

# Minutes of Brent Kennedy Elementary School PAC

Held in Brent Kennedy Elementary School Library, April 22, 2025

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## In Attendance:

PAC Executive: Jenni Stol (Co-Chair), Christina Gassoff (Co-Chair), Corinne Grubba (Secretary), Michelle Harris (Treasurer)

PAC Members: Lana Klein

Staff: Danielle Klassen (Principal)

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## Items of Information - provided for information only

- Next DPAC meeting May 15 (virtual). Presentation on career development from District Principal Tamara Malloff. <https://www.sd8.bc.ca/dpac>
- SD8 Family Engagement Session: May 1 (virtual), Bullying and cyberbullying strategies and resources for families. <https://www.sd8.bc.ca/familyengagement>
- BCCPAC AGM May 23-25. [bccpac.bc.ca/index.php/events/conference-agm](https://bccpac.bc.ca/index.php/events/conference-agm)
- Ongoing fundraisers:  
<https://mabelslab.ca/en-CA/fundraising/support>  
<https://tru-earth.sjv.io/brentkennedy>
- Parent volunteers need a criminal record check and completed volunteer form. Check with the office if you have questions.
- PAC website: <https://brentkennedypac.wixsite.com/my-site>
- PAC Facebook page: [www.facebook.com/profile.php?id=100087502838737](https://www.facebook.com/profile.php?id=100087502838737)

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## Land Acknowledgement & Welcome

[Land Acknowledged and meeting called to order by Jenni Stol at 5:37pm](#)

- Introductions done & sign in form handed around

## Approval of March 2025 minutes

[Moved by Jenni that the minutes of the March 2025 meeting be approved. Seconded by Christina](#)  
**CARRIED**

## Agenda

- Call for new items:
  - None

[Moved by Jenni that the agenda is adopted, Seconded by Christina](#) **CARRIED**

## Reports

- Principal's Report – **See Attached Appendix "A"**, submitted by Danielle Klassen
- Treasurer's Report – **See Attached Appendix "B"**, submitted by Michelle Harris
  - BCCPAC membership was reimbursed by DPAC

Moved by Michelle that Lily the babysitter is paid \$20 this week and \$34 for last month. Seconded by Jenni. **CARRIED.**

Moved by Michelle that we amend \$1900 to \$2322 that was already budgeted for swimming admission and transportation to the pool from the gaming account. Seconded by Corinne. **CARRIED.**

Moved by Jenni that we spend \$10,000 for the variety grant, that will go to towards our playground, from the chequing account. Seconded by Lana. **CARRIED.**

- DPAC Report by Michelle  
Detailed meeting minutes are emailed out by BK admin or can be found at <https://dpacsd8.weebly.com/dpac-meetings.html>
  - The May meeting was moved to May 14<sup>th</sup>
  - BCCPAC resolutions deadline is soon
  - April 28<sup>th</sup> is the level 1 advocacy, registration is due this week. You do not need 101 to attend the Level 1.

#### Old Business

- Playground committee updates –
  - Concerns about additional shipping charges because the district ordered the base playground, when we add to it can it all be shipped together?
  - We have at least \$33,000 right now in grants & fundraising which covers our swings and jump pad.
  - Priority for ordering decided as: #1 swings, #2 covered picnic table, and then #3 jump pad. Jump pad is from a different company and shipped and installed separately anyway.
  - Directed grants do not need to be motioned and can be spent on the playground.
  - Ready grants invoice needs to be dated after June 1<sup>st</sup>.
- Hot lunch updates - new coordinator needed for Sept.
  - Other schools were checked into on how they run their programs. The food would come from restaurants and not as many kids order because it cost more money. They are delivered by students.
  - One pizza day a month may be easier to start with for whoever takes over.
  - We could survey parents and give some examples of cost if we rely on restaurants.
  - If food is cooked in house the coordinator kid's lunch could be free.
  - Hotlunch.net needs to be renewed soon so we should look into Munchalunch and decide if we want to switch. Being able to pay with credit card is a feature we would like to keep.
  - There is a parent who was providing a heat and serve food service that we could look into.
- Swim lesson program
  - DPAC will be submitting a request to SD8 to look into changes in swim lesson availability.

