

# Brooksbank Elementary PAC Meeting

7 p.m., June 20, 2018 | Brooksbank Library

1. **Call to order, Welcome** (Corinna Bork) – 7:03 p.m.
2. **Natural Playgrounds & Learning Spaces** (Great Canadian Landscaping Company)
  - a. Chris O’Donohue (President & Founder) gave a short presentation on what a natural playground is, the benefits and the costs. Great Canadian built the natural playground at Highlands Elementary in North Van and is therefore experienced with meeting Canadian Safety Standards (CSA) and the school board approval process.
  - b. Beneficial behaviours and physical development result from playing in natural playgrounds over and above traditional playgrounds. They are also great learning/teaching spaces.
  - c. Costs include things like: design, materials (e.g. rocks/pavers with donor names, logs), labour, fencing, permits, preparation of the land, and maintenance (e.g. watering/weeding/mulching/replanting).
  - d. Total cost anticipated to be between \$60-\$100K. Can be done in stages.
  - e. Note - this company is one of a number that the PAC has been consulting.

**Action item:** Copy of his PowerPoint to be provided to share with parents.

3. **Approval and adoption of minutes** (Corinna Bork) – Approved
4. **Review action items from last meeting**
  - a. **2 PM dismissal** - survey was sent out via class reps to assess whether there is interest from the parent community to review and discuss Brooksbank’s current non-standard schedule. Periodic consultation on this subject is recommended by the School District, with the PAC acting as liaison between parents and school administration and staff.  
**Action item:** Survey results will be shared in September
  - b. **School SWAG** - coffee mug fundraiser added to the coffee fundraiser. Broader school SWAG discussion is to continue in the new school year.
5. **Treasurer’s report** (Ruth Bach)
  - a. **PST Recovery** - We have discovered we can reclaim PST if we submit a PAC PST refund application to the Ministry of Finance. We can only go back as far as 4 years.
    - i. 2014/2015 - we can expect roughly \$1000 back for that year
    - ii. 2015/2016 We expect at least \$500 as our major purchases were the homework bags \$600, self-regulation items for \$1300 and the usual budget items.

- iii. 2016/2017 we purchased the emergency container, frontline portable speakers and iPads amongst other things so I did a rough calculation and it came to \$1610.00
- iv. 2017/2018 up to \$500 as of today
- b. **Over Budget** - a teacher went slightly over budget on his/her PAC allocation so approval to pay is requested. Overall, we are still under budget for classroom budgets. **Motion:** That we reimburse this teacher \$47.83. Passed

6. **Principals' report** (Spencer Kelly & Glenda Robertson)

- a. **Bike to School Week & Cops for Cancer** - During Bike to School Week, 749 walking trips, and 351 rolling trips were made to school. That's 1100 out of approximately 2000 possible trips to school. Thank you to the students that participated in the Bike Parade and Skills Course. Brooksbank raised a total of \$305 for cops for Cancer, who have already started their training rides on the North Shore. Even though Bike to School Week is officially over, we encourage you to keep walking or rolling to school!
- b. **Lost & Found** - Thank you to all the families who had a final look at the Lost & Found items. All remaining items were donated to The Harvest Project and victims of the recent fire in Lynn Valley. The Do Good Group also made a cash donation in support of the recovery effort.
- c. **PAC Parent Night Out** - Thank you for a smoothly run event that benefits the school so greatly. It was fun to see so many people enjoying themselves while supporting the school. It was really well run and efficient!
- d. **Report Cards** - On June 27<sup>th</sup>, the third term report cards will be published to the Parent Portal. The reports must be accessed prior to July 31st, at which point the files are lost as the system transitions to the 2018 - 2019 school year. Instructions on accessing the Parent Portal can be found [here](#).
- e. **Track & Field** - Highest participation rate in years (over 90 kids), with 47 students going to the District finals at Swangard. Thank you to the staff and parents that assisted with the coaching duties.
- f. **Ice Cream Social** - The Ice cream Social is a small way the staff can thank all parents and families with how you support the students and the school community. The success of the school is a wonderful demonstration of staff and families working together to ensure success for all the children. Thank you for all that you do, with at home and at the school.
- g. Please help your kids to transition back to school in September by establishing a few routines and bedtimes in August.
- h. Upcoming assemblies:
  - i. National Aboriginal Day June 21st with some student sharing of learning and experiences from this year.

