

Brentwood Elementary PAC

Meeting Minutes
October 29th, 2019

Opening

The meeting of the Brentwood Elementary PAC was called to order at 6:50pm on October 29th, 2019 by Bonnie Doyle. 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

Bonnie Doyle – President
Christine Norman – Recording Secretary
Michelle Cooper – Treasurer
Niki McIlveen- COPAC Rep
Pam Carvalho– Vice President
Julie Madsen – Member At Large
Caitlyn Addlestone- Member At Large

Sara Beaman – Indigenous Rep

Approval of Agenda

Motion to approve agenda - Bonnie
2nd – Pam and Michelle

PASSED

Approval of Minutes of last meeting

Motion to approve September minutes– Bonnie
2nd – Niki and Sara

PASSED

Read Approved Email Votes

Bonnie motioned the following email votes are to read into the meeting minutes. Sara and Michelle seconded. All in favor. None opposed.

- a) Brentwood Eagle T-Shirts: That \$2600.00 be allocated to the school for the maximum purchase of \$355 Eagle T-Shirts for the 2019/2020 school year.
- b) Field Trip Fund: That the field trip fund line item be increased from \$3800 to \$4000 to account for a total of 332 students in the 2019/2020 budget.

- c) Brentwood Track Pinnies: That \$1900 be allocated to the school for the purchase of 50 track pinnies for the 2019/2020 school year.
- d) Clay Purchase: That \$500 be allocated to the school for the purchase of clay and supplies for the lunch clay club program for the 2019/2020 school year.
- e) Artist in Residence: The addition of an “Artist in Residence” line item under the Brentwood Elementary PAC general chequing account for the amount if \$1200. These funds would be used for an interactive performance by a cappella group Cadence. This would take place on the afternoon of May 12th, 2020. This request came through Miss Marchant.

School Administration report

Sara/Helena

No report this month

COPAC Report

Niki

No report this month

Emails and correspondents from COPACs regarding CUPE strike being forwarded from Bonnie.

Indigenous Representative Report

Sara

No report this month

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 \$19628.36 and the gaming account has a current balance of \$9466.78.
- b) The PAC has received \$6300 from gaming. The gaming amount is based on the enrolment numbers from the previous year.
- c) Kindergarten supplies have been finalized. \$455 came to the PAC and the PAC wrote a cheque for the school district for \$455. Michelle has a list of the children’s names who purchased kits if the school requests this information.

- d) The first fun lunch balance is \$583.15 although the numbers are not correct, as there were issues with pay pal and having popcorn and fun lunch mixed together. This should not occur next month, as popcorn payment for the year is now complete.
- e) Reflex Math Dance brought in \$295 in raffle sales, \$793 in concession and \$450 in door donations. The approximate profit will be around \$900 after expenses. Everyone had very positive feedback about the dance and the PAC presence.
- f) The Eagle T-Shirts final cost was \$1800. There were a few extra shirts ordered in different colours for new students and staff.

Topics for Discussion/Updates

- a) Sporting Equipment Vote – Bonnie motioned to purchase three playground equipment kits that include various balls and outdoor play equipment and cover 18 divisions for a total cost of \$1180.00. Sara seconded. All in favor. None opposed. Motion carried.
- b) Winter Decor/Cut-outs for Winter Concert – The PAC discussed giving families a large snowflake template to decorate for the winter concert. White paper or light blue would be the preferred color. Instructions for the snowflake template would be attached to the paper for families. Caitlyn will check the paper supply once school resumes.
- c) Christmas Hampers/Fundraising – The PAC discussed using the theme stars in a night sky. Families would bring in a \$2 donation for the hampers and children would put their star on the bulletin board. The PAC can use the paper cutter at Bayside School. Community donations will need to be clarified with Sara when school resumes.
- d) Poinsettia Fundraiser – Poinsettia fundraiser ordering will go live on November 12th and flyers will be handed out. Orders will need to be in by November 25th and delivery will be December 12th. A volunteer request sheet will go out as well for delivery day.

New Business

- a) Spirit Wear – Julie confirmed that the PAC would not be offering the cotton shirts on the order. Just the dry fit. Staff items such as jackets would be on internal order. It was decided it was not cost effective to offer items such as water bottles. Orders would need to be in by November 18th and would be ready for the week of the Christmas concert. Julie will have the flyer ready for when school resumes.

Meeting was adjourned at 7:26pm by Bonnie Doyle. The next meeting will be at 7:00pm on November 26th, 2019 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Bonnie Doyle