



PAC Meeting Minutes

March 7th, 2018 | Brooksbank Library

Minutes taken by: Rose Vlaar, PAC Secretary

1. **Call to order and welcome** (Corinna Bork) – 7:03 p.m.

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

3. Review action items from last meeting

- **Coffee fundraiser:** Lisa Whitfield will implement, currently reviewing best way to sell vouchers. Fundraiser schedules for May.
- **Cash for Clothes fundraiser:** Catherine Stride will implement, aiming to do after Spring Break with return around April 20th. To be confirmed.
- **Parent input on school schedule:** Input from parents regarding current 2pm dismissal on Wednesdays can be gathered through online survey. Remaining question: What is the process after this first step?
Action: Corinna to investigate process once parent feedback has been established.
- **Work orders for landscaping issues:** See Principals' report

4. Treasurer's report (Ruth Bach)

Updates

- Switching from Excel to Quickbooks Online. Cost is \$10/month. Less room for error and easier to transition to next Treasurer.
- Signing authority has been updated to include new members of Executive, all cheques being signed by two people going forward.
- Fun lunch team provided with a reloadable visa card (\$500 max) for purchasing additional food items
- Fundraisers limited to 1 at a time in Munch-a-Lunch system, currently investigating other online purchase options for fundraising and ticket sales.

February Financial Reports

Cash on hand:

	Feb 1, 2018	Feb 28, 2018
1. Chequing Account	\$63,692.14	\$56,932.29
2. Gaming Account	\$14,660.02	\$14,661.14
3. SD44 Trust Account	\$441.82	\$441.82
4. Term Deposit	\$10,000.00	\$10,000.00



- Term deposit (“Rainy Day Fund”) is up for renewal in August. New rates: 1st year at 2.1%; 2nd year at 2.25%; 3rd year at 3.15% for an annual compound rate of 2.5%. Interest is transferred into checking account on Aug of each year.

Monthly Budget Update:

Category	Budgeted Amount	Spent year-to-date	Budget Remaining
Teacher Funds	5,700.00	(957.20)	4,742.80
Library	1,000.00	(1,073.64)	(73.64)
Art Supplies	1,200.00	155.00	1,355.00
Science Supplies	1,000.00	0.00	1,000.00
Music	1,000.00	0.00	1,000.00
Area B Choosing Materials	300.00	(130.71)	169.29
AV Schreen	2,000.00	0.00	2,000.00

Questions:

- How will we spend our money? This will be part of budget discussion for 2018/2019 budget (April to June PAC Meetings)
- Have teachers placed orders to use the teacher-allocated funds? Yes but some still in process

5. Principals’ report (Spencer Kelly)

Last lockdown drill

- “Internal” drill, completed last week
- Lasted about 5 minutes, all went smoothly
- Kids and staff out of sight – kids in open areas move into a designated classroom.

Grounds

- Work orders either submitted or re-submitted and waiting for them to be filled
 - Walkway at south end of portable – possible new walkway of gravel and/or cement
 - Clearing of brambles/underbrush in two areas

PAC Budget Wish List

- Will start at staff meeting next week and present first draft at April PAC meeting
- Parents are encouraged to submit ideas for activities or supplies

Ski Program

- Great conditions for first two trips
- Thank you to parent volunteers for their help on the bus and on the mountain

Conferences underway

- Continuing to use Sign-Up Genius for online registration – positive feedback from teachers, parents and office staff



Pink Shirt Day

- Grade 4 to 7 Flash Mob at Grand Boulevard (covered in local news)
- School-wide assembly in the afternoon was very positive and well run by the students, who made a movie and did presentations

Jump Rope for Heart

- Waiting for final counts, but Brooksbank donations currently at over \$9,000

44 Dresses

- Donations of prom outfits, shoes, accessories for Grade 7 girls and boys in need
- Items are being collected by Spencer or Glenda until spring break

6. Emergency Supplies Update (Spencer Kelly)

- Grab & Go bags/comfort kits in all classes
- In emergency bin/container (outside): small food supply, water, search and rescue, first aid, documentation for release, school maps for first responders, etc.
- Equipment and documentation for specific roles organized into containers
- Our emergency preparedness has been assessed as "in great shape" by the region's emergency preparedness expert. Plan to invite her again next year for a check-in.
- Only a few (optional) items remaining to consider for purchase.

Question: Do we want to purchase further items? Part of next budget discussion (in consultation with expert)

7. Committee updates

a. Parent Night (May 25) - Lisa Whitfield & Sukhpal Dhaliwal

- Catering booked (Vera's)
- Decoration and Activity Committee in place, more volunteers always welcome
- Sign-up sheets for volunteers for night of to be shared shortly
- Ticket sale method to be finalized
- If you know a business that would like to donate (cash or item or service) please email bbparentsnight@gmail.com
- We can issue tax receipts through the school district.

b. Staff Appreciation Lunch (April 10) - Tanya Henderson & Eliza Burrows

- Tacos with veggie option
- Need parent volunteers for salads, desserts, and playground.
- More info to be shared via class reps and Facebook page

8. New business

a. Amendments to PAC bylaws

- Bylaws required updating in various areas, BC Council of Parent Advisory Council draft bylaws were used as guideline



- Suggested amendments were presented to attendees and floor opened for discussion. No questions or changes.
- Motion to approve the amendments to our bylaws. Seconded. Unanimous approval by show of hands
- Updated Bylaws will be posted on the PAC website

b. School Fees

- A number of parents have brought forward concerns about school fees at Brooksbank
- Brief review of 2017/2018 school fees and relevant extracts from School Act and NVSD Policy 706
- Discussion: Should certain programs and experiences be paid for with PAC funds? What are the alternative activities for kids who opt out of fieldtrips? In general, what do we value as parents and want to see built into offerings, and what do we not find relevant?
- Request from PAC Chair to Spencer and Glenda that, in accordance with School Act and District policy, proposed school fees be formally presented to the PAC at a PAC meeting before the end of the school year for discussion.

c. Open floor

- **Bike to School Week** (May 28-June 1). Being run by Julie and Nicole – looking for ways to make this fun and exciting and encourage more families to ride their bikes or walk.
- **Emergency Awareness Week** (May 6-12). Idea of selling kits after a talk for parents. Is there interest in this again this year? Note Family of Schools will do a talk and will have kits for sale at Sutherland. Dates TBD. By show of hands there was general support for the idea of doing a emergency kit fundraiser.
- **3 Point Basketball** – tbd.
- **Ultimate Frisbee** – Spencer and Neil Beattie are going to look at putting together teams (grades tbd). Will try to have meet up and games with other schools. Likely start in mid-April.
- **Track-and-Field** – will be discussed at next staff meeting.
- **Cobbs Bread Fundraiser** – Now in place. Information to be shared shortly.
- **School SWAG** – sample dryfit t-shirt showed. Question is how to sell them. Ally Helgason created sample shirts and mugs with new Brooksbank logo. **Action:** Corinna to put on the agenda for next meeting to discuss scope and logistics of selling branded items

Meeting Adjourned: 8:25 pm

Next Meeting: Wednesday, April 4 at 7pm