

Brentwood Elementary PAC

AGM Meeting Minutes
Tuesday May 26th, 2020

Opening

The meeting of the Brentwood Elementary PAC was called to order at 6:04pm on Tuesday May 26th, 2020 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	Helena Takhar- Vice Principle
Christine Norman – Recording Secretary	Pam Carvalho – Vice President
Michelle Cooper – Treasurer	Julie Madsen – Member at Large
Niki McIlveen- COPAC Rep	
Heather Wood – Member at Large	
Caitlyn Addlestone – Member At Large	
Sara Beaman – Indigenous Representative	
Sara Salemink - Principle	

Approval of Agenda

Motion to approve agenda – Bonnie
Adding discussion of Grade 5 t-shirts and staff appreciation to budget discussion and administration report

2nd – Sara B and Michelle

All in favour

PASSED

Approval of Minutes of last meeting

Motion to approve February minutes– Bonnie

2nd – Sara B and Michelle

All in favour

PASSED

PAC Executive Vote for 2020/2021

Christine motions to nominate Heather, Caitlyn and Julie for Members at Large

Michelle Seconds

All in favour

Pam motions to nominate Sara for Indigenous Representative
Michelle Seconds
All in favour

Pam motions to nominate Michelle for Treasurer
Heather seconds
All in favour

Bonnie motions to nominate Christine for Recording Secretary
Sara seconds
All in favour

Michelle nominates Bonnie for President
Niki seconds
All in favour

Niki nominates Pam for Vice President
Michelle seconds
All in favour

No motions for nominations for COPACS Representative

Treasurer Report

General account update: Michelle reviewed and discussed overall general account information and balances. Income statement will be submitted once 2019/2020 year completed. The general account balance is \$16, 245 and the gaming account balance is \$3065.

Due to the current COVID 19 Pandemic situation and the cancellation of April/May and June popcorn dates there is a \$800 profit. PAC members will check in with families if they would like to defer credit to next years purchases if applicable. Grade 5 families can be provided with refund or donate to PAC if they choose.

There are still several classroom allocations to come in. \$1900 of the budgeted \$3000 in classroom allocations has been claimed and just under \$300 of the \$800 in teaching support funding has been claimed.

Hot lunches can renewed for an early bird cost \$315 if renewed before the end of June. Caitlyn, Pam and Michelle will discuss and make the decision to renew or not.

Some of the costs/profits that the PAC usually has remaining in the 2019/2020 school year that are no longer happening due to the current COVID 19 pandemic are Fun Day

and the Staff Appreciation Lunch. The PAC will still work on staff appreciation gifts such as the special made cookies. The PAC can vote for extra funding if needed.

2020/2021 budget reviewed as best as possible without knowing what next year may hold in regards to fundraisers and expenses. Michelle put motion forward to approve budget as presented. The budget will be reviewed again in September. Caitlyn seconded motion. All in favour. None opposed. Motion passed.

Topics for Discussion/Update

Michelle reviewed changes and updates to the PAC Constitution. Michelle motioned to adopt changes to the PAC Constitution. Niki seconded. All in favour. None opposed.

Michelle reviewed changes and updates to the PAC Fundraising Guidelines. Michelle motioned to adopt changes to the PAC Fundraising Guidelines. Caitlyn seconded. All in favour. None opposed.

Read Approved Email Votes

Motion: That the PAC forward \$2000 to SD #63 as per COPACS request for meal and food program funding for those families in SD #63 that require assistance during the closure of schools and loss of income due to the COVID-19 pandemic.

Michelle motioned. Heather seconded. All in favour. None opposed.

School Administration Report

Staff and EA's have been adapting to the new way of teaching and learning with the current COVID 19 pandemic and the current online learning model. It has been a positive collaborative effort between teachers, staff and families. Thank everyone for their flexibility.

Wednesday May 27th families will receive an email from the school with information regarding the return of school. The families who are choosing to return to school will also receive an email from their child's teacher regarding information about what days their child will be attending, etc. The children will be divided into groups based on their last names. Some rooms, the playgrounds, library and computer lab will remain closed. The school will have daytime custodians to ensure cleaning is done throughout the day. The daytime custodian funding is coming from a contingency fund through the district.

Remote learning for families will still continue. Teachers will still be providing learning activities for students and be available for students who need help. Teachers will be balancing between both in class and online learning so may not be able to respond as quickly to students and families inquires. Fridays have been set aside for teachers to support online learning. Children will either attend Monday/Tuesday or Wednesday/Thursday.

Children who return to school are safe. A health and safety committee has been meeting in person weekly to ensure staff and teachers are familiar and comfortable with new protocols.

The school will look different than before spring break. Some physical spaces may look differently and some may not be accessible. Recess and eating lunch will be different. Children will be on a staggered schedule so not all children will be eating and doing recess at the same time. Children will generally travel and be on schedule with the same grouping of children.

If families to decide to change their minds as to whether they are returning to school or not once the details of the school return has been announced families should contact Sara directly via email as soon as possible.

In order to help support the Grade 5 to Grade 6 transition all the Grade 5 teachers went to Bayside to meet and help with classroom placements and discuss support needs. In September the Grade 5 teachers will continue to support the transition of students to Grade 6. Details of how this will look are still being discussed. The physical proximity of the schools will be beneficial for student support.

New Business

The Grade 5 students will receive their completion certificates from the school as usual. The teachers are also working on creating a memories video for students. Due to the feeling of some students being upset about missing the opportunity to go to camp it was decided that camp t shirts would not be given to students this year. It could potentially be a negative reminder about camp not happening for some students. The PAC is going to discuss options about potentially putting together something different for the Grade 5 students.

Caitlyn motioned to use \$50 of PAC funds to purchase a retirement gift for Luanne Marchand in recognition of her many years of support at Brentwood Elementary. Niki seconded. All in favour. None opposed.

Meeting was adjourned at 7:36pm by Bonnie Doyle. The next meeting will be at 7:00pm on September 29th, 2020 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Bonnie Doyle