

# Brentwood Elementary PAC

## Meeting Minutes

April 30<sup>th</sup>, 2019

### Opening

The meeting of the Brentwood Elementary PAC was called to order at 6:35pm on April 30<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

Emma Sharp – President

Chris Wignall

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

### Approval of Agenda

**Motion** to approve meeting agenda – Emma

2<sup>nd</sup> – Bonnie and Heather

**PASSED**

### Approval of Minutes of last meeting

**Motion** to approve March minutes – Emma

2<sup>nd</sup> – Michelle and Pam

**PASSED**

## School Administration report

Mark/Sara

- a) Enrolment/Staffing – The district has allocated 15 divisions for the 2019/2020 year. All schools in the district are either full or close to full. There are 47 registered Kindergarten children for the next school year. The district is working on the staffing for next year and should be finishing up in the next few weeks. Staffing should be similar to this current year. Once the staffing is complete classroom building will begin. The school will be doing blind placement for the class building again this year. This allows the classes to be built thinking more about the learning individual learning community as a whole. The classes will be kept confidential until finalized. The posting for a school administrator (Brentwood Elementary Principle) closed and interviewing process began. The principle should be decided in the next couple weeks.
- b) Eagle Convocations – The last Eagle Convocation was a photo scavenger hunt. It was very exciting and active. Teams visited different areas and did five challenges. It was a very successful fun event that promoted teamwork and cooperation. The children were very involved. Thanks to Sara who worked very hard on the whole event. There is one more convocation meeting planned for May.
- c) Artist in Residence 2019/2020 – Gill Chatter has been tentatively booked for Artist in Residence. She will work with the children on music, working beside our school music teacher from October to Christmas break all coming together in a winter concert. The approximate cost is \$3500.
- d) Extra Curricular/Field Trips – The final meet for the cross-country is happening tomorrow. Cross-country has been going very well and the children have a very safe supervised route while running. The new pinnies have been great and it has been wonderful for the children to not have to swap pinnies after running. Next order for pinnies we will need to order a larger size. The pinnies are a bit tight fitting. There have been lots of field trips happening at the school and many walking field trips. Some field trips that have been happening are the Stelly's climbing gym, the salmon release and all the grade 2/3 did a field trip to the Imax to see The Great Bear Rainforest.
- e) Staff Professional Development – During the recent professional development teachers have been working on strategies for teaching writing skills. The teachers were collaborating in grade groups. There has been a lot of planning and preparing for the school art/writing fair. Teachers have also been reviewing data from testing and will be reviewing the school plan and goals. They will be setting new goals for the next upcoming year in regards to what areas need particular focus on.
- f) Art/Writing Fair – All classes have been working on their art/writing projects. The fair will be on display in the gymnasium on May 16<sup>th</sup>. The fair is one of the strategies for teachers to use that help support the school goal of improving writing skills.

- g) Celebrating Indigenous Culture Week – There were many exciting activities happening around the school. The school had the unveiling and blessing of the canoe the children helped make. There were paddles carved by some of the grade 5 students as well. The canoe will be circulated through the classrooms for the children to see before it finds a permanent display place in the school. The Indigenous Peoples Floor Map of Canada visited the school for a few days. It has been travelling all over Canada and we were very lucky to have the map for a few days as well an interpreter travelling with the map. All the classes participated in learning activities using the floor map in the gym. The school was also very fortunate to have a Drumming Performance from Cowichan. They did a great job of singing and telling stories with the children. The children were really engaged.
- h) Grade Five Year End Activities - All the grade five students have had a tour of Bayside. The Grade 7 Leadership Students came and talked to the children at the school as well and answered any questions the children may have had. Band at Bayside if full. Bayside spirit wear is available at Bayside school office. Camp Imadene is coming up on May 28<sup>th</sup> for the Grade 4/5's. There will be lots of exciting activities like canoeing, kayaking, archery, swimming, BMX. It is a great place with great food. At the end of the school year there will be a farewell assembly to honour the grade 5's and wish them well. The picnic/potluck at Island View Beach and year end swim are being planned.