- ii. Recognition Assembly and Grade 7 Farewell - June 22nd
- i. Swanguard - Question about having a teacher/coach at Swanguard for next year. We've had parent volunteers in past. We also really need the kids to have suitably sized pinnies/uniforms as what they have now is massively too large on the kids.

**Action item:** We will earmark \$500 in funds towards the purchase of small uniforms/pinnies/t-shirts for the student athletes in the 2018-19 budget.

## 7. Parent Night

- a. The parent night raised over \$15,600 (after expenses). A summary report was provided at the meeting and is available upon request – please email bbpacchair@gmail.com
- b. Big thank you to Lisa Whitfield and Sukphal Dhaliwal for spearheading the event, as well as their many volunteer helpers. Thank you cards were handed out.

## 8. Budget

### a. 2018/19 Operating Budget

- i. Final review and opportunity for questions around the 2018/2019 Operating Budget.
- ii. **Motion:** That the 2018-19 budget as presented, with the addition of \$500 for track and field pinnies be approved. Moved by: Corinna Bork. Seconded by: Nicole Cook. Motion passed.

**Action item:** Final 2018/2019 Budget will be posted on the PAC website.

### b. Rainy Day Fund

- i. There has been, for many years, \$10,000 set aside in a rainy day fund for unanticipated/emergency expenses. Is this still reasonable? Discussion - should this be indexed to inflation (e.g. 2%/year) and be added to? Should we keep it at this amount as we haven't needed in past? Or, since we are changing our budgeting approach, keep in case our fundraising actuals are less than budgeted?
- ii. **Motion:** Keep \$10,000 in rainy day fund account for at least one more year. Moved: Corinna Bork. Seconded: Robyn Seymour. Motion passed by majority vote.

### c. Natural Learning Space Preliminary Budget

- i. Discussion: At the end of this fiscal year, we will have around \$60,000 in our accounts (after setting aside \$17,000 to replace spiderweb structure and \$10,000 remaining as rainy day fund). Do we want to earmark this money for the construction of a natural playground and learning space to allow us to proceed with the planning process?

- ii. Considerations: Take advantage of existing environment (stumps, rocks etc) and enhance with additional features to keep cost down. Ensure that the area is set up in a way that allows kids to play freely (not too many rules/restrictions). Further conversation and budgeting will be required before any funds are released.
- iii. **Motion:** That we earmark \$60k for a natural learning play and space to be built in the coming school year. Moved by: Allison Anderson. Seconded by: Lianne Aveling. Motion passed by majority vote.

## 9. Schoolapalooza

**Action:** Corinna and Candice Schalit will spearhead organizing Schoolapalooza. Volunteers welcome!

**10. Directory** - Munch a lunch can do a directory. Tanya volunteered to lead this for next school year.

**Action:** Corinna will connect with her with Karen and Julie to discuss further.

## 11. New Business

- a. **Fundraising** - If an individual parent fundraises outside of PAC channels and advertise it as an individual fundraiser, they can allocate funds as they choose. All funds raised on behalf of the PAC or through PAC channels will go into PAC accounts and will be spent either on a specific initiative (if fundraiser was advertised as such) or on other budgeted items (if general fundraiser).
- b. **Do Good Water Bottle Stations** – Status? It is still in the works and dedicated water lines are being retro-fit for them to be installed. Request for funds (\$500) were previously approved but not spent. Not in 2018/2019

**12. Next Meeting:** 7 pm, Wednesday, October 3, 2018. School Library.

**13. Adjourned at 8:39 pm**

**Meeting Notes By:** Rose Vlaar, PAC Secretary