

# Brentwood Elementary PAC

## Meeting Minutes

March 5, 2019

### Opening

The meeting of the Brentwood Elementary PAC was called to order at 6:30pm on March 5, 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

Emma Sharp – President	Jennifer Hodgkinson
Christine Norman – Recording Secretary	Heather Wood – Member At Large
Michelle Cooper – Treasurer	
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
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### 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 January minutes – Emma

2<sup>nd</sup> – Michelle and Bonnie

**PASSED**

## School Administration report

Mark/Sara

- a) Mark would like to thank and acknowledge all the hard work the PAC members have been doing for the whole school community. It is very much appreciated by all the teachers and staff as well.
- b) Mark update on the carving project/artist in residence: The canoe carving has been going very well. The children are really enjoying Curtis' stories and sharing of his cultural experiences and are really feeling apart of the project. It has been a very powerful and wonderful experience. There were a few missed sessions due to the snow and other unforeseen changes. There will be a few more sessions after spring break to make up for them. There are two small canoes being carved and Curtis has offered one to the school to raffle off if we would like. Emma is going to look into the gaming rules around this.
- c) Sara – First off Sara would like to once again thank all the PAC members for the Eagle t-shirts. The children are often seen wearing them to school. February's Eagle Convocation was cancelled due to snow. The next Eagle Convocation will happen on March 6, 2019. The focus of this convocation will be messages of kindness. Each convocation will pick a member of the community to recognize and give thanks to. There are plans for three more Eagle Convocations after spring break with one being a school wide scavenger hunt activity.
- d) Mark – Mark is very impressed with the collaboration of teachers working together. For example the grade 4's and 5's cardboard arcade/simple machines. The students used cardboard and recycled materials to create at least 2 of the 6 simple machines they had been learning about. All classes in the school got to go through the arcade and play the games and win tokens and small prizes. It was a great learning activity.
- e) Mark – POPARD (Provincial Outreach Program for Autism and Related Disorders) was in the school for a month long comprehensive program and worked along several members of the teachers and support staff to gain new experiences to work with children with autism and other support needs. The school was only 1 out of 3 schools in BC to be able to participate in the in-depth program. It was very successful.
- f) Mark – There are a few upcoming field trips. The basketball Jamboree is happening this Friday March 8, 2019 and the swimming jamboree is happening next week. All classes have ben utilizing the busses for their field trips this year so far. Partly because of the increased requirements for parent drivers. Parents need to submit a copy of their drivers' abstract, their drivers' license, a copy of their insurance as well as a criminal record check.
- g) Sara – All the grade 4's and 5's attended the symphony. This is a yearly event put on by the Greater Victoria Symphony Orchestra. All the students and teachers found this years

event to be very engaging, It was very informative about the instruments and also was very age appropriate and appealing to the students.

- h) Sara – March 6<sup>th</sup> and 7<sup>th</sup> are early dismissal days for parent/teacher conferences. Please remember that conferences with your students’ teachers can happen anytime and that it is important to keep ongoing communication. Report cards will be going home on or before March 14<sup>th</sup>. These report cards once again contain the new reporting language. There is information posted on this on the website.
- i) Sara – Pink Shirt Day happened on February 28<sup>th</sup>, 2019. The theme was Cyber Behaviour. The Momo challenge issue became present around the same time. Teachers are very mindful of what the students are using technology for and there is no unsupervised tech time in the school. The school also has very high firewalls in place to help keep students safe. The district sent out an email regarding strategies for Internet safety for parents. This information can be found on the school website as well.
- j) Mark – Would like to recognize the librarian of the school Liz Rayner. She has been doing such a wonderful job in the library and really bringing some more life to it. She has been collaborating with the teachers, buying new books and working with the children. She has a lot of experience from book retail and the library is a much richer environment.
- k) Sara – The Stelly’s Fill The Hive Food Drive is happening Thursday March 6<sup>th</sup>, 2019. They will be going door to door in the community collecting cans and non-perishable food donations for the Peninsula Food Bank. Brentwood Elementary is a drop off point as well from 4pm to 8pm. Keating, Cordova Bay and Stelly’s are all drop off points as well. We would like to help support students organized events in our community. Brentwood Elementary is also grateful to receive donations from the food bank for the Forgotten Lunch Program.
- l) Sangha program is receiving positive feedback from families regarding communication especially regarding the snow days. Mark would also like to recognize what a tough and good decision Dave Eberwein made to close the schools for the snow days for the safety of all the staff and students.

