

Brooksbank Elementary PAC Meeting

7 p.m., April 18, 2018 | Brooksbank Library

1. **Call to order, welcome** (Corinna Bork) – 7:06 p.m.

2. **Approval and adoption of minutes** (Corinna Bork) – Approved.

3. Review action items from last meeting

- **Action:** Investigate the process for gathering and sharing input from parents on the bell schedule, particularly 2:00 pm release on Wednesdays (Corinna) – We will conduct a survey amongst parent community to assess if there is interest to review bell schedule. If yes, next step will be meeting with the school administration.
- **Action:** Post updated PAC Bylaws on the PAC website (Corinna) – posted to website
- **Action:** Update us on the status of requested work orders for landscaping (Spencer) – hoping to have the work completed by the end of April. Someone was already out taking photos.
- **Action:** Present school fees proposal for 2018-19 school year to PAC (Spencer) – see below.

4. Treasurer's Report (Prepared by Ruth Bach and presented in slides by Corinna)

- **Gaming Grant Application**
 - Application for 2018/2019 Gaming Grant complete
 - \$20 per student and if accepted, funds will arrive at the end of October
- **Budget spending**
 - Teachers have been submitting their receipts so budget spending is picking up slightly
 - Loutet Farm \$600 over budget (\$4000 as opposed to \$3400) as we had more sessions than last year (no weather cancellations)
 - As per our bylaws, we need to approve additional spending via a vote.
 - Motion: That the PAC approves spending the additional \$600 to pay our Loutet Farm Bill. (seconded). Passed by show of hands.
- **Fund transfer**
 - On March 17th, we transferred \$40,000 to a cashable 90-Day-Lock-out
 - 1.4% interest on any amount that remains in account until June 17th , 2018.
- **Reports**
 - Reports were presented on our current cash on hand, current monthly update (categories of funding, budgeted amounts, amounts spent and budget remaining), gaming grant status (categories of funding, budgeted amounts, amounts spent and budget remaining)
 - Teacher receipts may be submitted until May 31st currently and it was noted that this does not give us a clear indication of money spent or that it is being used for the current school year.
 - Discussion about encouraging teachers to submit receipts a couple of times a year (e.g. December and May) so that we have a better idea of money spent through the year.

5. Principals' report (Spencer & Glenda)

- **Staff Appreciation Luncheon** – Thank you
- **Band Concert** - congratulations to students for their performance on April 11th. Registration is open for next year
- **Ready Set Learn** - On Monday, April 16th at 10 am, Brooksbank is holding its annual Ready, Set Learn! event in the library. The event is aimed at helping pre-schoolers get ready for school.
- **Jersey Day** - strong support of Humboldt Broncos
- **Focus on Reading Week – We are F.O.R. Reading**
 - classes will be engaged in a variety of activities throughout the week
 - **16th – 20th April:** F.O.R activities throughout the school, including Camp Read.
 - **23rd – 25th April:** Usborne Book Fair: Books will be for sale (percentage of sales going back to the library) during lunch and after school. The fair will be set up in the ELL room so look for notices and reminders so you don't miss out.
 - **25rd April at 8:45 - 9:45:** Do Good Committee will be teaming up with the PAC to run a parent coffee morning, book swap (bring one, take one), and bake sale. \$2 for a coffee and a baked good. If you wish to make a donation rather than swapping a book, that is fine.
- **Traffic & Parking**
 - Thank you to the Traffic Safety Team for dropping by Wednesday morning.
 - Given limited space for drop-off, we ask that drivers maintain traffic flow by not stopping in the lower portion of the lane west of the school there is a drop-off/pick-up area along 14th.
 - Thank you to families who choose to walk or wheel to school. Fewer cars means less
 - traffic concerns.
 - Active and Safe Routes to School – more info on the school's website under the Parent top tab
- **Door opening in morning – why 8:45 a.m.? Clarifying for families why the change...**
 - Supervision became an issue
 - Delineate school time better for students
 - Calmer entry into the classroom
- **Track & Field, Ultimate**
 - Both are Grades 4 to 7
 - Schedules and information on the website
 - Track & Field
 - Qualification meets are coming
 - District meet at Swangard June 5th

