

# Minutes of Brent Kennedy Elementary School PAC

Held in Brent Kennedy Elementary School Library, Oct 8<sup>th</sup> 2024

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## In Attendance:

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

PAC Members: Lana Klein, Brad Reid

Staff: Danielle Klassen (Principal)

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## Items of Information - provided for information only

- Next DPAC meeting and AGM Oct 17 (virtual). Topic is literacy. AGM starts at 530pm.  
<https://www.sd8.bc.ca/dpac>
  - SD8 Family Engagement Session: Oct 24 (virtual), Mental Health in Schools  
<https://www.sd8.bc.ca/familyengagement>
  - Reminder that parent volunteers need a criminal record check and completed volunteer form. Check with the office if you have questions.
  - PAC Facebook page: <https://www.facebook.com/profile.php?id=100087502838737>
  - PAC website: <https://brentkennedypac.wixsite.com/my-site>
  - Ongoing fundraisers: <http://campaigns.mabelslabels.com>
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## Land Acknowledgement & Welcome

[Land Acknowledged and meeting called to order by Jenni at 5:40pm](#)

## Approval of Sept 2024 minutes

[Moved by Jenni that the September minutes are approved. Seconded by Michelle. CARRIED.](#)

## Agenda

[Moved by Jenni that the agenda is adopted. Seconded by Michelle. CARRIED.](#)

## Reports

- Principal's Report – **See Attached Appendix "A"**, submitted by Danielle Klassen  
In addition to what is on the appendix:
  - Yearly volunteer package and criminal record check is by school year not calendar year
- Treasurer's Report – **See Attached Appendix "B"**, submitted by Michelle Harris
  - Total at the bottom is incorrect and will be adjusted.
  - Minimal activity from this month.
  - The gaming grant for this year was approved

Moved by Corinne that Seth the babysitter is paid \$20. Seconded by Jenni. **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>
  - Their AGM is next week. If we need to we can proxy someone else to attend if our DPAC rep cannot go.
  - There are account discrepancies going back to 2020 and the treasurer resigned. There is a police and bank investigation ongoing. Their gaming grant was never received as reported because the paperwork wasn't filed for a number of years.
  - At this time they cannot pay PACs BCCPAC memberships as motioned because of the current bank balances.
  - All PACs are encouraged to check their own bank accounts and make sure more than one person is able to access the accounts.
  - AGM nominations for DPAC roles discussed

Moved by Corinne that we vote for Natalia as chair for DPAC. Seconded by Jenni. **CARRIED.**

#### **New Business**

- Hot Lunch
  - First hot lunch is this week
  - There is currently no power in the kitchen so hoping that is repaired in time.
- Slocan Valley Co-Op Grant – some of the kitchen purchases include:
  - Full size upright freezer that is being delivered this week
  - Electric grills, hot plate and crock pot
  - Assorted bins, freezer containers, rolling cart
  - Kitchen utensils, good quality knives & accessories
  - Frying pans and pots
  - Shelves for above the doors
  - Folding wall mounted table for outside the kitchen
- An itemized list and receipts will be submitted for reimbursement from the grant
- We will take a picture with the bulk of the items once they all arrive
- We will make a card and have the kids sign it

Moved by Jenni that Lana is Paid back \$4999.57 for the kitchen supplies for the co-op grant. Seconded by Michelle. **CARRIED.**

- New teacher request form
  - Form is now available to teachers, with changes to application deadlines as discussed in Sept. No feedback yet.
- Breakfast program updates