## COPAC Report

### Niki

- a) COPACS presented a workshop on mental health at Bayside Middle School. Niki was unable to attend. No report available.
- b) VIPC (Vancouver Island Parent Conference) was held the previous weekend. Niki was unable to attend. No report available.
- c) COPACS presented a workshop on Mindfulness. Deep Cove and Kelset Elementary have ongoing sessions with the presenter once a week for the students. They do stomach breathing, yoga, and learn to calm their bodies. They feel it helps reduce stress

especially before tests. It can also be very beneficial for children with anxiety, ADHD, depression, etc. Programs are flexible to fit the schools needs. LotusVillageYoga.com

## Treasurer Report

a) General Account Update: Michelle reviewed and discussed overall general account information and balance and provided updated income statement. The general account has a current balance of \$28,000 and the gaming account has a current balance of \$6,300.

b) Community Social Update: The profit for the community social was \$4798

Revenue

Tickets sales \$1924

Silent Auction \$1960

PayPal Pre Auction \$451

WestJet Raffle \$1275

Expenses

Float \$300

Auction Website \$123

Paper/Office \$87

Gratuity to Bleue Coyote \$300

Recommendations for next year:

The Auction Website was very positively received. People enjoyed being able to bid before the event as well as it gave the businesses more exposure and possibly more likely to donate again. Auction Website was worth the cost.

Many people forgot to bring cash for the silent auction despite being reminded prior to the event. Possibly have PayPal as an option for next year.

Thank you cards have been written and just gathering some addresses to send out.

## Topics for Discussion/Updates

- a) Michelle/Pam and Caitlyn will look into possibly moving fun lunch ordering to Hotlunches.net for the 2019/2020 school year. It may have more freedom for users and be more user friendly. It also uses PayPal as the payment program. Caitlyn will look into getting a sample to play around with and to provide feedback about.
- b) Spring Fair: The date for the proposed spring fair is May 18, 2019 at Heritage Acres. Michelle and Pam presented a sample of some budget proposals for the spring fair. There is a range of options and fees depending on what games and activities are chosen.

It was discussed that the minimum amount needed for the budget would probably be around \$1500 considering expenses such as insurance and games. Tickets would be sold in books of 25 for \$20. There may be some food vendors or food trucks willing to sell food at the event and possibly donate a percentage of profits. Some concerns were brought up about the spring fair being held off site of the school and on the weekend. Emma had discussed whether the event was within the PACS mandate and if spending PAC money on the event was against the PACS Constitution. The spending of PAC money on such an event being outside the PACS Constitution was unclear.

Michelle put forward the motion to provide a maximum of \$1500 towards the Spring Fair at Heritage Acres on May 18, 2019. Pam seconded the motion.

Six in favor (Pam, Michelle, Caitlyn, Niki, Heather and Bonnie)

Two opposed (Christine and Emma)

- c) Sound Fields: The benefits and many uses of the sound fields were discussed at the previous PAC meeting. There are no saved costs for adding multiple units to the order. The shipping may be waived. The cost for 3 units is \$5700, 4 units is \$7600 and 5 units is \$9500. The student microphone is not needed and is an extra cost.

Michelle put forward the motion to purchase five units of sound fields at the cost of \$9492.00 Niki seconded the motion. All in favor. Non opposed.

- d) The staff appreciation lunch is going to be on May 9<sup>th</sup>, 2019. Stelly's will be doing the food once again this year. They will also be doing the dessert so the PAC will not be asking for dessert donations this year. Emma will be picking up the food from Stelly's in the morning.

Michelle will take the lead on decorating of the multi purpose room for the event. Possibly checking with Patio Gardens for plant donations.

Cash donations will be requested from families to go towards the staff appreciation lunch. Requests will be sent out after spring break. Requests will be sent out via Facebook, Email and Website.

Meeting was adjourned at 8:11pm by Emma Sharp. The next meeting will be at 6:30pm on April 30<sup>th</sup>, 2019 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Emma Sharp