

Brentwood Elementary

PAC

Brentwood Elementary School Parents Advisory Council



2022-2023 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 the Brentwood PAC website, postings on the school website, email notification by subscription and through the PAC Social Media pages:

Facebook page: (<https://www.facebook.com/brentwoodpac>)

Instagram page: (<https://www.instagram.com/brentwoodpac>)

The PAC website (brentwoodpac.ca) allows parents and guardians to connect with the PAC, keep updated on upcoming events, view the minutes of PAC meetings as well as view/read 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 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 Social Media pages, written notices and the PAC website; managing the PAC finances and 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, 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 how to volunteer can be found on the PAC website under "Get Involved."

Contacting the PAC Team

Contact the PAC Executive anytime if you have questions. The best method is through e-mail at office@brentwoodpac.ca. You can also reach out through Social Media or leave a note in the Silver PAC box inside the school office. Or catch us in the hallways or school playgrounds.

Communication

In order to save paper and be more effective in communicating we often communicate *via* email, website and social media. To keep informed follow up on Facebook or Instagram, 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 and the subscribe to PAC News at: <https://brentwoodpac.ca/resources/online-forms/>.

From time to time, the PAC also posts items throughout the school or will send notifications home with the children.

What are the PAC Activities for Kids?

PAC Fun Lunch

One day each month, usually starting in October, 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. Orders will be placed online. On Lunch day, volunteers will assemble and deliver lunches to student classrooms.

Popcorn Day

PAC supports a Popcorn Day one day each month, usually starting in October. Popcorn can be ordered the same as Fun Lunch is ordered.

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 game 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 a variety of treats. A lunch can be purchased as well. We will be asking for help closer to the day.

Where does the PAC Funding and Donations go?

Classroom and Teaching Support Program

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.

Forgotten Lunch

This is a very important program. The PAC provides funds to help support the food supplies for the Forgotten Lunch program. The school keeps food on hand for those children that may not have a lunch or have forgotten their lunch. It is a confidential program and the parent will be notified if their child has received a lunch.

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.

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

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 monthly fun lunch and popcorn as well as 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 of the other fundraising events the PAC runs each year include, but are not limited to:

- Monk School Supplies
- Mabel Labels – Ongoing
- Reusable Bags
- Growing Smiles (Winter Poinsettias and Spring Flower Baskets)
- Chocolates (around Easter)

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

The PAC meetings are held once per 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

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. 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

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 usually 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.