

## Brock PAC Meeting Minutes – Oct 16, 2013

Meeting called to order at 6:55pm

Attendance: Inkeri Mehrag, Cheryl Wang, Sue Montgomery, Alison Sharpe, Helen Xue, Tara Landes, Dani Conrad, Krista Knight, Janice Hague, Eve Griblin, Keri Zingle Angela Hughes (principal), Leone Payson (teacher rep),

Introduction of the new PAC Exec, and what our roles are.

Presentation of the Mission Statement for 2014-15 year:

- support staff and students at the school with funding and community support;
- build connections within the school community through effective communications, and by hosting community events linked to the school; and
- make our fundraising priority the reconstruction of the intermediate playground

We were thrilled a teacher came to the meeting and she received a round of applause. Leone indicated she would try to come to more PAC meetings and we expressed appreciation, and asked her to extend the invite to all teachers. The teacher report came before Angela's. "Angela requested Leone report ahead of her due to scheduling constraints and the attendees agreed."

Reports:

- Teacher – Leone Payson
  - Grade Seven's would like to propose a bottle drive as a student fundraiser for grad expenses (food, tables, decorations etc)
  - We will need to pick a date and order tables for the grad as soon as possible
  - Lack of text books available for all of the upper intermediate students

### **DISCUSSION RESULTING FROM REPORT**

- lack of text books at 6/7 level exists because of the addition of grade seven intensive French class,
- upper intermediate teachers are still determining which math and science texts they wish to use for this year and are considering all options including licenses for ipads to publishing companies like Pearson
- several comments pertained to how the PAC could support the classes that lacked textbooks, unfortunately PAC fundraising cannot go toward text books.
- Angela will discuss with other schools the possibility of trading/borrowing texts to meet the need however texts are very expensive and it may not be possible to find sufficient numbers of them
- A parent suggested donating text books to the school, this would not be turned away, but is not being advocated for either
- problem of lack of texts is not unique to Brock and is a provincial issue
- The attendees thought the grade 7 bottle drive was a good idea, that twice during the year seemed reasonable, and that right after the December holiday would be a good

time for pickup. Leone also made a point of saying she doesn't believe that class time should be used for fundraising and so all bottle drive activity would be coordinated extra-circularly

- Principal – Angela Hughes
  - 2. Staffing updates – We have a new teacher replacing Ms. Sauder for three days a week (resource position) Ivana Pavlovic. Ms Weisinger and Mr. Dodd (challenge centre) both have applied for and accepted new positions. Ms. Weisinger will be the new gifted consultant replacing Rosemary Burd and Mr. Dodd will be teaching at Strathcona Elementary. The district will be posting both of their positions so until then, programming will be disrupted. Finally, Susan, who has been on leave since the beginning of the year is set to return on October 27. Tina, who was Susan's replacement, did a fantastic job of school start up and I wish her well as she was the successful candidate at Henderson Elementary.
  - Meet the Staff and PAC Welcome back – thank you to all the parent volunteers. The event was well attended and feedback was all positive.
  - Earthquake Kits – Are there any parents willing to help out with getting the comfort kits/bags ready and in the bin?
  - Intensive French (IF) – We will be receiving some money for the grade 7 class from the district and M. Doucet will be compiling a list of resources he requires.
  - Inner City Revisioning. As you are likely aware, we no longer qualify for the enhanced supports due to our decline in vulnerability at the school over the past five years. As such, we were only able to retain Robyn, staff assistant, for one more year. This year she will be working with all classes (not just the primary students). As the year progresses, her schedule may be more firm but currently she is working on a “sign up” basis. She continues to work with the BLTs too.
  - Lunch update. I expect that by the end of October, beginning of November to have the first numbers sent to me with respect to the hot lunch program. Just a reminder that the program is no longer subsidized and is a full pay program. Subsidy forms are available for those families that do need them. Please come to see me in the office so I can explain the process in more detail.
  - Cross Country is in full swing. The last area meet was this past Tuesday and the district meet is on the 21<sup>st</sup> (Tuesday). Children will be leaving the

school at 12:00 to get to Trout Lake in time for the 12:30 start. They will be having an early lunch that day. If you are able to drive, please see Mr. Wong and/or myself to ensure you have all the necessary forms completed. Thank you to everyone who has contributed their time to drive to and from events.