- If the district could coordinate swim lessons for schools that would be ideal.

- Flower Fundraiser – updates
  - Orders have been submitted
  - May 5<sup>th</sup> delivery date requested; we will need volunteers to sort and tag.
- Babysitter/home alone course
  - Life essentials first aid is not available on any of our pro-D days. They have done it during school hours at other schools. She is booking for next year. \$85 per person plus milage.
  - Moved to next month for further discussion

### **New Business**

- Looking ahead to next school year and the PAC executive roles
  - Multiple people on the exec, next year will be there last year with children in BK. For treasurer especially, a new person should shadow for part of the year to learn how to do everything. Our AGM will be in June, we need to give 30 days notice.
- Ideas for future events or fundraisers
  - Any ideas can be sent to PAC

### **Ongoing Projects – Updates**

- Garden Beds - school-enhancement project is ongoing
- Seven Sacred Teachings - art project is ongoing
- Fiscal policy – dpac is in process that we can reference once it is complete.
- School Mural – 2025/26 school year

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**Date and Time of Next Meeting –May 12<sup>th</sup>, 2025 at 5:30pm**

**Meeting Adjourned 7:25pm**

*NOTE: These are the best interpretations of discussions held during the meeting by Corinne Grubba. Any errors or omissions are unintentional.*

PAC Meeting : April 22 2025

Principal's Report

- Playground Update :
  - 72 x 43 area with new septic and irrigation system
    - Fits all features of final playground design MINUS zip line and second swing bay.
    - This plan has been submitted to the Ministry for final approval.
  - Options with PACs additional funding:
    - Additional swing bay option : \$21 000 plus shipping
    - Resurfacing of concrete pads for basketball and street hockey (Cost is TBD)
    - Benches and tables to accompany playground
    - Green roots can hold the \$10,000 coming from Variety Grant until final decision has been made.
- Request to use PAC funds for playground equipment toward May/June Transportation.
- Welcome to Kindergarten Event – May 21 and 28
  - PAC Table?
- Brent Kennedy is welcoming the daycare students until the end of the school year.

THANK YOU! 😊

Upcoming Dates:

April 23-24 : Early Dismissal (1 hour early)  
April 25 : Class Group Photos  
April 28 : Musical Performance by David Lane @ 1:30  
May 2 : BKE hosts Winlaw basketball  
May 12 : Grade 6 Immunizations  
May 13: MSSS Grade 7/8 band performance @ 9:30  
May 16 : Winlaw hosts BKE basketball

**Brent Kennedy Elementary School PAC**  
**2024-2025 CHEQUING ACCOUNT Report**

Appendix "B 1 of 2"

2024-2025 Opening Balance: \$ 25,874.72		Sitter name:		# of Kids:	
	APRIL	Year to Date	2024-2025 Budget	Difference	Notes
Balance Forward:	\$ 42,178.84				
<b>Revenue</b>					
Hot Lunch	\$ 180.02	\$ 12,826.74			*1075.65 from 2024 SD8
Fundraising	\$ 10.00	\$ 10,549.71			**\$960 from June 2024
Grants/Donations	\$ -	\$ 5,050.00			
Recycling	\$ -	\$ -			
Playground Donations - Directed	\$ -	\$ -			
Other: BCCPAC reimbursement	\$ 100.00	\$ 100.00			
Other: Bank error	\$ -	\$ -			
Interest	\$ 1.67	\$ 10.59			
<b>Total Revenue:</b>	\$ 291.69	\$ 28,537.04			
<b>Expenses</b>					
Hot Lunch	\$ 595.37	\$ 5,595.23			
Fundraising	\$ -	\$ 1,298.73			
Winter Activities/Skiing	\$ -	\$ -	\$ -	\$ -	
Swimming	\$ -	\$ -	\$ -	\$ -	gaming acct for 2024/25
Classroom Enhancements	\$ -	\$ 250.00	\$ 2,250.00	\$ 2,000.00	9 @\$250/classroom
Bursary	\$ -	\$ 250.00	\$ 250.00	\$ -	*2023/24 Bursary pd out
Kitchen	\$ 32.19	\$ 35.26	\$ 500.00	\$ 464.74	
Food Safe	\$ -	\$ -	\$ 300.00	\$ 300.00	
PAC Operating Exp.	\$ -	\$ 140.00	\$ 1,000.00	\$ 860.00	
School Supplies	\$ -	\$ -	\$ -	\$ -	Removed for 2024/25
School Spirit - stickers	\$ -	\$ -	\$ -	\$ -	
Outdoor Classroom: Multi-age	\$ -	\$ -	\$ 1,123.62	\$ 1,123.62	HOLD (500+623.62 )Don.
Outdoor classroom: School Wide	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	HOLD
Co-op Grant	\$ -	\$ 4,999.57	\$ 5,000.00	\$ 0.43	
Playground	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$152.02 moved from school wide
Front Gardens/sacred teachings	\$ -	\$ -	\$ 409.88	\$ 409.88	Directed donation - remaining
Art Start grant - intermediate	\$ -	\$ -	\$ 500.00	\$ 500.00	**m/s/c June 2024 mtg
Bank Service Charges	\$ -	\$ -			
<b>Total Expenses:</b>	\$ 627.56	\$ 12,568.79	\$ 44,333.50	\$ 38,658.67	
<b>Ending Balance:</b>	\$ 41,842.97	\$ 41,842.97	\$ 44,333.50	\$ 38,658.67	Canadian Tire: \$106.00

