GENERAL BROCK PAC

Meeting Minutes

May 11, 2021

**Opening:**

Krista Knight (PAC chair) hosted the Zoom meeting. Meeting began at 6:30pm.

**Present:**

Total in attendance: 18. Krista Knight, Nancy Paget, Lauren Bond, Erin Boniferro, Sami Wall, Sarah Dumont, Dani Conrad, Penny McCleery, Tara Landes, Ken Armstrong, Desirae Salmas, Gosia Sudol, Mike Kerfoot, Ivan Chung, Kiara Hennessey, Sheri Lomas, Carrie Tennant and Scott Walker

**Business:**

1. **Intro & Icebreaker (Krista)**
2. Parents introduced themselves – mentioned who their kids are what grade(s) they are in.
3. Short agenda today. We are mostly here to elect a new PAC executive for the next school year and also to take a look at the staff wish list so we can get a jump on some of the spending.
4. **Previous PAC meeting minutes were approved (Krista)**
5. **Principal’s Report (Nancy Paget)**
6. Sports Day
* Teachers are working in their cohort groups to plan Sports Day.
1. Photo Day
* This Friday, May 14th. Just individual photos and no re-takes.
1. Welcome to Kindergarten
* Successfully hosted the Welcome to K virtual event. New parents will pick up their welcome bags next week.
1. **Finance Overview (Mike Kerfoot)**
2. Finance Overview was emailed to the PAC
* Not a lot of money coming in and out this year.
* Spent about $9,800
* About $4,500 approved and unspent
* Lanyards raised about $1000
* Pizza Night raised about $2300
1. Unpaid Invoices?
* Mike asked Nancy if there are any unpaid invoices coming down the pipe
* Nancy said yes: the tapestry one, library one, Robert Bateman and projectors.
* They discussed the logistics for how they would pay these invoices, from which accounts. They would ideally like to pay for all the expenses for this school year before the end of the school year.
* Nancy said she gave the teachers a deadline for submitting their receipts from their class funds as well.
1. Brock Scholarship
* Krista let us know that we have a scholarship fund that is awarded to a Tupper or John Oliver student who graduated from Brock.
1. **Voting on PAC Executive Positions (Krista)**
2. Voting Early
* Krista felt it would be great to do the election early so we can hit the ground running for next year.
* It took a while for people to step forward. Some people volunteered for roles and others may have to wait until September since we typically get a larger turnout in September and may need to do more active engagement and recruitment.
1. Discussions about Roles and Potential People to Fill them
* The PAC welcome any and all participation.
* Sarah Dumont would like to take a year to learn the role of chair.
* Krista has been PAC chair for 6 years and is ready to pass the torch.
* Mike Kerfoot would also like to pass the role of treasurer to someone else.
* Gosia is interested in bringing in more in-school and after-school programs (like we did we ultimate frisbee and dance).
* Tara is interested in taking on Dani’s role as class parent liaison. Krista suggested that maybe the “staff thank-you” aspect of that job could be a separate role.
* Erin said Noni is interested in helping with fundraising.
* Scott would like to stay on as a liaison to learn and participate in PAC meetings so it will be easier for him to take on a role or project the following year.
1. Voting was approved. Here are the PAC roles for 2021/2022:
* Chair: Ken Armstrong
* Past Chair: Krista Knight
* Vice Chair: Sarah Dumont
* Secretary/Communications: Sami Wall, Penny McCleary and Carrie Tennant
* Treasurer: Mike Kerfoot will remain for now and hopefully be replaced in September (Sarah knows some new kindergarten parents who may be able to fill this role).
* Fundraising Chair: Erin Boniferro (with help from Lauren Bond)
* Class Parent Liaison: Tara Landes
1. **Pizza Night Community Building**
2. Pizza Night was a great success. Some people would like to do it every year.
* Ken thought it might be nice to provide pizza to the teachers and host CLASS pizza parties so parents can connect with the teachers and it would be fun for the kids.
* Nancy reminded us that we have “Meet the Teacher” night. But if that doesn’t happen, this could be a great alternative.
1. **Staff Thank You**
2. Potluck
* We typically provide a parent-made potluck lunch to all the staff in the staff room. But because of COVID, this is not an option this year.
* However, Nancy said we are allowed to provide commercially prepared items, such as Breka. It would be approximately $10 per meal and there are about 30 staff.
* Penny said it would be approximately $450 so maybe we can approve up to $500. We voted and it was approved.
* Penny and Nancy will work out the details.
1. **Wish List + Direct Drive**
2. A Reminder of Playground Funds (Ken)
* A few years ago we had raised a lot of money for the new playground and then we were given a government grant. So, we were sitting on a nice amount of money that we were able to put towards many great programs for the kids, as well as technology, library and music equipment. But this money is almost gone.
1. Direct Drive
* We would like to continue providing these programs and obtaining items from our wish list. Direct Drive is by far the most efficient way to raise money (the other events are more community-building).
* We normally do Direct Drive in October, but we would like to do it earlier this year to show parents what the PAC has funded in the past and show them what we would like to provide in the future.
1. Wish List Items (Nancy)
* Nancy would like to continue with the Robert Bateman Nature Sketch program as well as the SPEC gardening.
* PE is a big one. We need to replace a lot of the equipment. It might be nice for classrooms to have some of their own equipment as well.
* If fieldtrips open up again, we would like to add that too.
1. Numbers (Ken)
* We can carry forward about $12,000.
* Hopefully the Soiree (which is typically in February) will raise about $13,000.
* In addition to this, we would need to raise about $30,000-$35,000 in order to maintain our Brock lifestyle.
* Nancy said there will be about 235/240 students next year.
* Sarah did the math and said it would be about $125/kid to stay on track.
1. Communicating Direct Drive
* Ken said we need to strongly communicate what we do and what we need to do to continue.
* Tara said the first year they did Direct Drive (for the playground), she wrote the letter and there was a lot of backlash and pushback from parents. She knows there is a different group of families now, but she cautions how we word the letter when we do our Direct Drive. We could potentially rub people the wrong way and lose volunteers. One idea is adding an option for people to volunteer their time or help instead of money.
* Erin said she believes there is probably a wonderful way to do the Direct Drive with grace and gratitude. She suggested more talking with people and more connecting. She’s confident that if we get pushback from some parents, we’ll also have a lot of great support as well.
1. **Connections for Next Year + PAC Meeting Attendance**
* Ken said last year we met at the beginning of the school year with the PAC execs and class parents. He thought this went really well and would like to continue that.
* Carrie said a helpful way to attend a meeting is being reminded by a friend and let people know that they would be a great addition.
* Krista reminded us that there should also be a meeting before September and if everyone could try to bring 5 people, we can get more people engaged. Let’s make some direct connections.

**Next Meeting:** TBD.

**Adjournment:** Krista adjourned the meeting at 7:45.

**Minutes Submitted By:** Sami Wall