

## Brentwood Elementary PAC

### Meeting Minutes

April 27<sup>th</sup>, 2021

#### Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:05pm on April 27<sup>th</sup>, 2021 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  
Heather Wood – Member at Large  
Caitlyn Addlestone – Member At Large

Pam Carvalho -Vice President  
Julie Madsen – Member at Large  
Jacqui Hipwell – COPACS Rep

Sara Salemink - Principle

Helena Takhar – Vice Principle

Jenn Hodgkinson  
Sarah Lefebvre

#### Approval of Agenda

Motion to approve agenda - Bonnie

2<sup>nd</sup> – Michelle and Caitlyn

All in favour

**PASSED**

#### Approval of Minutes of last meeting

**Motion** to approve January minutes– Bonnie

2<sup>nd</sup> –Pam and Caitlyn

All in favour

**PASSED**

#### School Administration report

Sara/Helena

- a) Class building for the 2021/2022 school year will be beginning soon. For Bayside class building will begin later in May and for Brentwood Elementary it will begin in June. Family input information will be posted to the schools website and for any families wishing to make specific requests they can email Deb at the school for a form and send to Sara via email.
- b) Eagle shirt day will be Friday April 30<sup>th</sup>, 2021. Children will be participating in an outdoor Eagle identity activity within their cohorts. Children will be creating their own Eagle.
- c) FSA'S have been completed and the Grade 4 teachers have received the results packages and will be distributing them home. The children at Brentwood did very well with 87% of students meeting expected competencies in reading, writing and numeracy. Considering the impacts COVID has had on this past year the children did very well.
- d) Staff have received the student learning surveys back and are pleased that overall Brentwood students feel valued, supported and care for. The survey provides insight as to how students feel and there has been a desire for students to have more voice and empowerment within the school.

## COPACS Report

Jacqui

- a) There has been no update on the COVID vaccine roll out for teachers and school staff. On April 19<sup>th</sup>, 2021 schools will assess if there are any COVID plan updates depending on Public Health announcements.
- b) The school district is allocating funds to the schools to put towards staff mental wellness. Brentwood used their funds for a painting evening, a yoga session and some clay projects.
- c) The COPAC has been discussing the Keating overpass project in regards to safety for the school. This has been a primary focus.
- d) The schools and school district has realized what a positive asset having a daytime custodian at the school is and is looking at the budget in order to continue maintaining this position.

## Indigenous Representative Report

The PAC is still seeking an Indigenous Representative. No report at this time.

## Treasurer Report

Michelle

- a) The general account balance is \$10 966.07. There has been a miscellaneous deposit of a \$250.00 donation from KPMG for Julie's volunteer hours. The gift basket raffle raised \$149.00. Some expenses have been Reflex Math for \$1995.00, Forgotten Lunch for

- \$500.00 as well as some classroom allocations. A reminder should be sent to teachers and support staff to submit their classroom allocations soon.
- b) The gaming account balance is \$5483.33. There has been no recent activity since the last update.
  - c) Michelle would like to motion to increase the PAC retirement gift fund from \$50 to \$100 to cover precious PAC members leaving the school this year. Heather seconded. All in favour. None opposed. Motion passed.
  - d) The school purchased new books for the Guided Reading Program. The new books are updated and reflect more diverse characters. The cost was \$2000. The school is hoping the PAC would help support the cost of the books. Bonnie put forward a motion to pay \$1000 towards the cost of the books for the Guided Reading Program. Christine seconded. All in favour. None opposed. Motion passed.
  - e) The school would like to look into adding a display case at the front entrance of the school in order to display the children's larger projects such as clay works, etc. The approximate cost would be \$3000 to \$4000. The school would like to share the cost of approximately half if possible. Further information and discussions will continue in May at the next PAC meeting regarding the display case.
  - f) Michelle attended the BC PAC information session regarding gaming grant information. It was very informative and clarified a few guidelines around what the gaming grant can and cannot be used for.

## Topics for Discussion/Updates

- a) Email vote read into minutes. February 6<sup>th</sup>, 2021. Bonnie motioned that the PAC allocate an additional \$493.35 in the purchase of 13 cases – 945ml 50 years Emergency water. Michelle seconded. All in favour. None opposed. Motion carried.
- b) Email vote read into minutes. February 27<sup>th</sup>, 2021. Bonnie motioned that \$500 be budgeted and that the grocery card be reloaded for \$500 for the purchase of food items for the breakfast program. Michelle seconded. All in favour. None opposed. Motion carried.
- c) Pam gave update on Purdy's fundraiser. The fundraiser had \$4148.00 in sales with a \$1037.01 profit. The Easter Fundraiser was very successful and Pam would recommend doing it again.
- d) Caitlyn gave update on Make It Sow fundraiser. There was \$735.00 in sales with a profit of \$350.00. Due to shipping and communication issues and several mix ups Caitlyn recommends looking into West Coast Seeds if the PAC would like to do a seed fundraiser again.
- e) Julie gave update on Growing Smiles fundraiser. There was \$5100.00 in sales with a \$1300 profit. Pick up for the plants will be between 2:30pm and 5pm on May 6<sup>th</sup> and 7<sup>th</sup>. Julie may need a couple volunteers particularly on the first pick up date, which is usually busier. Julie would recommend the spring Growing Smiles fundraiser again. It was very successful.

- f) Teacher/staff appreciation update. Bonnie suggested getting the teachers and staff \$5.00 gift cards from Politanos/Emporium. There are 58 staff members. The purchases would be split between the two coffee shops to support both local businesses. Bonnie motioned to allocate \$300 towards the purchase of gift cards for the teacher/staff appreciation. Michelle and Heather seconded. All in favour. None opposed. Motion passed.
- g) There will be no formal Grade 5 group activities this year. Staff are putting together a slide show/video for the Grade 5's and the children will receive a certificate. The children will also receive a t-shirt signed on the back from classmates. The school already has the funds for the shirts from last year. All students from k-5 will receive a composite class photo again.
- h) Brentwood student/family request to see a Gaga Ball court at the school. The school would welcome a Gaga Ball court to the school. Generally you would have two courts side by side to allow for more student playtime. The courts must be approved and installed by the school district. Generally there is about a 6 to 12 month wait for installation once approved. The total project would be approximately \$8000 to \$10000 installed. The school is also slated for a playground update in the 2022/2023 school year. The Gaga Ball court discussion will be added to the May meeting for further discussion.
- i) Pam gave update on executive nominations for next years PAC executive. A couple names have been put forward and most roles have nominations. Pam and Bonnie would like to find people to share the president and vice president roles if possible. Nominations will close on May 20<sup>th</sup>, 2021.

## New Business

Meeting was adjourned at 8:08 pm by Bonnie Doyle. The next meeting will be at 7:00pm on May 25<sup>th</sup>, 2021.

Minutes submitted by: Christine Norman

Approved by: Bonnie Doyle