

# Brentwood Elementary PAC

Meeting Minutes  
January 29<sup>th</sup>, 2019

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:04pm on January 29<sup>th</sup>, 2019 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

### Executive:

Emma Sharp – President  
Michelle Cooper – Treasurer  
Niki McIlveen- COPAC Rep  
Bonnie Doyle – Vice President  
Pam Carvalho – Member At Large  
Heather Wood - Member At Large

### Parents:

Julie Madsen  
Chris Wignall  
Kathryn Alvarez

### School/Administration Staff:

Mark Guiguet– Principal  
Sara Jolivet – Vice Principal

### Regrets:

Christine Norman – Recording Secretary  
Caitlyn Addlestone- Member At Large

## Approval of Agenda

**Motion** to approve meeting agenda.

– Niki McIlveen/Pam Carvalho

**PASSED**

## Approval of Minutes of last meeting

**Motion** to approve November 2018 Meeting minutes as Amended.

– Niki McIlveen/Pam Carvalho

**PASSED**

## School Administration Report

Mark/Sara

Canoe Project:

- carving is underway
- Curtis is wonderful with the children
- taking place on Wednesday's and Friday's
- very well received by students and staff
- powerful event

Kindergarten Registration:

- registration is taking place at the school this week
- strong turn out so far as we have 20 registrations
- projected to have close to the same numbers as last year

Eagle Convocation:

- Our most recent convocation was focused on getting to know one another
- The upcoming session on Feb 11 will be focused on "Acts of Kindness and Active Living"

Art Starts/Science World/Sierra Club:

- Story Theatre will present a play to all students / Paid for by the Art Starts group
- Science World will give a "Science" presentation to all students in Feb
- The Sierra Club will present workshops to three classes this year in Feb

Playground:

- overall behaviour at recess times is positive
- hockey game, soccer games and football games available to students
- primary and intermediate playground equipment is well used
- student sports leadership group offers a variety of games for primary students
- additional equipment and games will be added as the fields dry out
- Sara and Mark oversee supervision – effective system in place

Provincial Outreach Program for Autism and Related Disorders (POPARD):

- POPARD provides consultation, training and support services to all public and independent schools across the province of British Columbia with a primary focus on increasing the capacity of school to support students with autism spectrum disorder (ASD)
- it is a four week program that trains our support teachers, classroom teachers and EA's
- we are fortunate to have them at Brentwood to help build our capacity to support one of our needy students
- we are in week three of a very successful program

Extra-Curricular/Field Trips:

- Soccer wrapped up with a Jamboree at Claremont in December
- Basketball began in January
- Numerous Field Trips supporting the curriculum are taking place
- All classes have been transported by School Bus
- Increased requirements for parent drivers

Grade 4/5 Outdoor Education – Two Day Trips in June for Grades 4/5

- Camp Imadene – anticipated cost per student \$25
- Island View Beach – no charge for students

## COPAC Report

Niki McIlveen

Nothing to report at this time.

## Treasurer Report

Michelle Cooper:

Items for Discussion

General Account Update

-Current balance - \$26,317.50 (January 28th)

-Review of Income Statement to date – See below

Gaming Account Update

-Current balance - \$10,104.52 (January 28th)

Audit of 2017-2018 PAC activities

- Waiting on Emma decision in assigning volunteers

### INCOME STATEMENT DISCUSSION

Note: Bookkeeping software recently underwent an upgrade. Some PAC transaction have been inadvertently decategorized. Michelle is working on the cross-reference.

Fundraising Income - \$1206 (Monks) & \$87 (Passion Sports)

Kindergarten Supplies – See Expenses – These amounts balance out.

Artist in Residence – Paid out to Curtis Henry for carving project for supplies (\$800)

Christmas Hamper – Shows only the payout for Santa visit – Snowflake donations & profits all settled

-PAC forwarded profit of \$316 to the Saanich Peninsula Lions Food Bank

-Recommend a more organized approach for next year

Forgotten Lunch – Shows a profit of \$74 dollars – received \$374 in donations to Forgotten Lunch

-Usually we load up the card at this time

Funding Request – Eagle T-shirts (\$2666)

Membership – BCPPAC (\$75)

Office Expenses – Stands for Signs (\$30.35)

Promoting PAC Presence – Bulletin Board Supplies, Halloween Dance Supplies

Grade 5 Farewell – Balances out at 0 payments made to School District from Poinsettia

Fundraiser (~\$1300 raised)

### BREAKDOWN OF PARENT SOCIAL 2018

Expenses

Bleue Coyote – Food & Drink \$1380.00

Music Bingo \$300.00

\$1680.00

Revenue

Tickets (78 x \$20) \$1560.00

Silent Auction & 50/50	\$1494.00
	\$3054.00
Total Profit	\$1374.00

## Topics for Discussion/Updates

Community Social Update: Emma reported that preparations are going well and with the current total of 82 tickets, the owner will close the doors of the pub. Setup will commence at 5:30pm.

Fun Day: Emma reminded the executive that it will be coming up and discussions in planning will start at the next PAC meeting.

Staff Appreciation Luncheon: Emma advised that discussions around dates are ongoing along with working with Stelly's again for the catering portion of the event.

Executive Member Interest 2019/2020: Emma asked that any Executive not intending to return next year to please let her know as there will be nominations coming up in preparation of the May Meeting.

Sound Fields: Emma brought forward the installation of sound fields in each classroom that after much discussion with school admin and with investigating how sound fields improve student learning and the scientific studies that support their use in schools. Emma asked the board to review the use of sound fields in classrooms, as well for Michelle Cooper to run a few financial scenarios at the PAC investing in this technology in the school over a period of time. It was noted this item will be voted on at the February Meeting.

## Email Votes:

That the following email votes by the executive shall be read into the meeting minutes:

- 1) That up to \$700 be approved to support Christmas Hampers for Brentwood School families.
- 2) That the profit of \$316.30 from the Snowflake Fundraiser be donated to the Saanich Peninsula Lions Food Bank.

Motion: Heather Wood/Pam Carvahlo - Approved

## New Business

Spring Fair: Pam Carvahlo advised the need to assemble a Spring Fair Committee and to determine interest in volunteers for the day of the event. The need for a budget to be drafted and reviewed was also suggested and it was determined that Pam would work with Michelle Cooper on the draft budget. It was decided that a notice of interest would be sent asking the Brentwood School Community interest in being on the organizing board and also interest in volunteers the day of. The email would be sent out via Facebook, websites and email messaging

with a request to reply prior to Feb 4, 2019. At that time it will be discussed if it is a viable event for this year or if it should be moved to 2020.

Student Crossing Guard Vests/Signs: The existing signs and vests are well worn and need to be replaced.

Meeting was adjourned at 8:26pm by Emma Sharp. The next meeting will be at 7pm on February 26, 2019 in the Multi-Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Emma Sharp