- Volleyball is also up and running. This year I have asked that Mr. Wong switch the way the teams are formed to align with the mandate of Elementary Extra-Curricular Sports. Some schools just have one team and rotate players through, others with many players have two teams but, in these instances, teams are supposed to be evenly balanced (stronger and weaker players on both teams with equal play time for both teams). This year we have still made A and B teams but they are more evenly balanced than they have been in the past. Both teams have equal practice time although the grade 7s may be getting a bit more practice time because it is their last year here. If you do have further questions, Mr. Wong has asked that you talk to him about your concerns with respect to equal practice time.
- Student Led Fundraising – has been brought up at the SAC meetings and teachers will be given the opportunity to present their requests for this year. It is not likely there will be many proposals, if there are we will have a larger discussion about the goals of the fundraising activities proposed.
- Grant/Donations. At the end of last school year Brock received a grant from CLICK for \$1500 to support Aboriginal Enhancement. Since this is one of the goals on our school plan we will use this money to support this school goal. It will likely support some presentations for the whole school. We also received a donation from Raymond James for \$2500 which was matched by one of the partners of the company for a total of \$5000. They wanted to support two areas in the school – field trips and/or presentations and our social responsibility goal. We will be putting \$15/student towards a field trip and the remainder will support our school goal. That may be put towards resources or performances or a combination. The staff are considering ways to use both of these monies and we will update PAC once a decision has been made.
- Teachers continue to want to have SPEC support our school and we are currently looking for ways to financially support the program. It costs approximately \$5/child/lesson.
- Rexall offer of flu shots for families. Free for certain people (health care workers, children under 5, seniors over 65, anyone with chronic medical conditions). If you are not sure if you qualify, contact Rexall directly.

- Professional Development Day – make up for September – will be on October 27. October 24 is the provincial pro-d day. Brock staff have/continue to sign up for a variety of workshops offered on this day. On October 27 we will be working on the school plan in the morning (since staff did not do this in the spring due to the labour dispute) and sharing strategies, ideas, etc. from our Friday workshops.

### **DISCUSSION RESULTING FROM REPORT**

- parents raised points about the importance of the balanced teams at Brock from the perspective of the students who had previously been on B teams as well as A teams
- one parent expressed their child is not as enthusiastic about the program now that it is less competitive. Others expressed that their children are more enthusiastic now that it is inclusive. Either way, this is not a school level decision but a district policy that is being enforced.
- a parent also expressed concern about this change not actually addressing the issue of some students being more athletic than others and students learning about their own strengths
- elementary school was deemed a space for all to have access to sports equally and not for competitive teams where some students are not able to participate
- With regard to the lunch update, and the numbers being available in November “This is important because, while we will continue to have the program for 2014 – 2015, the program will be up for renewal next year, depending on the numbers that are enrolled this year. If we do not have sufficient enrollment, we will lose the hot lunch program.”

**Chair** – chair’s only report is to present the budget, under old business below.

Vice Chair

## Treasurers Report (see bank reconciliation below)

Treasurer's Report - at October 16, 2014					
			MAIN ACCOUNT	GAMING	TOTAL
25-Sep-14	<b>Period Starting Balance</b>		\$ 6,694.22	\$ 1,971.82	\$ 8,666.04
	<u>Revenues</u>				
	Gaming Grant	\$ 4,320.00		\$ 4,320.00	
	Gaming interest			\$ 0.08	
	Baseball tickets sold	\$ 120.00	\$ 120.00		
	<u>Expenses</u>				
	699 Long Jump cheque # 699	\$ 682.00	\$ (682.00)		
	702 BC Societies Registry	\$ 25.00	\$ (25.00)		
16-Oct-14	<b>Ending Balance (PER BANK)</b>		\$ 6,107.22	\$ 6,291.90	\$ 12,399.12
	<u>OUTSTANDING CHEQUES</u>				
	700 SPEC - food for First Nations Plant lessor	\$ 97.15	\$ (97.15)		
	701 Pen-Pal postage (Ali Sauder)	\$ 18.46	\$ (18.46)		
	703 Little Mountain Coffee (Staff treats)	\$ 97.50	\$ (97.50)		
	704 Inkeri Meharg (Reimbursements)	\$ 111.80	\$ (111.80)		
	705 E.Wong - Lego purchase 12-June	\$ 111.99	\$ (111.99)		
		\$ 1,143.90	\$ (1,143.90)		
	<b>ADJUSTED CLOSING BALANCE</b>		\$ 4,526.42	\$ 6,291.90	\$ 10,818.32

### Secretary – Alison Sharpe

- Mail chimp working well and we are receiving positive feedback on our communication. Please let me know if there are any issues or concerns.

