



## Braefoot Elementary PAC

### General Meeting Minutes

Monday, **January 20th**, 2025 @ 7:00 – 8:40 PM

#### *In Attendance:*

Jenna Bell - Secretary

Anna Macdonal - Treasurer

Jenn Senechal - Fundraising & Events and Co-Hot Lunch Coordinator

Allisha Moniz-Slater - Co-Hot Lunch Coordinator

#### *General Members*

Brionne Holland, Dan Edler

- Meeting called to order: 7:10 pm
- Review Action Items from November Meeting
- Fundraising:
  - Jenn is setting up an Easter fundraiser with Purdy's (low effort for money raised).
  - Raised possibility of continuing Monk fundraiser for school supplies
    - Dan suggested alternative – PAC made boxes
  - Movie night in gym; sell snacks as a fundraiser; before spring break
  - Hot lunch is the biggest fundraiser and kids love it!
    - Do we want to add an additional hot lunch?
    - How do we get the word out about donated money to support families wanting to participate?
- Spending:
  - We have money to spend, specifically from the Gaming Grant (enhance extra curricular activities and community engagement), that needs to be spent before the end of the school year (\$10,000); additional funds can also be spent

- Portion will go to buses for EOY field trips (The Zone, Beach Day)
  - Other portion specifically to benefit school community (AV equipment, accessible playground equipment, library, other?)
- Asking for community feedback on spending ideas:
  - Each division asked to create a list of three ideas that includes scope of project, costs, benefits, etc. These need to be returned by Feb. 7
    - Brionne will write blurb for teachers, possible google form?
  - Wider Braefoot community → The PAC will come up with 5-6 ideas and present them (possibly sticker walkthrough at movie night?)
  - Teacher feedback through Google Form
- Formalizing process for teacher/school requests to ensure equity and transparency
  - Step 1: Teacher/school Request Form
  - Step 2: Teacher/Representative Attends Meeting to Present
  - Step 3: PAC Discusses and Votes
  - Step 4: Teacher/School given response within \_\_\_\_ weeks or asked follow-up questions
- Money earmarked for Naturescape will remain designated to this project until after assessment of community interest
- Website/Social Media
  - Need to get all bios and clear contact information (one email) on the site
  - Who has access to Instagram/Facebook, what do we want this to look like
  - Need to post all Minutes from meetings
  - Upload a version of the brochure for quick PAC overview
  - CLEAR dates for meetings
  - Remove Naturescape as the focal point of our PAC webpage.
- Other:
  - Coffee morning→ Anna is available on Feb. 4th

- Parent Skill Registration Survey (Dan's idea)
  - Send to families at the beginning of the school year
  - Parents and other family members can jot down strengths and interests, ie woodworking, painting, etc., to create a bank that teachers can access throughout the year as projects arise.
- Other Fundraising : something with 49 Below (maybe in the Spring)
- Class liaisons for the 25-26 school year to aid in communication between teachers, PAC, and community
- Informal call the week of February 10th prior to formal meeting on Feb. 24th to revisit teacher request and Gaming Grant
- Action Items:
  - Realistic bus quote
  - Links/pricing for AV equipment
  - Vender for Naturescape → what would we get with what we have
  - Select mornings for Coffee with the PAC
  - Can we get the PAC brochure into the Kindergarten bag?

Adjournment ~ 8:40 pm

**NEXT MEETING: 7:00PM, Monday, February 24th, Virtual (Jenna to send link)**