

# Brentwood Elementary PAC

Meeting Minutes  
September 25, 2018

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7.01pm on September 25<sup>th</sup>, 2018 in the Brentwood Elementary School MPR by Emma Sharp. Welcome to everyone. Introductions of PAC members, school administration and parents present.

## Present

Emma Sharp – President	Amanda Dunham
Christine Norman – Recording Secretary	Robyn Larose
Michelle Cooper – Treasurer	Kathryn Alvarez
Heather Wood – Member At Large	Erin Davis
Bonnie Doyle – Vice President	Chris Wignall
Pam Carvalho – Member At Large	Kelly Saindon
Caitlyn Addlestone- Member At Large	Joan Potvin
Tessa Lainsbury	Julie Madsen
Chantell Lee	Sarah Lefebvre
Jennifer Hodgkinson	
Niki McIlveen – COPAC Rep	
<b>School/Administration Staff</b>	
Shirley Elm– Principal	Sara Jolivet – Vice Principal

## Approval of Agenda

**Motion** to approve meeting agenda – Emma

2<sup>nd</sup> – Niki and Bonnie

**PASSED**

## Approval of Minutes of last meeting

**Motion** to approve AGM minutes – Emma

2<sup>nd</sup> – Michelle and Christine

**PASSED**

## School Administration report

Shirley

- a) Welcome and introduction

- b) September overview. Kids and teachers are feeling more settled. Routines, rules and expectations are being established. Great start to the year.
- c) The school has a position open for a student playground monitor. This is a paid position for about an hour during the recess and lunch period starting at 11:14am. Will be advertising position.

Sara

- a) Welcome and introduction
- b) Feeling a great sense of community at Brentwood
- c) School will be looking for helpers for various positions thru the year like hot lunch, etc.
- d) School administration is open to feedback and suggestions.

## COPAC Report

Niki

- a) Overall description of what COPACS is.
- b) With the upcoming municipality elections we will be electing School Board Trustees. There are three people running. Two will be elected. Central Saanich Community Association and Stelly's Secondary School will be hosting an all candidates debate October 16<sup>th</sup> 7pm to 9pm. The Saanich Inlet Protection Society is holding an all candidates meeting on Saturday October 6<sup>th</sup> at 7pm at the Brentwood Community Hall.
- c) BCTF is offering a variety of parent presentations. The workshop topics can be accessed on the BCTF website and have many different topics such as anxiety, internet security, etc.
- d) FSA tests for grades 4 and 7 will be sent out soon. The FSA tests are standardized tests that give a snapshot of where the children are. Brentwood Elementary has a high participation level generally.
- e) BCCPAC has the Policy 1100 Meeting coming up on October 24<sup>th</sup> at Bayside Middle School. The meeting is open to administration, PAC, parents, etc. The topic of the meeting is Student Voices. The Policy 1100 meeting are very informative. Childcare is also available.
- f) Adam Olsen is hosting a meeting on October 18<sup>th</sup> at 7pm. Location to be announced. The meeting is going to be driven by parents, hearing what parents want. PAC chairs are invited.

## Treasurer Report

- a) General Account Update: Michelle reviewed and discussed overall general account information and balance. The signing authority on the account has been changed. Michelle Martin's signing authority was removed from the account and Emma was added on. Bonnie and Michelle Cooper also remain on the account with signing authority.
- b) Gaming Account Update: Michelle discussed and reviewed over gaming account information and balance. The gaming application has been submitted and the PAC is awaiting approval and payment.
- c) Approval of 2017/2018 Budget: Motion to approve finalized 2017/2018 budget – Michelle 2<sup>nd</sup> – Emma and Caitlyn Motion passed.
- d) Audit of 2017/2018 PAC Activities: Michelle proposed we have an audit/review of the PAC's transactions of the year as stated in the constitution. Emma is going to discuss with COPACS what the process is for this and what exactly this looks like.
- e) Review of 2018/2019 Budget: Review of budget held over until next meeting.

