

# Brentwood Elementary PAC

Meeting Minutes  
November 27<sup>th</sup>, 2018

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7.13pm on November 27<sup>th</sup>, 2018 in the Brentwood Elementary School MPR by Emma Sharp. Welcome to everyone.

The Brentwood PAC would like to begin by acknowledging that we are fortunate to be having our meetings on the traditional territory of the WSANEC peoples. We are grateful to have the opportunity to meet, live, work and learn in this territory.

## Present

Emma Sharp – President	Lisa Martin
Christine Norman – Recording Secretary	Robyn Larose
Michelle Cooper – Treasurer	Chris Wignall
Niki McIlveen- COPAC Rep	
Bonnie Doyle – Vice President	
Pam Carvalho – Member At Large	
Caitlyn Addlestone- Member At Large	

## School/Administration Staff

Mark Guiguet– Principal	Sara Jolivet – Vice Principal
Jeni-Lynn Blackie - Teacher	

## Approval of Agenda

**Motion** to approve meeting agenda – Emma

2<sup>nd</sup> – Bonnie and Caitlyn

**PASSED**

## Approval of Minutes of last meeting

**Motion** to approve AGM minutes – Emma

2<sup>nd</sup> – Pam and Niki

**PASSED**

## School Administration report

Mark/Sara

- a) Mark would like to thank and acknowledge Sara Jolivet on behalf of all the school for all her hard work. Sara and Mark are an administration team and will be working together on all school business. Mark is thankful and privileged to be the interim principle at Brentwood and is looking forward to a great year. Brentwood has a strong school community and we are all one. The staff, students, and families are the strength of the school.
- b) Update on the carving project/artist in residence: Due to the changes in administration the timeline has been difficult to set and get going. We will be looking at proceeding with Curtis Henry's carving project in early January and completed by spring break. Staff, administration and Curtis will be working on creating a schedule. We are looking forward to the carving demonstrations and story telling within the project.
- c) There are changes to the reporting language coming over the next couple years. The teachers at Brentwood will begin to use the new language this year. Teachers are moving from a 3 or 4 point reporting system to a k-9 reporting system. Not every area will be assessed using this new proficiency scale language and families may see multiple performance indicators. The goal of the reports will be to give a snapshot of where their child is. The changes to the proficiency scale and reporting language will be posted on the website as well as families will be given a copy of the information in their child's report cards.
- d) Hip Hop Holiday performance in taking place December 13<sup>th</sup>, 2018. There are two performances. One at 10am and one at 1pm. In order to provide inclusivity of the children there will only be daytime performances. Everyone is asked to only attend one performance.
- e) Jeni-Lynn Blackie discussed décor for the Hip Hop performance. In previous years students have ben sent home with a Christmas shape to decorate with their family and then bring back to help decorate the gym. Students then are able to take their creation home before the holidays. Lisa, Caitlyn, Pam, Michelle and Niki will get together and trace the gingerbread shapes on the brown paper provided by the school. They will be handed out by November 30<sup>th</sup> and families will be asked to have them returned by December 6<sup>th</sup> in order to decorate the gym.
- f) The school administration and staff would like to say a huge thank you to the PAC in support of the Eagle Family T-Shirts. The children were all so excited to receive their shirts and it has really created a strong sense of belonging to the school. The children are starting to recognize who is in their Eagle Convocation. During the last family convocation meeting the students all decorated a feather and the school will be creating a picture wall where children can have their picture taken with the eagle wings. Don't

forget to tag the school in your posts of photos. There will also be a Christmas run during the last week of school and children will be asked to wear their Eagle Family T-Shirts.

## COPAC Report

Niki

- a) At the last COPAC meeting there was a lot of discussion about Risk Management. The crossing guard situation was brought up to Jason Reed the secretary treasurer. The lack of crossing guard volunteers and dangerous intersections is creating a district wide problem. It has been brought to the districts attention and the district is looking into reconfiguring the crossing guards.
- b) The Gaga Ball Courts that Keating school had installed cost \$2000 each and were paid for by the PAC's gaming funds.
- c) The districts online calendar is not mobile friendly after the district switched to outlook. The district is aware of the website issue now and has placed a priority on the districts IT.
- d) The cost for the 4/5 class trip is generally paid for by fundraising and then parents/families paying the remaining amount. The school is planning on doing more fundraising for the trip after the poinsettias fundraiser.
- e) The Blue Coyote has been sold. The new owner takes over December 15<sup>th</sup>, 2018. Emma will make contact with the new owner to ensure there are no changes to the planned Community Social in February.
- f) As part of the Risk Management conversation with COPACS the issue of having grades 4 and 5s being lunch monitors for the younger children was raised. Issues such as food safety and allergies is concerning to families and PACS.
- g) Don Peterson from the Saanich Teachers Association available to provide a free presentation on social media.
- h) The COPACS will be holding a parent meeting in late January about mental health. More information to follow.

## Treasurer Report

- a) General Account Update: Michelle reviewed and discussed overall general account information and balance and provided updated income statement. A few changes to note were the PAC received \$1206 from the Monks fundraiser. Last year the PAC made \$438. The fun lunch numbers fluctuate greatly and Michelle will look into the money transfers from MunchaLunch and how they are organized and deposited. The profit from the school dance was \$1120.12. The payment for the Eagle t-shirts was \$2666.66.

- b) Gaming Account Update: The Gaming Account summaries have been completed for the 2015/2016 and 2016/2017 years.
- c) It is recommend that the PAC make a public acknowledgment to the Sidney Lions for their food donations to the school as well as to Starbucks Sidney for their coffee donation for the dance.

## Topics for Discussion/Updates

- a) Integrated Support Teacher Funding: In previous years there has been a discrepancy in the funding received from the PAC between the enrolling teachers and the integrated support teachers or non enrolling teachers. The PAC discussed creating an equal allocation of funds. Emma put forward a motion to make all classrooms allocations from the PAC \$200 for all enrolling teachers and non-enrolling teachers. Niki seconded. All in favour. Motion passed with no opposition.
- b) School spirit initiative discussion to be held over until next meeting.
- c) Spring Fair Update: The Spring Fair will be held on May 18/18. Pam will be putting together a spring fair committee. More information to come.
- d) Christmas Hamper: Michelle created a lovely snowman for the front bulletin board. There will be snowflakes cut out for the children to put their name on the board to recognize their contribution to the fundraiser. Information for families will be sent out later this week. Emma has been working with Sara and Kim and there will be eight families receiving Christmas gift certificates from the PAC with some contributions of a private donor.
- e) There were two email votes that took place since the last PAC meeting. Those votes will be read into the minutes as follows: A. That \$121.95 be an approved expense to run the online/in-person silent auction software for the 2019 PAC Community Social. B. That an additional \$167.00 be approved for the purchase of the Eagle Spirit T-Shirts.

## New Business

- a) Pam discussed a Royals tickets selling opportunity for January and February. The PAC agreed the fundraiser needed more planning and that January and February would not allow enough time to sell the tickets especially with Christmas and all the other fundraisers. The PAC will continue to look into this opportunity for future consideration.

Meeting was adjourned at 8:37pm by Emma Sharp. The next meeting will be at 7pm on January 29<sup>th</sup>, 2018 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Emma Sharp