## COPAC Report

### Niki

- a) A reminder that the BCTF website has free workshops available to be booked for presentations for parents/PAC if we are interested.
- b) The COPACS AGM is on May 9<sup>th</sup>, 2019. All positions are open.
- c) Thank you to Bonnie for writing the letter in response to Adam Oleson's request for PAC issues. Brentwood Elementary was the only school to send a letter in. Adam Oleson will be meeting with the BCTF.
- d) Niki has still been in communication with Lotus Village Yoga about their mindfulness program if the school was interested in looking into it. The program is set up to meet the individual school needs. The program is run is a couple different schools in the district. Niki can talk to the instructor regarding pricing.
- e) Lochside PAC has formed an Internet safety committee. Some primary students had googled some images bringing into question the filters that the schools have on their computers. Lochside has one of the highest filets available and some schools have lower filters. The BCCPAC, BCTF, Government and District have been meeting to discuss situation and there will be a presentation next week on Thursday regarding the situation. PAC to discuss Internet filters and best practice for students.

- f) LEPAC will be holding a sex education talk/workshop for parents and children hosted by COPACS. Date to be announced. It was discussed how it is a possibility that it is up to PACS to now pay for any sex education learning in schools.

## Treasurer Report

Michelle

- 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 \$27, 000 and the gaming account has a current balance of \$5,200. The balance of the general account does not reflect the order of the sound fields, which should be arriving in the next few weeks and cost \$9,400.
- b) Popcorn sales have been lower this year compared to previous years. Perhaps related to the ordering system. Will continue to monitor this.
- c) Spring Fair Update – So far the sales from the punch cards and raffle tickets have been \$810.00. The expenses so far have been \$36.00. There are several expenses unaccounted for at this moment. The insurance process for the spring fair is underway.
- d) There have been very few submissions from teachers for the nice to have allocations. Teachers should be reminded to submit their receipts in order to be compensated.
- e) Forgotten lunch – The forgotten lunch money is continuing to generate profit from parent donations as well as from the Sidney Lions food donations. A possible thought is to use extra money towards hampers next year if there is extra money.
- f) Staff Appreciation Lunch – Donations for the staff appreciation lunch are at \$622.97. We should be receiving the final invoice this week from Stelly's in order to find out how much money there is for decorating and perhaps a small take away for staff. Emma to look into if we need to get tablecloths etc. Michelle to take lead on decorating with help from Heather and Niki.
- g) Reflex Math – We are waiting for the invoice for renewal. Hopefully that will be arriving soon.
- h) Hot lunch ordering – Caitlyn, Pam and Michelle are planning to get together and discuss and look at the Hotlunch.net program more closely.

## Topics for Discussion/Updates

- a) Staff Appreciation Lunch – Michelle will take lead on decorating with Heather and Niki helping. Emma and Bonnie are going to pick up the food from Stelly's and set up and

organize. There will be two shifts for the lunch with the EA's eating their lunch after. There are 25 teachers, 9 EA's and 2 Admin for the lunch. Anyone who is able to help clean up after the lunch it would be appreciated. The multi purpose room will need to be cleaned up, tables put away, etc.

- b) Spring Fair: Spring fair update discussed in treasurers' report.
- c) Fun Day – Fun Day will be on June 21<sup>st</sup> (changed to June 26<sup>th</sup> after meeting). Caitlyn and Pam organizing lunch options for the day. There will be pizza or subway to choose from. PAC will run a \$1.00 concession with different small options. There will be freezes and a watermelon station. Michelle can provide receipts from last year as to what was purchased. There were a few things that ran out last year. To make things easier and because there are so many other options of snacks to choose there is no need to have popcorn this day. Bonnie can set up sign up for lunch distribution, watermelon cutting and distribution and concession.
- d) Artist in Residence - Emma brought forward the motion the book Gill Chatter for the 2019/2020 school year artist in residence for a cost of approximately \$3500. Caitlyn seconded. All in Favor. None opposed. Motion Approved.

Meeting was adjourned at 8:24pm by Emma Sharp. The next meeting will be at 6:30pm on June 4<sup>th</sup>, 2019 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Emma Sharp