6. Outdoor Play Area (Allison)

- The PAC is looking into funding an outdoor natural play and learning space along the North/East side of the gravel field.
- This is a large financial commitment (estimated 50-80K)
- Met with 3 companies to get ideas and options.
- Will get a clearer picture once the area is cleared
- Teacher, parent and student input is sought, as well as input from other schools who have build natural playgrounds (eg. Highlands).

- Please email Allison at bbpacvicechair@gmail.com with suggestions

7. 2018-19 School Fees & Wishlist (Spencer)

- School fees need to be decided by April 27th and published by the end of the month. PAC budget does not need to be approved until June.
- Fee schedule for school supplies (not all school fees) was presented and discussed
- Suggestion is to collect funds for K-3 to order school supplies collectively (as already done for K)
- Funds would be collected in May through Cash Online and then teachers can purchase supplies in June.
- Intermediate students would still have option to order through Edupac (or other provider)
- Wish-list from teachers - conservative ask as the staff anticipates that outdoor learning area will be costly. The purpose of the wishlist is the see if the PAC can fund a number of past parent costs from the PAC budget (and remove them from school fees and separate asks throughout the year).
- **Action item for school admin:** Provide fee schedule to parents early in school year (e.g. Bighouse, Outdoor school, Ski Program, etc.) to eliminate surprises.
- Please share further thoughts with Spencer and the PAC via email

8. Upcoming Fundraisers & Programs

- **Cash for Clothes** (Catherine) – raised \$200
- **Stay Safe program** – scheduled for May 7, over 30 registrations to date (\$5/registration goes to PAC)
- **Coffee Fundraiser** - planned in May
- **Emergency kits** (propose by Nicole) – scheduled for May and tied to emergency preparedness talk.
- **Fruitbars** – historically done in September for Schoolapalooza. Suggestion that we use the company Rico and Lalo company in future for this event as they have supported the school with their donation of auction items for the Parent Night fundraiser.

9. School swag/branded items (all)

- Could involve a significant number of items to sell, produce, issue, process funds, issue receipts and refunds, etc.
- Supplier options
 - Ally Helgason (original idea, logo design) – home business
 - Abacus Promotions (Eliza Burrows) - professional promo company
 - Get bold (Christine Steunenberg) - North Van company, shirts/hoodies only
- Could we use this for cross country or track and field?
- **Action:** Committee to meet and discuss logistics before moving forward. Volunteers: Corinna, Ally, Theresa, Christine, Michelle, Laurina.

10. Committee updates

a. Parent Night (Lisa Whitfield & Sukhpal Dhaliwal)

- Lisa or Sukhpal at bbparentsnight@gmail.com

- Preliminary list of activities and games
- Event budget is in place
- Ticket sales are now open on Munch-a-Lunch
- Posters are going up shortly
- Emails via class reps will go out after the clothing drive is finished

b. Family of Schools – no update this month

c. Reading Awareness Week (Catherine)

- Information is posted online. Refer to Principal's report, above. Book swap will still happen but if they don't have a book to swap or want to leave a donation in lieu of a book, they may do so.
- Do Good Committee is covering the baked goods for the Parent coffee. Looking for coffee donation or would like PAC to cover some coffee if brought in.
- Motion: That the PAC cover the cost of bringing in coffee up to \$100 (Theresa)). Seconded (Laurina) – Passed by show of hands.

11. New Business

a) Jingle Mingle – we need another parent volunteer to co-lead the JM committee.

b) Edupac – Pat Link will take on leading this for next school year.

Meeting Adjourned: 8:36 pm

Next Meeting: 7 pm, Wednesday, May 9th, 2018, Brooksbank Library

Minutes taken by: Rose Vlaar, PAC Secretary