- Having foods available at the office has been working well and kids who need it have been getting food. Last year some kids were eating the breakfast or hungry kids food and not eating their lunch so this cuts down on that.
  - We can have a breakfast program in the gym again if volunteers want to run a program but there are not concerns about hungry kids not having food.
  - Fruit and vegetable program does still come every two weeks, it is now more a variety of things including yogurt and other snacks.
- Playground committee updates - fundraising options
    - Some adjustments were requested and we will get a revised quote.
    - We have been told we need to remove the blue playground, not add to it as they thought they might be able to.
    - Some grants have been researched and they are working on applying for them
    - Request to look into swings because it has been requested by the kids a lot.
- Swim lessons
    - confirmed for spring, PAC to contribute \$10/child
- Fundraisers
    - Created by Kids – Holly confirmed to coordinate. They will be doing their art soon. Should arrive Nov 25-29.
    - Purdy's - live now, deadline Nov 15.
    - Soccer BBQ donated \$395 to the PAC. More supplies frozen and ready for the next bbq.
    - Poinsettias - Dec 2<sup>nd</sup> deadline. Georama's due date is Nov 30<sup>th</sup> but best to give them at least a week more. Order form will be updated for this year and sent out.
    - Discussion about having a bake sale at the Christmas concert. Possibly sell hot chocolate or coffee outside. Add to Nov meeting.
    - Halloween dance - There will be a dance during the day so we will plan an after-school dance at another time.
    - Oso negro does fundraisers where you buy 250 bags and resell but the waitlist is long so we can request that for next year.
    - We have applied for a West Coast Seed fundraiser; it wouldn't be until next year.
- Old item to keep on the radar:
    - 50/50 at Christmas concert – need a gaming license. Need total max \$ you will fundraise (number of tickets & sales price). It takes 10 days to be approved so we have time to organize for the November meeting.
- Garden Beds – school enhancement project
    - No update at this time
- Seven Sacred Teachings - art project
    - Being painted this month. Working with the new AbEd teacher

- Water update
  - None at this time

### **Ongoing Projects – Updates**

- Fall and Winter PAC events  
Other suggestions? Please email them to PAC
- School mural
  - There are local artists and parents we could work with. Cost is unknown at this time.  
We could look into getting paint donated. Corinne will email one artist that expressed interest to get more information
- Guest speakers – Danny Leeming from Mt Sentinel will be presenting on the new phone guidelines and what the thinking behind it is. Date TBD  
We can look at having other guests, open to suggestions
- Add Bingo to the agenda for December
- Meeting schedule. Mondays do work better but keep being holidays or the same as MSSS.  
Second Monday of the month when possible. Monday Nov 18<sup>th</sup> due to holiday. Dec 9<sup>th</sup>. We need to keep the 5:30 time because we need to be out by 7:30

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**Date and Time of Next Meeting – Nov 18th, 2023 at 5:30pm**

**Meeting Adjourned 7:28**

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

PAC Meeting : October 8 2024

Principal's Report

- School Volunteer Application and Package (As written in parent newsletter).  
**Please note the following important information:**
  1. The **Volunteer Package** is required to be completed by all volunteers **annually**
  2. The **Criminal Record Check** must be completed by each volunteer **annually**
  3. If there is a fee for the CRC, the school pays for the CRC
  4. If the parent/caregiver has 2+ schools they volunteer with, they only need 1 CRC to be completed. Please share information amongst the schools that the parent identifies and ensure that that parent knows they do not need multiple CRCs each year.
  5. The principal must update the PAC each year about the volunteer procedures at the school for that year (10.1 of AP 2303)
  6. An orientation is required with volunteers to update them regarding procedures, health and safety, evacuation plans, etc (Section 6 of AP 2303)
  7. **Record keeping:** information collected each year for each volunteer is kept in a secure file by the principal for 7 years (5.3 of AP 2303)
- All staffing in place. Welcome to Kristin Kipkie (IST) and Camryn Blunt (AbEd.)
- Terry Fox Run – Thank you PAC for the juice boxes!
- Grade 5/6 Leadership Group!
  - Jobs started this week! Office helpers, forest monitors, recycling, snack delivery
- Grade 5/6 Volleyball – Tuesday and Thursday at lunch.
- Grade 4 FSA starts October 17.
- Grade 6 Immunizations
  - Forms due back October 21
  - Immunizations October 29
- Swimming has been booked! April and May dates
- 7 teaching animals – class painting facilitated by Camryn, introduced at Orange Shirt Day Assembly. Ongoing throughout the month.
- Coats for Kids – Asked for clothing for 6 students.
- Feeding Futures – Budget update and food programming
  - All day food available
  - Supplementing the ASSAI program
- School Learning Plan updates – Will share with PAC in the coming months.
  - Literacy
  - Numeracy
  - School based goals
- Field Updates
  - Irrigation complete
  - Grass seed laid
- Water message from Director Kerr
  - Operations is updating the BK water situation in board meeting October 8 2024.

