brentwoodpac>), promoting PAC meetings and attendance and supplementing with an agenda and minutes, bring funding decisions to parents outside of meetings via website, Facebook and paper notices if necessary.

Fundraising:

Raise money through events and donations to support funding for school, provide efficiency in the PAC operation to reduce waste and costs to reduce overheads, aim to be smarter about raising money, with less parent contribution directly, more payment for service or using business funds (negotiating deals with suppliers, look for business donations).

Supporting the Community:

Keep services local like bank accounts, food purchases etc. to support the community and build a relationship. Each year a PAC meeting is held at Tsartlip Cultural Centre.

Who is the Brentwood PAC Team? (SEE PAC Facebook Page and WEBSITE FOR MORE INFO)

There are several components to the PAC team which all work together to provide the best support we can to the parents and guardians and students as well as the school teachers and administration.

The **Executive** members lead the PAC operation and guide decision making. The positions are President, Vice President, Treasurer, Recording Secretary, COPACS representative, First Nations representative and members at large. These are the busiest group in the PAC between 1 hour and 5 hours per week depending on the position, coordinating meetings, meeting with parents and the administration, preparing communications, managing the finances and working on the website and attending executive and regular PAC meetings.

Coordinators are responsible for the various activities PAC provides or supports throughout the school including PAC fun lunch, popcorn day, the safe arrival program, library volunteers, crossing guards, forgotten lunch etc. The coordinators organize the activity or their part of it and ensure it runs smoothly. Time engaged with the PAC varies depending on the activity.

Class Representatives are the local link between the classroom and the parents and will help with communication between class/teacher and parents and guardians. There is one class rep per classroom, though the position can be shared and the activities will vary depending on the teacher/class. Throughout the year Class Reps will be in touch with parents about a variety of things like the PAC News, volunteer opportunities or upcoming events. Class Reps are encouraged to attend the monthly PAC meetings or to contact the PAC Executive with classroom feedback at any time.

Parent Helpers (Volunteers) can help out with activities at any time that is convenient to them; there is no requirement to attend regular meetings. Helping out with activities is a great way to get to know the school and the teachers and really helps the activities run smoothly.

More information and a list of positions and people can be found on the PAC website, brentwoodpac.ca

Contacting the PAC Team

Contact the PAC Executive anytime if you have questions through e-mail president@brentwoodpac.ca, through the PAC Facebook page or leave a note in the silver PAC box outside the school office or catch us in the hallways. There is also a contact form on the website brentwoodpac.ca which is also a good place to start if you need more information.

Communication

In order to save paper and be more effective in communicating we will be communicating via email, website and Facebook. In order to be informed make sure you give your class rep your email address, like our Facebook page and sign up to get auto from the school website which can be found here: https://brentwood.sd63.bc.ca/blocks/forum_email/subscribe.php?id=1

What are the PAC Activities for Kids?

PAC Lunch

The 3rd Wednesday of the month, students have the opportunity to order a “Fun Lunch” organized by the PAC.

You will be notified that the online fun lunch ordering has started on our PAC Facebook Page and at brentwoodpac.ca. There will be paper forms that can be picked up at the front entry of the school on the PAC bulletin board for those parents that prefer to order that way.

On Lunch day, volunteers will deliver lunches to student desks or spots. Undelivered lunches are always available for pick-up in the kitchen fridge by 12:00 on Lunch day.

Popcorn Day

PAC supports a Popcorn Day the last Wednesday of every month starting in October. Popcorn can be pre-ordered on the website brentwoodpac.ca or by purchasing popcorn on the day. Bags are \$1.00 each (50c for Kindergarten students). In March the popcorn is free!

Family Dance

We will be having a family dance Friday, October 26th from 5-7pm. We would like to thank Gary Moss who is a dad at our school and owns Mossy Oak Studios is donating his equipment and time to help the PAC raise money. This will be a Halloween dance so have your kids come in costume if they wish. Entry is by donation. There will be snacks to purchase. It was a great time last year and we are hoping for even a better time this year.

Fun Day

This day happens close to the end of the year in June and is a morning of fun activities for the children. The PAC is responsible for running a concession stand with popcorn, candy bags, drinks and coffee and also a lunch that can be purchased. We will be asking for help closer to the day

PAC Assisted School Programs – We need your HELP!

