

# Brentwood Elementary PAC

*Brentwood Elementary School Parents Advisory Council*

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**2021-2022 School Year**

## What is the Brentwood Elementary PAC?

The PAC (Parent Advisory Council) is a forum within each school community which exists to discuss matters affecting the school and the education of our children. Parents' voices are a tremendous value to their school, offering a wealth of ideas and support in the challenges that face all public schools.

Brentwood Elementary PAC aims to contribute to the benefit of all students at Brentwood School by providing opportunities to communicate more with parents and guardians about the school, involving parents in volunteer activities and decision making, and openly discussing parents' concerns and aspirations for their schools. The PAC also supports the local community and the diversity within it.

The four goals the Brentwood Elementary PAC aims to achieve are as follows:

### **Education and Well Being of students at Brentwood Bay Elementary School:**

In consultation with the school administration, the Brentwood Elementary PAC will purchase items for all students in support of extra-curricular arts, education and sports programs, contribute to activities which support school spirit and the community, support the "Forgotten Lunch" program, provide a fun lunch and popcorn for the kids once a month, , promote and support safety and understanding for children through safe kids and other extra-curricular sessions.

### **Promoting Effective Communication:**

The Brentwood Elementary PAC will ensure meaningful dialogue with the school administration and provide news and information to parents and guardians. This is achieved through postings on the school website, email notification by subscription and the **Brentwood Elementary PAC Facebook page:** (<https://www.facebook.com/brentwoodpac>).

The PAC website ([brentwoodpac.ca](http://brentwoodpac.ca)) allows parents and guardians to connect with the PAC, keep updated on upcoming events, view the minutes of PAC meetings and the PAC Constitution and By-Laws. The PAC will seek opportunities for parents and guardians to hear issues and provide insight and to vote on constitutional and funding issues in traditional and new ways.

### **Fundraising:**

The Brentwood Elementary PAC will raise money through activities and donations in support of funding for the school, and provide efficiency in the PAC operation to reduce waste and costs to reduce overheads. The PAC aims to lessen the burden on parents and guardians by promoting the solicitation of services and funds from businesses.

### **Supporting the Community:**

In keeping with the community spirit which enhances the relationship and involvement at the school, the PAC aims, wherever possible, to seek local businesses for service and community gatherings.

## **Who is the Brentwood PAC Team? (SEE PAC Facebook Page and WEBSITE FOR MORE INFO)**

Several components make up the PAC team, which all work together to provide support to parents, guardians, students, school teachers, support staff and the administration.

The **Executive** members lead the PAC operation and guide decision making. The positions are President, Vice President, Treasurer, Recording Secretary, COPACS representative, Indigenous representative and Members at large. This group dedicates between 1 hour and 5 hours per week depending on the position. Activities involve coordinating and attending PAC and special event committee meetings; relaying information to parents and guardians via the PAC Facebook Page, written notices and the PAC website; managing the PAC finance; coordinating fundraising events. **Coordinators** are responsible for the various activities' the PAC provides or supports throughout the school including PAC fun lunch, popcorn day, , library volunteers, forgotten lunch, etc. The coordinators organize the activity or their part of it and ensure it runs smoothly. Time engaged with the PAC varies depending on the activity.

**Parent Helpers (Volunteers)** can help out with activities at any time that is convenient to them; there is no requirement to attend regular meetings. Helping out with activities is a great way to get to know the school and the teachers and really helps the activities run smoothly.

More information and a list of positions and people can be found on the PAC website, [brentwoodpac.ca](http://brentwoodpac.ca)

## **Contacting the PAC Team**

Contact the PAC Executive anytime if you have questions through e-mail at [office@brentwoodpac.ca](mailto:office@brentwoodpac.ca), through the PAC Facebook page, leave a note in the silver PAC box outside the school office or catch us in the hallways.

## **Communication**

In order to save paper and be more effective in communicating we communicate via email, website and Facebook. To keep informed like our Facebook page, sign up to get auto-notifications from the school website which can be found here: [https://brentwood.sd63.bc.ca/blocks/forum\\_email/subscribe.php?id=1](https://brentwood.sd63.bc.ca/blocks/forum_email/subscribe.php?id=1) and the subscribe to PAC News at: <https://brentwoodpac.ca/resources/online-forms/>.

The PAC also has a bulletin board located at the main entrance of the school. Check-in to see what's happening!