THANK YOU! 😊

# Brent Kennedy Elementary School PAC

Appendix "B" 1 of 2

## 2024-2025 CHEQUING ACCOUNT Report

2024-2025 Opening Balance: \$ 25,874.72			Sitter name:		# of Kids:
	Oct	Year to Date	2024-2025 Budget	Difference	Notes
Balance Forward:	\$ 26,952.38				
<b>Revenue</b>					
Hot Lunch	\$ 1,455.70	\$ 2,531.35			*1075.65 from 2024 SD8
Fundraising	\$ 960.00	\$ 960.00			**\$960 from June 2024
Grants/Donations	\$ -	\$ -			
Recycling	\$ -	\$ -			
Other: BCCPAC reimbursement	\$ -	\$ -			
Other: Bank error	\$ -	\$ -			
Interest	\$ 1.02	\$ 3.03			
<b>Total Revenue:</b>	\$ 2,416.72	\$ 3,494.38			
<b>Expenses</b>					
Hot Lunch	\$ -	\$ -			
Fundraising	\$ -	\$ -			
Winter Activities/Skiing	\$ -	\$ -	\$ -	\$ -	
Swimming	\$ -	\$ -	\$ -	\$ -	gaming acct for 2024/25
Classroom Enhancements	\$ -	\$ -	\$ 2,250.00	\$ 2,250.00	9 @\$250/classroom
Bursary	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	*2023/24 Bursary pd out
Kitchen	\$ -	\$ -	\$ 500.00	\$ 500.00	
Food Safe	\$ -	\$ -	\$ 300.00	\$ 300.00	
PAC Operating Exp.	\$ 20.00	\$ 20.00	\$ 1,000.00	\$ 980.00	
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	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	HOLD
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>	\$ 270.00	\$ 270.00	\$ 44,333.50	\$ 44,063.50	
<b>Ending Balance:</b>	\$ 29,099.10	\$ 29,099.10	\$ 44,333.50	\$ 44,063.50	Canadian Tire: \$106.00

Ending Balance: \$29,099.10

Hot Lunch \$: \$2,531.35

(\$34,939.88)

Budget Items: not including items on hold

Budget Items: items on hold only \$9,123.62

~~\$17,444.13~~

Fundraising  
Breakdown

Purdys -

Poinsettia -

Created by kids -



# Brent Kennedy Elementary School PAC

## GAMING ACCOUNT 2024-2025

Appendix "B" 2 of 2

Opening Balance: \$2,797.44

	October	Year to Date	2024-2025 Budget	Difference	Notes
<b>Balance Forward:</b>	\$2,797.52				
<b>Revenue</b>					
Prov. Of B.C. gaming grant	\$ -	\$ -			
Other:	\$ -	\$ -			
Fundraising - Raffles/etc	\$ -	\$ -			
Interest	\$ 0.04	\$ 0.12			
<b>Total Revenue:</b>	\$ 0.04	\$ 0.12			
<b>Expenses</b>					
B.K. - Library	\$ -	\$ -	\$ -	\$ -	
Terry Fox Run - Juice	\$ 128.74	\$ 128.74	\$ 150.00	\$ 21.26	*m/s/c June 2024 mtg
PAC Popcorn Days: Monthly	\$ -	\$ -	\$ 500.00	\$ 500.00	
PAC Xmas Treat: Pizza Day	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
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>	\$ 128.74	\$ 128.74	\$ 4,300.00	\$ 4,171.26	
<b>Ending Balance:</b>	\$ 2,668.82	\$ 2,668.82	\$ 4,300.00	\$ 4,171.26	Keep monthly balance to min. \$250 to avoid s/c

Gaming Grant Balances: remaining

2023/2024 \$2,579.26

2024/2025