

Brooksbank Elementary PAC Meeting

7 p.m., October 3, 2018 | Brooksbank Library

1. **Call to order, Welcome** (Corinna Bork) – 7:02 p.m.
 - a. Corinna thanked the volunteers who put together the Welcome Back Coffee, Schoolapalooza, as well as the Scalabrino family for donating a fridge.
 - b. Fun Lunch had a record first term with an expected \$8000 raised. Any price increases were due to price increases by vendors, not an increase in margins.
 - c. Class Reps – Thank you to volunteering. We'll be hosting a Class Rep Get-together on October 17th.
2. **Approval and adoption of minutes** (Corinna Bork) – Approved
3. **Review action items from last meeting**
 - a. Provide copy of Great Canadian Landscaping Presentation – GCLC decided not to share, but happy to come back for further presentations.
 - b. Share Bell Schedule Survey results – shared with PAC Executive and School Admin in late June, on agenda for today's meeting.
 - c. Add \$500 to budget for purchase of pinnies/athletic shirts to PAC budget – complete
 - d. Post final 2018/2019 budget on website – complete
4. **Treasurer's Report** (Ruth Bach)
 - a. **Gaming grant**
 - i. PAC grant application for \$9,672 has been approved
 - ii. Funds will be deposited into gaming account
 - iii. Budget was \$8000 - \$1672 surplus
 - b. **Items over budget** (approval required)
 - i. \$306.95 for homework bags (missed on budget) - approved
 - c. **PST rebate**
 - i. Received \$591.64 for 2014/2015 fiscal year
 - ii. A report for 2015-2018 is in the works for this year.
 - d. **Spider web playground structure**
 - i. Quote received for \$17K from the maker of the frame, includes web, installation, tax, shipping
 - ii. Heavily used. Current one lasted 10 years.

- iii. Discussion/vote on PAC contribution – 15K requested from PAC with school to cover the rest. Moved (Nicole, Coleen F.) – Approved.

e. **Balance sheet and P&L report** – copies provided

5. **Principals' Report** (Spencer Kelly & Glenda Robertson)

Athletics

- Cross-country has started with about 30 runners. Thanks to Laurie Reichert, Jane Beleski, & Glenda Robertson for coaching and organizing
- Basketball will be for Grade 7s (1 girls and 1 boys team). Still in the organizing phase. Games out of Ridgeway.

Photos

- Feedback that they're not great
- Retakes are November 16th - a reminder will be sent out
- Different company this year - mounting number of complaints over the last company

National Anthem

- Confirmed that anthem is sung at all school (Cops for Cancer as timing was uncertain)
- Same for Traditional Territory Acknowledgement

Cops for Cancer & Terry Fox

- Thank you for all the donations
- Raised over \$700, will be split between the two charities

Clubs

- Lego Club is up and running
- Chess will be back in November
- Looking into 3-Point Basketball for the younger students

Foundation Skills Assessment (FSA) Letter

- From BCTF to families of Grade 4 and 7 students
- Sent out as per an agreement between the District and the NVT A
- Being submitted does not preclude your child taking the test

Forms and Fees

- Fees will be out next week on the online KEV system
- Thanks for completing the online forms - almost 100% done by deadline
- **Action:** Families would appreciate a copy of the form for parents to list which kids they've agreed to be emergency contacts for. (Spencer)

Reporting

- Conferences (student/parent/teacher) that were occurring in term 2 will now happen in term 1
- Terms 2 and 3 will have traditional report cards (March & June)

Ski Program

- 4 days to include the season pass
- Transportation costs have doubled (\$1000/bus), would result in fees of \$345 (up from \$205 for 3 days last year)
- Spencer would love to hear parent feedback to help decide on moving ahead at this cost.
- **Action:** Suggestion to survey parents and discuss option of PAC providing some financial support. (Corinna & Spencer)

