

Brooksbank Elementary PAC Meeting

November 7, 2018 at 7pm | Brooksbank Library

1. **Call to order, Welcome** (Corinna Bork) – 7:04 p.m.
2. **Approval and adoption of minutes** (Corinna Bork) – Approved
3. **Status of action items from last meeting**
 - a. **Student Directory** – PDF link has been emailed out through Class Reps. Paper copies came home through youngest child at school.
 - b. **Emergency Contacts Form** - Copy of the form for parents to list which kids they've agreed to be emergency contacts for has been distributed to parents as requested. (Spencer)
 - c. **Ski Program** – Spencer reported that school was unable to reduce program costs so cancelled program for this year. Working on bringing the bus cost down for next school year to make this feasible. **Question:** Is this something the PAC could help fund next year to keep the cost affordable for families and ensure access to all?
 - d. **Bell Survey** - The results of the survey have been posted to the PAC website (Corinna) and the school has prepared a draft information piece on early release for distribution to parents at the start of next school year (Spencer). That information piece will be reviewed with the staff before it is finalized.
 - e. **Family Photos** – Looking into scheduling family photos after Christmas. (Spencer)
 - f. **After School Programs** – The school has put together a number of after school offerings and information has been sent to parents. Programs start this week on Fridays and continue for six weeks. (Spencer)
 - g. **Jingle Mingle** - Volunteer meeting scheduled after this PAC meeting. (Michelle)
4. **Treasurer's Report** (Ruth Bach)
 - a. Cheque for \$230 from NVan District for PST refund.
 - b. Copies of October financials and budget update provided at the meeting, available anytime through treasurer.
 - c. Profit and Loss report shared. FOS revenue is total to be shared among the FOS schools. Our share is \$300 from the Harvest Fair (distributed).
5. **Principals' Report** (Spencer Kelly)
 - a. **After School Programming**
 - Lego up and running
 - Chess starts Nov 19th
 - North Van Rec activities for Grades 5 to 7 – Fridays for the next 6 weeks.

- 3-Point Basketball for primary will likely return after Spring Break - just a question of space & scheduling.
- b. Parent/Student/Teacher Conferences**
 - Replace report cards as part of a pilot in our Family of Schools
 - Scheduled week of November 12, online sign-up
 - Students are included in the conferences
 - c. Photo Retakes**
 - Scheduled for Friday, November 16th
 - d. Lost & Found**
 - Please check the growing collection
 - e. Web Replacement**
 - Arranging for disposal of old web and hardware
 - f. Parking & Traffic**
 - Traffic has been very bad the past week. Don't drop off in the cul-de-sac or in the middle of the lane.
 - Please use alternate modes of transportation
 - Loutet is available for parking
 - g. Grade 6 students at North Vancouver Outdoor School this week**
 - h. Primary Christmas Concert (K-3) Dec 19th 6 pm at Brooksbank Gym** - more information to come
6. **PAC Election – 2019 Executive (January –December 2019)** - The following positions are open for nominations and vote. Terms are for one-year, starting on January 1, 2019. Quorum confirmed and voting rights affirmed.
- a. Chair**
 - i. Nominee – Corinna Bork (nominated by: Colleen Jesson; seconded by: Lisa Whitfield)
 - ii. Elected by majority vote.
 - b. Vice-Chair**
 - i. Nominee – Alison Anderson (nominated by: Theresa Duvall; seconded by: Colleen Foy)
 - ii. Elected by majority vote.
 - c. Treasurer**
 - i. Nominees– Carly Philip/Tammy Desor (co-treasurers) (nominated by: Tanja Henderson; seconded by: Karen Beatty)
 - ii. Elected by majority vote.
 - d. Secretary**
 - i. Nominee – Leanne Aveling (nominated by: Chandra Junck; seconded by: Michelle Mullie)
 - ii. Elected by majority vote.
 - e. District PAC Representative**

- i. Nominee – Theresa Duvall selected by acclamation (not a voted position)
- f. **Family of School Representative**
 - i. No nominees, looking for volunteer

7. **Natural Playgrounds & Learning Spaces - Survey Results** (Alison)

- a. 124 survey responses received
- b. Top two benefits: encouraging imaginative play and interacting with nature
- c. Response to photo examples – most popular items were shown for play and learning areas
- d. Summary of responses was also presented and discussed.
- e. Teacher feedback – a group of teachers also met and discussed the area. Their feedback is similar to parent feedback.
- f. Next Steps: Committee will meet and review responses in detail to determine next steps for designing, contracting and building.

8. **Brooksbank swag** (Colleen Foy & Matt Pierrot)

- a. Presentation from Matt, owner of “Get Bold”. Offers online store with Brooksbank branded clothing.
- b. Discussion around designs and pricing (fundraising component).
- c. Get Bold will manage online ordering, payment and delivery
- d. Opening online soon with orders ready for the holidays

9. **Brooksbank PAC Website** - General sense that our website needs to be updated and made more user-friendly (Upper Lynn PAC website mentioned as example) **Action:** Corinna to ask for parent volunteers with website experience

10. **Representative Updates**

- a. **Family of Schools** (Catherine Stride) – thank you to everyone who supported the Harvest Fair last month at Sutherland. It helped each school earn some money and some funds went to the Sutherland Student Leaders club.
- b. **District PAC** (Theresa Duvall) – nothing to report

11. **Upcoming Fundraisers**

- a. Coffee Fundraiser \$385 was raised – easy and quick.
- b. School SWAG
- c. Purdy’s Chocolates. Fliers area already being sent home. Get your orders in!
- d. Jingle Mingle – Date: December 12th. More information coming out soon

12. **New Business**

- a. Ladies Shopping Night for women’s apparel – kick-back will come to PAC. Discussion about supporting individual’s business. Maybe do a fair in the Spring?

- b. School Trustees - Brooksbank Rep is Kulvir Mann. **Action:** Spencer will invite Kulvir to attend a future PAC Meeting.

13. **Next Meeting:** Wednesday, December 5, 2018 at 7pm

14. **Adjourned** at 8:15 pm

Meeting Notes By: Rose Vlaar, PAC Secretary