Safe Arrival Program

The Safe Arrival Program (SAP) is a system that enables the school to detect a child's unexcused absence and initiate immediate action to notify children's homes. The program ensures that the school and parents know a child's whereabouts and help detect if something has happened to the child between home and school.

Parents are requested to leave a message on the school Safe Arrival line before 8:40am on days that their student will be absent or late. Parents and guardians will be contacted if the student is missing and the parent does not phone in.

Parent volunteers are present in the Safe Arrival Room each morning located across from the photocopy room near the office. Parents who volunteer for this position will be needed from about 8:35-9:30 most days sometimes a little longer depending on how many children are away or late.

Students who do arrive late are required to check in with the SAP volunteer. Students are not permitted to enter classrooms without a late slip after the second bell.

Crossing Guard

As you may notice there are two cross walks by our school on either end of Fairways (most schools have one). The school district gives funding to have 1 paid crossing guard which is usually the person you see on the corner of Wallace and West Saanich which leaves the cross walk in front of the school in need of a crossing guard. The shifts are in the morning from 8:15-8:35 and after school 2:40-3:00.

Forgotten Lunch

This is a very important program. The PAC has food we keep on hand for those children that may not have a lunch or have forgotten their lunch. It is confidential and the parent will be notified if their child has received a lunch. The volunteer for this position will be given a grocery card and just has to make sure the food is stocked.

Where does the PAC Funding and Donations go in the School?

Nice-to-Have Funding

PAC supports teachers by providing funds for purchasing other nice to have items for the classroom. These vary by teacher and include craft materials, items related to a particular educational theme for the year and learning support materials the teachers feel will be of benefit.

Field Trip Funds

PAC provides supplementary financial support for field trips. The school administration receives a set amount per student from the district, and from the Brentwood PAC. Amounts donated by the PAC will be published each year.

Other Spending Requests

Teachers and staff have the opportunity to request funds from the PAC for educationally related items. Past examples have included reading books, a laminator, pencil sharpeners, school wide activities, etc.

Fundraising

PAC applies for the lottery grant every year and usually receives around \$15 per student, which for our school is around \$5,000. In order to provide funds outside of the standard gaming allocation we need to raise funds. Over the years the PAC has found a balance of fundraising through provision of concessions and services like hot lunch and popcorn monthly and in June, the fun day barbeque. We have also set up loyalty schemes with the Coop and Thrifty Foods for example and take some support through the coupon book sales in September.

PAC operates and supports many programs during the year and all money raised goes into the programs and events apart from a small amount for office supplies and other items that are needed to run the PAC. You can see how much it takes to run the PAC, how much money we have raised and how much we have donated to the school on the website brentwoodpac.ca

Fundraising guidelines can be found on the website or on request from any member of the PAC executive team.

Some additional items that the PAC is able to provide funding for include:

- Library books
- Art & music instruction
- Earthquake supplies
- Forgotten lunch program
- Classroom technology
- Field trip funds including bus rentals
- Recess toys and equipment
- The First Nations Reading Club

School Kitchen

The Brentwood kitchen is a shared space for the entire school. The PAC ensures that the kitchen is tidy following any PAC activities.

Other PAC Events to keep in mind

PAC Meetings (LAST TUESDAY OF EVERY MONTH)

The PAC meetings are held the last Tuesday of the month from 7-8pm in the multi-purpose room. These are a great way to come out and let us know what you would like to see happen, how you can help or to address any concerns you have. We would love to see everyone there.

Parent Social (FEBRUARY)

Get your babysitters lined up for February – we will confirm the time soon! With the purchase of a ticket you will get a burger and beer (burger selection will be chicken, veggie or beef). There will also be a silent auction and 50/50. The PAC has held this event for a couple of years and it was a great way for the parents of Brentwood Elementary to come together for a good cause! Be sure to invite your friends. Tickets information will follow closer to the event time.

Teachers Lunch (MAY)

This is a great opportunity to do a little something special for the staff and teachers that have worked so hard this year with our kids. Each year we host a lunch honoring the spectacular Brentwood staff. The event is to take place in May and we have decided to stick to the same format as last year. We know everyone is busy so to try to accommodate this, instead of asking people to make a dish, we are asking for money donation or desert. The PAC will use the donations to buy the lunch. We will be asking for volunteers closer to the day but just wanted to give everyone the heads up.