## **What are the PAC Activities for Kids?**

### **PAC Fun Lunch**

The 3<sup>rd</sup> Wednesday of the month, students have the opportunity to order a “Fun Lunch” organized by the PAC.

You will be notified of the dates the online fun lunch ordering is available on our PAC Facebook Page and at [brentwoodpac.ca](http://brentwoodpac.ca). Orders will be placed online. On Lunch day, volunteers will assemble and deliver lunches to student classrooms.

### **Popcorn Day**

PAC supports a Popcorn Day the last Monday of every month starting in October. Popcorn can be pre-ordered on our website. Bags are \$1.00 each

### **Family Dance**

Let's dance for the Reflex Math program! At the end of October the PAC coordinates a Halloween Dance for Brentwood Elementary School families. Bust out your best costume for a night of dance and games activities. Entry is by donation and snacks are provided for purchase.

### **Fun Day**

This day happens close to the end of the year in June and is a morning of fun activities for the children. The PAC is responsible for running a concession stand with popcorn, candy bags, and drinks. A lunch can be purchased as well. We will be asking for help closer to the day

## **PAC Assisted School Programs – We need your HELP!**

### **Forgotten Lunch**

This is a very important program. The PAC has food we keep on hand for those children that may not have a lunch or have forgotten their lunch. It is confidential and the parent will be notified if their child has received a lunch. The volunteer for this position is given a grocery card and purchases food for the program.

### **Library Helpers**

Sorting and shelving books help to keep our library running smoothly. Shifts can be as long or as short as you like. If you have 10 minutes to spare when you pick up or drop off your child, this is a great way to contribute to the school. Training provided.

## Where does the PAC Funding and Donations go in the School?

Classroom and Teaching Support Program Allocations, PAC supports teachers and support programs by allocating funds to purchase items for the classroom. These vary by teacher and include craft materials, items related to a particular educational theme for the year and learning support materials the teachers feel will be of benefit.

### Field Trip Funds

PAC provides supplementary financial support for field trips. The school administration receives a set amount per student from the district, and from the Brentwood Elementary PAC. Amounts donated by the PAC will be published each year.

### Other Spending Requests

Teachers and staff have the opportunity to request funds from the PAC for educationally related items. Past examples have included reading books, a laminator, pencil sharpeners, school wide activities, workshops and presentations, etc.

### Fundraising

PAC applies for a Provincial Gaming Grant every year. The amount received is dependent on the number of students enrolled at the school. In order to provide funds outside of the standard gaming allocation the PAC must also fundraise. Over the years the PAC has found a balance of fundraising through provision of concessions and services like hot lunch and popcorn monthly and Fun Day in June. We have also set up loyalty schemes with the Peninsula Co-op and organize community-based fundraisers throughout the year.

*PAC operates and supports many programs during the year and all money raised goes into the programs and events apart from a small amount for office supplies and other items that are needed to run the PAC.*

Fundraising guidelines can be found on the website or on request from any member of the PAC executive team.

Some additional items that the PAC is able to provide funding for include:

- Library books
- Art & music instruction
- Earthquake supplies
- Forgotten lunch program
- Classroom technology
- Field trip funds including bus rentals
- Recess toys and equipment

### School Kitchen

The Brentwood kitchen is a shared space for the entire school. The PAC ensures that the kitchen is tidy following any PAC activities.

## **Other PAC Events to keep in mind**

### **PAC Meetings (LAST TUESDAY OF EVERY MONTH)**

The PAC meetings are held the last Tuesday of the month starting at 7:00 pm in the multi-purpose room. Come out and let us know what you would like to see happen, how you can help or to address any concerns you have. We would love to see everyone there.

### **Community Social (FEBRUARY)**

Get your babysitters lined up for February! The purchase of a ticket will get you a burger, a beverage and a great night of fun. Beverage. There will also be a silent auction and fabulous draw prizes. The PAC has held this event for a couple of years and it was a great way for the parents and community of Brentwood Elementary to come together for a good cause! Be sure to invite your friends.

### **Staff Appreciation Lunch (MAY)**

This is a great opportunity to do a little something special for the staff and teachers who have worked so hard this year with our kids. Each year we host a lunch honouring the spectacular Brentwood staff. The event takes place in May. Funds donated by the PAC and Brentwood Elementary School community are used to purchase the lunch. A call out for volunteers will be made to help with decorating and serving.