Ending Balance:	\$41,842.97	Fundraising	Fall BBQ-\$395	Bingo Silent Auction - \$3315
Hot Lunch \$:	\$7,231.51		Purdys - \$1243.06	Bingo Concession - \$545
Budget Items: not including items on hold	\$34,534.62		Poinsettia - \$584.42	Bingo Donations - \$630
Budget Items: items on hold only	\$4,124.05		Created by kids - \$1108.50	West Coast Seeds -
	<u>-\$4,047.21</u>		Concert Bake Sale: \$470	



# Brent Kennedy Elementary School PAC

## GAMING ACCOUNT 2024-2025

Appendix "B 2 of 2

Opening Balance: \$2,797.44

	APRIL	Year to Date	2024-2025 Budget	Difference	Notes
<b>Balance Forward:</b>	\$5,985.13				
<b>Revenue</b>					
Prov. Of B.C. gaming grant	\$ -	\$ 4,060.00			
Other:	\$ -	\$ -			
Fundraising - 50/50	\$ -	\$ 222.00			*School spirit and/or swimming
Interest	\$ 0.12	\$ 0.86			
<b>Total Revenue:</b>	\$ 0.12	\$ 4,282.86			
<b>Expenses</b>					
B.K. - Library	\$ -	\$ -	\$ -	\$ -	
Terry Fox Run - Juice	\$ -	\$ 128.74	\$ 150.00	\$ 21.26	*m/s/c June 2024 mtg
PAC Popcorn Days: Monthly	\$ -	\$ 106.69	\$ 500.00	\$ 393.31	
PAC Xmas Treat: Pizza Day	\$ -	\$ 759.62	\$ 1,000.00	\$ 240.38	
Shovels/Crazy Carpet	\$ -	\$ -	\$ -	\$ -	
Grade 6 Celebration Cake	\$ -	\$ -	\$ 150.00	\$ 150.00	
Year End Fun Day	\$ -	\$ -	\$ 500.00	\$ 500.00	
BCCPAC Membership	\$ -	\$ 100.00	\$ 100.00	\$ -	
Outdoor recess/lunch items	\$ -	\$ -	\$ -	\$ -	
pumpkin carving tools	\$ -	\$ -	\$ -	\$ -	
Winter Activities/Skiing	\$ -	\$ -	\$ -	\$ -	
Swimming Lessons	\$ -	\$ -	\$ 1,900.00	\$ 1,900.00	\$10/student
	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenses:</b>	\$ -	\$ 1,095.05	\$ 4,300.00	\$ 3,204.95	
<b>Ending Balance:</b>	\$ 5,985.25	\$ 5,985.25	\$ 4,300.00	\$ 3,204.95	Keep montly balance to min. \$250 to avoid s/c

Gaming Grant Balances: remaining

50/50	\$222	*1 year to spend - Jan 2026*
2023/2024	\$1,612.95	*3 yr to spend*
2024/2025	\$4,060	*3 yr to spend*