6. Natural Learning Space Update (Allison Anderson)

- a. In June we earmarked \$60K from PAC
- b. Committee: Claire Spofforth (Primary teacher), Spencer Kelly (admin), Allison Anderson and Corinna Bork (PAC Executive) , Joel Roy and George Thomson (parents with extensive project managemet/construction experience). Will likely add Intermediate teacher.
- c. Information has been gathered from other schools, including the proposal and details they had to provide to the District for their similar outdoor areas.
- d. A parent and teacher survey is coming and results will be reviewed at next PAC meeting. Discussion around collecting feedback from the kids as well (e.g. talk with a primary and intermediate class).
- e. A Request for Proposal (RFP) process and vendor selection will follow.
- f. Timeline will be confirmed once we have gathered more information about permitting process.

7. Bell Survey Results

- a. Summary of results provided at the meeting. 122 responses were received. Overall, 2/3 were satisfied with the current bell schedule but ½ would be open to other options.
- b. Discussion about providing more information to parents about how this hour is used by the school, where does it come from, shorter lunch at Brooksbank etc.
- c. **Action:** Post results of the survey to the PAC website (Corinna).
- d. **Action:** Requested that school create some information on the early release at Brooksbank to circulate at the start of every school year and post on the website (Spencer/Glenda)

8. November PAC Elections

- a. Current executive positions end on December 31, 2018.
- b. All positions (Chair, Vice-Chair, Treasurer, DPAC Rep, and Secretary) are open for nominations. All can be co-/shared positions
- c. Both the Treasurer and Secretary roles will be vacated (Ruth has held treasurer for 2 years, Rose will not have kids at the school next school year).
- d. All positions need to be filled to be considered an official PAC and being eligible for Gaming Grant
- e. Please contact Corinna if you're interested in any of the positions.

9. School SWAG

- a. A school parent has offered to create school swag (hoodies, water bottles etc) and sell with kick-back to the PAC.
- b. **Action:** A committee has been formed – Colleen Foy, Leanne Aveling, Lisa Whitchurch and Amy Green will contact vendor and present at next PAC meeting

10. Committee Updates

- a. **Family of Schools** (Catherine Stride) - Harvest Fair happening on Oct 14th, (11am – 2pm) at Sutherland Secondary. Free event with low cost activities. Parent volunteers needed. Come and enjoy.
- b. **DPAC** – City and District school trustee candidate meetings – watch for those leading up to the municipal election.
- c. **Directory Update** (Karen Beattie/Tania Loken) – Information collected through Munch-a-Lunch this year. Print copy in the works. PDF can be emailed out but can't be posted on the website.

11. New Business

- a. **Family Photos** – Spencer looking into this and will try to put in place.

- b. **Summer Slideshow** – Why wasn't one done this year? Lots of frustration over formats and inability to include some pictures. Need to figure out how to specify compatible formats and ensure everyone is included.
- c. **After School Programs** – Discussion about offering programs run by the rec centre out of the school. This is done with other schools. Could we? **Action: Spencer will look into this.**
- d. **Jingle Mingle** – Who will support Michelle Mullie in leading the committee? Shelly and Christine will do prizes **Action: Michelle will send out a call for volunteers and schedule a meeting before the next PAC meeting.**
- e. **Strings Program** – Query about offering this. Not for this year as Mrs. Leslie has her program already planned; however, for next year it could be revisited.
- f. **Grade 7 Recorder** – Mrs. Leslie has a program planned and can provide information.
- g. **Water Dispensers** – Update requested. Spencer advises that a facilities person came through with contractors to sort out pricing in response to our long standing work order for this. There will be two in the school with dedicated fountain water lines. The quality and pressure for the water will be good. Timeline is not known.
- h. **Soap in the bathrooms** – Some kids are saying it runs out by the afternoon. Kids should be encouraged to let the office know if it is empty and they will get it filled.

12. **Next Meeting:** 7 pm, Wednesday, November 7, 2018

13. **Adjourned** at 8:22 pm

Meeting Notes By: Rose Vlaar, PAC Secretary