

## Brentwood Elementary PAC

### AGM Meeting Minutes June 4<sup>th</sup>, 2019

#### Opening

The meeting of the Brentwood Elementary PAC was called to order at 6:30pm on June 4<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	Julie Madsen
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 Michelle  
**PASSED**

#### Approval of Minutes of last meeting

**Motion** to approve March minutes – Emma  
2<sup>nd</sup> – Bonnie and Christine  
**PASSED**

## School Administration report

Mark/Sara

- a) Enrolment/Staffing – There are currently 319 children registered for the 2019/2020 school year with 3 children on the waitlist. The school should hear from the school district in the next week or so if an additional division will be created. Once the school knows how many divisions it will have for the 2019/2020 school year class building will begin. Many different criteria will be factored in during class building such as the children's need, gender, friendships, parent information, etc. Class building is a collaborative effort. The class configurations will not be shared until September as things can change. Brentwood Elementary is the only school in the district with physical room. Interviews for the new administrator have been completed. We should know who the principle for the 2019/2020 school year is in the next couple weeks.
- b) Eagle Convocations – The Eagle Convocations have been so wonderful and a real strength in the school. The children recently got together in their Eagle Convocations for the school picture. It is a very good picture. The picture will be sent out as soon as possible. The children were wearing their Eagle Convocation shirts. It would be wonderful and really appreciated for the shirts to be continued another year. The overall consensus from the children is that they really like the Eagle Convocations and they would like to see more physical activities during the meetings. The next Eagle Convocation meeting will be on Friday June 21<sup>st</sup> for National Indigenous Peoples Day.
- c) Artist in Residence 2019/2020 – Gill Chatter has been confirmed and 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. Staff would like to thank the PAC for the idea of Mindfulness for a spring Artist in Residence however staff do not feel spring would be a good time for this kind of program as children would lose the information during the summer. Staff would like to take some time to come up with some new ideas/suggestions for the end of the year.
- d) Sound Fields – The staff would like to thank the PAC for the purchase of the Sound Fields. They are being used daily. There has been lots of positive feedback from the children and the staff. The Sound Fields will be travelling with the children and be placed in the classrooms where children's needs are most.
- e) June Dates – Lots of events and dates to remember for June.
  - i) Thursday June 13<sup>th</sup> - District Track Meet for Grades 3,4, and 5. The school is expecting around 50 percent of the children from these grades going to the meet. All the other children will be regrouped into classes with teachers who will not be at the track meet.
  - ii) Thursday June 20<sup>th</sup> – Service Assembly. The Service Assembly is a time for the school to recognize the PAC contributions to the school as well as this year the school will be

recognizing students' contributions such as academic contests. The school board may also be making a presentation.

iii) June 21<sup>st</sup> – National Indigenous People Day. The school has several different activities planned for this day.

iv) June 21<sup>st</sup> – Grade 4/5 swim in the afternoon

v) June 25<sup>th</sup> – Farewell Assembly. A celebration for the Grade 5 students who are moving onto middle school. After the celebration there will be a potluck at Island View Beach. In the past the Grade 4 parents have helped set up the lunch while the Grade 5 parents are at the assembly. There will be volunteer lifeguards at the beach. The time for the potluck at Island View Beach is approximately 10:30am to 2:00pm.

vi) June 27<sup>th</sup> – Pancake Breakfast. The pancake breakfast is the teachers' way to thank and appreciate the parents and families for the successful year. Families should bring plates and utensils and possibly a bag to put dirty dishes in afterwards. The pancake breakfast runs from 8:15am to around 8:40am when the bell rings. Parents then sign the children in at the side door to go to classes.

vii) June 26<sup>th</sup> – Fun Day. Teachers will be leading various activities outside throughout the school grounds. PAC will be running a concession during the morning. Lunch will be delivered to children's classrooms for children who ordered lunch. There will be no inflatables at Fun Day. The school is being strongly advised from the school district to not have inflatables during school activities.

## COPACS Report

Niki

- a) No report from COPACS. All new members of COPACS are getting settled into their new roles.

## Treasurer Report

Michelle

- a) Michelle presented a general review of the profits, losses, expenses and income for the 2018/2019 year. The review is not complete as we are still waiting for some expenses and income to come in from things such as teacher allocations, fun day and MunchALunch.
- b) Michelle presented the proposed budget for the 2019/2020 school year. The budget will need to be adjusted, finalized and reviewed in September once final numbers can be calculated. If needed the PAC can vote again in September on the adjusted budget.

Michelle motioned to approve the current forecasted proposed budget as it stands for the 2019/2020 school year. Niki seconded motion. All in favor. None opposed.

c) Michelle started the gaming grant application for next year.

## Topics for Discussion/Updates

- a) Monks- Bonnie received the approved school supply lists from Sara and gave them to Monks. Monks is making a small correction to supply ordering and then the Monks ordering should be available later in the week. All the information is ready to be sent out in the Kindergarten mail outs as well.
- b) PAC Executive for 2019/2020 school year –
  - i) Bonnie nominates Heather Woods for Member At Large. Emma seconds. Heather accepts.
  - ii) Bonnie nominates Caitlyn Addlestone for Member At Large. Emma seconds. Caitlyn accepts.
  - iii) Bonnie nominates Julie Madsen for Member At Large. Emma seconds. Julie accepts.
  - iv) Bonnie nominates Christine Norman for Recording Secretary. Heather seconds. Christine accepts.
  - v) Bonnie nominates Michelle Cooper for Treasurer. Christine seconds. Michelle accepts.
  - vi) Bonnie nominates Niki McIlveen for COPACS Representative. Emma seconds. Niki accepts.
  - vii) Bonnie nominates Pam Carvalho for Vice-President. Michelle seconds. Pam accepts.
  - viii) Emma nominates Bonnie Doyle for President. Niki seconds. Bonnie accepts.
  - ix) Bonnie nominates Emma Sharp for Past President. Christine seconds. Emma accepts.All in favor for 2019/2020 PAC Executive Nomination. None opposed.

## Adjournment

Meeting was adjourned at 8:11pm by Emma Sharp. The next meeting will be at 7:00pm on September 24<sup>th</sup>, 2019 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Emma Sharp