## Topics for Discussion/Updates

- a) Crossing Guards (Emma and Bonnie): The PAC has had great difficulty the last couple of years filling spaces for the crossing guard duties. During the summer Bonnie and Emma met with Niall Patel. The discussion revolved around accessing municipality budget money to fund the crossing guard in front of the school. View Royal is one municipality that does this already. After the election the PAC would like to go to council to propose accessing funding for a community crossing guard. The shifts for the crossing guard that currently still need to be covered are Tuesday and Thursday afternoons and every other Friday both morning and afternoon. PAC will be looking into the logistics of using volunteers from the community as crossing guards such as criminal record checks.
- b) Popcorn Day (Emma): The PAC is using a new online ordering system for fun lunch and popcorn days. The program is Munchalunch. Popcorn Day has a fabulous group of volunteers running it. Previous years popcorn day was on Wednesday. This year to accommodate volunteer availability popcorn day will be Mondays.
- c) Fun Lunch Update (Pam and Caitlyn): With the new Munchalunch program ordering has been easier for parents to order. The backend is more complicated and the PAC cannot have two programs open at the same time such as fun lunch and popcorn days. The program is on a three month trial. Pam and Caitlyn have been looking into another program hotlunches.net. It appears to be an overall better program. Pam and Caitlyn will continue to research the online lunch programs and decide how best to proceed thru the year.
- d) Save Around Books Fundraising (Pam): The Save Around Coupon program has changed their layout. They are no longer doing paper books. The PAC would choose 20 coupons and have a brochure printed out for the school. People who purchase the brochure will also be able to access an online app program. The cost is \$20 and the PAC receives \$10.

The overall consensus of PAC members is that the new layout will not be as successful as before and it is always a lot of work. It was decided not to proceed with this fundraiser this year.

- e) School Supply Debrief (Bonnie): The school supply fundraiser thru Monks was very successful. The PAC raised just under \$1200.00. Overall things went very smoothly with only three small mistakes, which were corrected.
- f) Halloween Dance (Emma): The Halloween Dance is on Friday October 26<sup>th</sup> from 5:30pm to 7:00pm. The profits from the dance go towards Reflex Math. It is a great family event. There will be a small concession like last year with juice boxes, granola bars, etc. The PAC will be seeking baked items for raffle tickets again.
- g) Spirit Wear (Bonnie): The PAC will be looking into selling spirit wear/school clothing. There would be a variety of items such as toques, shirts hoodies etc. Pricing will still need to be figured out.

## New Business

- a) Set PAC Calendar (Emma): Emma reviewed the PAC meeting dates for the year. The Halloween Dance will be on Friday October 26<sup>th</sup>. The Community Social is on February 9<sup>th</sup>, 2019 at the Blue Coyote. The PAC will be looking into hiring a DJ for the event instead of music BINGO. There will be the silent auction and 50/50 again. The PAC will be hosting a spring fair in May at Heritage Acres.
- b) Vote for Pinnies (Emma): The schools pinnies for sporting events are in need of replacing. Bonnie and Niki received two quotes both approximately \$2040 for 100 pinnies. The vote for the purchase of the pinnies will be held over to the next PAC meeting after more information is available.
- c) Vote for Artist in Residence (Emma): Emma, Bonnie, Sara and Shirley had a meeting to discuss the Artist in Residence for this year. Shirley had a recommendation of the artist Curtis Henry. He is a carver and a storyteller and would create a carved canoe statue with an eagle head on top. Every student and every teacher would have a part through the school year helping to create projects. There are several different budget options. Shirley will gather more information on the budget option. The vote for the spending towards the Artist in Residence will be held over to the next PAC meeting after more information is available.
- d) Vote for School Spirit Family T-Shirts (Emma): The administration and teachers would like to build family groups within the school. There would be 15 multi age eagle groups of children represented by a different colour. The school would like to request the PAC purchase t-shirts for the children and staff that represent their group colours. The cost is approximately \$7 per shirt, which would be around \$2500.00. The PAC would like to look further into the overall budget as well as whether this would be a yearly expenditure for the PAC. The vote for the purchase of the family group t-shirts will be held over to the next PAC meeting after more information is available.

## Adjournment

Meeting was adjourned at 9:03pm by Emma Sharp. The next meeting will be at 7pm on October 29<sup>th</sup>, 2018 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Emma Sharp