### DISCUSSION RESULTING FROM SECRETARY'S REPORT

- a parent indicated they found the agenda and minutes hard to locate on the website
- a parent indicated they found the website hard to locate in a google search
- Alison reported that the Brock PAC website is linked in the bottom of all newsletters and that efforts will be made to better embed the documents into newsletters for ease of access

### Fundraising – Tara Landes

- Mabel's labels has raised over \$100 but is open through the end of the month
- Direct Drive campaign information presented (see attached), goal is for an average of \$150/child to be donated to help raise money for the playground, roll out Monday Oct 20<sup>th</sup> cheques back Oct 31<sup>st</sup>

- We have also had companies, if possible offer to donate labour/materials at cost to assist in reducing the cost for the project
- Gift Card Fundraiser roll out will be for first week of November. We will add local merchants to the gift card program as they tend to up their percentage to us.

### **Old Business:**

- Vancouver Foundation Grant update and discussion (Eve)
  - In progress, Alexa working with VSB to finalize plans and work out the details
  - We have received an extension on our timeline to allow for project to be completed
  - School board will quote on the supplies we need and we will then decide how to proceed in the most economical way
  - School board also in favour student planting day
- Staff Communication Plan Update – Dani Conrad
  - Appreciative email from a teacher for the welcome back drink from Little Mountain Coffee and an offer to help with events this year
  - Feedback very positive on our efforts to strengthen communication with staff and include them in the decision making process

**New Business:**

- Proposed Budget for 2014-15 (see budget below)

<b>GENERAL BROCK ELEMENTARY - PAC BUDGET 2014-15 SCHOOL YEAR</b>			
<b>STARTING FUNDS AND PROJECTED REVENUES</b>			
	<b>MAIN ACCOUNT</b>	<b>GAMING ACCOUNT</b>	<b>TOTAL</b>
	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
Current Balance (GAMING)		\$ 1,971.82	\$ 1,971.82
Gaming Grant (243 kids @ \$20)		\$ 4,320.00	\$ 4,320.00
Adjusted balance (at 25 Sept)	\$ 5,784.62		\$ 5,784.62
Mabel's Labels	\$ 1,000.00		\$ 1,000.00
Donations & Grants	\$ 20,000.00		\$ 20,000.00
Direct Drive Donations	\$ 25,000.00		\$ 25,000.00
Gift Card Sales	\$ 1,000.00		\$ 1,000.00
Garage Sale	\$ 3,000.00		\$ 3,000.00
<b>TOTALS</b>	<b>\$ 55,784.62</b>	<b>\$ 6,291.82</b>	<b>\$ 62,076.44</b>
<b>PROJECTED EXPENDITURES</b>			
Staff Requests	\$ 3,450.00	\$ 4,860.00	\$ 8,310.00
PAC EVENTS *see projections	\$ 1,900.00		\$ 1,900.00
Tupper Scholarship	\$ 250.00		\$ 250.00
Front Playground upgrade	\$ 500.00		\$ 500.00
Staff Gifts	\$ 200.00		\$ 200.00
PAC Meeting childcare (8 x \$20)	\$ 160.00		\$ 160.00
Fundraising COSTS?	\$ 250.00		\$ 250.00
Admin costs	\$ 150.00		\$ 150.00
Playground Funding	\$ 40,000.00	\$ 1,431.00	\$ 41,431.00
<b>TOTAL Projected Expenses</b>	<b>\$ 46,860.00</b>	<b>\$ 6,291.00</b>	<b>\$ 53,151.00</b>
<b>Net Surplus (shortfall)</b>	<b>\$ 8,924.62</b>	<b>\$ 0.82</b>	<b>\$ 8,925.44</b>

- o Staff presented with the total amount of money available to staff and then they decided how they wanted it divided up (\$3,450 and \$4,860 amounts)
- o Staff has requested for \$150 class supplies and \$15/child for field trips
- o Some remains and now staff is deciding on what the money will go toward

**MOTION:** Made by Tara Landes to accept the proposed budget as listed, seconded by Sue Montgomery, unanimous decision to pass motion.

## **Other New Business**

- Brock Wear Coordinator needed (Inkeri may have a parent interested)
- Multi Cultural Night date discussion
- Preliminary scheduling of 2015 meetings and events executive to discuss
- Earthquake Kits – Parent has signed up for it.
- Recognition – Incoming PAC would like to publicly thank the PAC who have volunteered last year and in previous years for your years of service and support. It is a wonderful legacy of support for our school.

### **ACTION ITEMS RESULTING FROM MEETING:**

ACTION: Tara to work with Angela to get the Direct Drive package out to students on Oct 20<sup>th</sup> and organize the return of the envelopes.

ACTION: Email Inkeri if interested in helping add local merchants to the gift card fundraiser. Georgina Butler to organize the fundraiser.

ACTION: Executive to meet to decide on Multicultural Night date as well as second and third term meeting dates/times

ACTION: Krista to follow up with the parent who volunteered to support the earthquake kits. A letter will be sent home to families indicating what goes into the kits and the collection information.

Next meeting November 13<sup>th</sup> at 6:45pm