

# Brentwood Elementary PAC

Meeting Minutes  
September 24<sup>th</sup>, 2019

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:00pm on September 24<sup>th</sup>, 2019 in the Brentwood Elementary School MPR by Bonnie Doyle. Welcome to everyone.

The Brentwood PAC would like to begin by acknowledging that we are fortunate to be having our meetings on the traditional territory of the WSA NEC peoples. We are grateful to have the opportunity to meet, live, work and learn in this territory.

## Present

Bonnie Doyle – President  
Christine Norman – Recording Secretary  
Michelle Cooper – Treasurer  
Niki McIlveen- COPAC Rep  
Pam Carvalho– Vice President  
Julie Madsen – Member At Large  
Caitlyn Addlestone- Member At Large

Chris Wignall  
Heather Wood – Member At Large  
Sara Beaman – Indigenous Rep  
Robyn Larose

## School/Administration Staff

Sara Jolivet– Principal

Helena Takhar – Vice Principal

## Approval of Agenda

**Motion** to approve agenda – Bonnie  
2<sup>nd</sup> – Caitlyn and Heather  
**PASSED**

## Approval of Minutes of last meeting

**Motion** to approve 2019 AGM Minutes – Bonnie  
2<sup>nd</sup> – Niki and Sara  
**PASSED**

## School Administration report

Sara/Helena

- a) Enrolment/Staffing – There are 332 students currently enrolled at Brentwood Elementary. There are 16 divisions and 40 staff. Sara discussed who all the new staff to Brentwood were and their roles at the school.
- b) Thursday September 26<sup>th</sup>, 2019 is photo day at the school. Individual children's photos will be taken in the morning.
- c) Thursday September 26<sup>th</sup>, 2019 is also the Terry Fox Run. The run will be held in the afternoon at 1:55pm. Children will be meeting and running in their Eagle groups and are encouraged wearing their Eagle t-shirts this day.
- d) Monday September 30<sup>th</sup>, 2019 is Orange Shirt Day. Children will be participating in various activities during the day. Intermediate students will be hearing Bernadine Mawson speaking about her residential school experience and the meaning of Orange Shirt Day. Primary students will be participating in an orange shirt activity as well as listening to a book reading by Pamela Langevin.
- e) FSA tests will be coming up for the Grade 4 students. Students will be participating in the testing between September 20<sup>th</sup>, 2019 and November 7<sup>th</sup>, 2019. Information and letters from the school district and the teachers association will be going home for parents.
- f) The school will be participating in Walk N' Wheel to school week. The week of October 7<sup>th</sup> to 11<sup>th</sup> students are encourage to use active modes of transportation to get to school and back home. Students will be able to collect stickers and there will be draws and prizes. Thank you to Bonnie for setting this up.
- g) Gil Chatter will be the Artist in Residence this coming winter. She will be working with the children to put on a winter themed concert. The concert will be on Thursday December 12<sup>th</sup>, 2019. There will be two concerts. One afternoon and one evening.
- h) Ready Set Learn in coming up on Wednesday October 16<sup>th</sup>, 2019. 3:30pm to 6:00pm at local schools for preschool age children.
- i) Policy 1100 meeting coming up on November 7<sup>th</sup>, 2019 at Bayside Middle School. All parents welcome. The theme this year is Indigenous Education.
- j) The Remembrance Day Assembly will be on Friday November 8<sup>th</sup>, 2019
- k) Cram The Cruiser Toy Drive will be happening once again at the school. The Central Saanich Police and MFCD will be collecting toys for children in need. Classes with have more interaction this year then last year and things will be wrapping up on Monday December 16<sup>th</sup>, 2019.
- l) There will be several leadership opportunities for the grade 5's this year. There will be a photography club, crossing guard, a spirit club and lunch monitoring. More information will come home about these opportunities as they come up.

- m) Sara would still like to offer to the PAC the opportunity to do a blanket exercise at one of PAC meetings. It will be looked into further about setting this up.
- n) A clay club at the school is being organized by one of the teachers. It would take place during lunchtime and students would be able to sign up to complete a project. The thought would be that there would be about 15-20 students from each grade participate this year and then more next year. The school would need supplies to get started, which would be approximately \$500.

## COPAC Report

Niki

- a) No report this month

## Indigenous Representative Report

Sara

- a) There is a new Facebook Page for the Indigenous Education at Brentwood Elementary. It will be kept up to date with information about school events and activities. Please share to make it known.
- b) Orange Shirt Day will be happening on Monday September 30<sup>th</sup>, 2019. As mentioned by Sara in the admin report there will be several activities happening this day.
- c) The official title of Indigenous Representative should be changed in the by-laws to become more inline with today's current language. The by-laws in general are going to reviewed.
- d) The Indigenous Education department at the school will be putting together four or five events through the year and possibly a coffee club. More information will be presented as it becomes available.

## Treasurer Report

Michelle

- a) General Account Update: Michelle reviewed and discussed overall general account information and balance and provided updated income statement. The general account has a current balance of \$18,803.78 and the gaming account has a current balance of \$3,166.52.
- b) Michelle motioned to approve 2018/2019 budget. Niki seconded. All in favour. None opposed. Motion approved.

- c) Review of 2019/2020 proposed budget to be discussed further after votes on possible upcoming expenses.
- d) The PAC could be considered in non-compliance of the by laws as we have not had a review of past budgets. The PAC would need to find a qualified person as stated in the by laws to review last years budget. This person cannot be an executive member. Niki to look into how other PACS have defined a qualified person.

## Topics for Discussion/Updates

- a) Fun Lunch/Pop Corn Ordering – The PAC is introducing a new ordering system for this year. We will be using HotLunch.net. Caitlyn and Pam have been doing a walk through of the system and hope to have the system open Friday. Popcorn Day will be ordered and paid at the beginning of the year and then that would be it. No monthly or day of ordering for popcorn days.
- b) Spirit Wear – Passions Sports has provided information sheets for the different options for ordering. There is child and adult wear. They could also do items such as water bottles if that was wanted. It was suggested by Sara we do not offer the cotton t-shirts as those are the ones ordered for the Eagle Convocations. Julie to finalize some prices and details to put out for ordering. Orders would want to be in by mid December in time for Christmas.
- c) Christmas Craft Fair – A community member inquired about if there was interest in hosting a holiday craft fair. Pam talked to the Sidney School craft fair organizer for more information. It is too late to be planned for this year. It is something that can be made as big or small as people want. If anyone wanted to look into it more for next year it could be an option for an additional fundraiser.
- d) Grade 4/5 Poinsettia – Niki received the flyers for this years poinsettia selections. She will be photocopying and hoping to distribute just after Remembrance Day. Delivery for poinsettias will be Thursday December 12<sup>th</sup>, 2019. The same night as the winter concert.
- e) Bylaw/Constitution Amendments – The bylaws for the PAC were last reviewed in 2010. They are over due for some updates and changes. Any amendments need 14 days notice given before changes can be approved. Michelle and Sara discussed meeting and reviewing bylaws section by section and then voting on each section by the PAC executive.
- f) Outdoor Equipment – As the school has received additional funding for sound fields within the school it was suggested the PAC use the funding that was originally set aside for sound fields towards more outdoor/active equipment. After reviewing the survey put out to teachers and children it was discussed that the top suggestions would be the installation of a Gaga Ball Court and/or additional outdoor sports equipment such as various balls, etc. Costs and more information to be looked into more.

- g) Eagle T- Shirts – The school would like to continue the Eagle Convocation groups this year. Shirts would need to be purchased again for new students, teachers and any children who outgrew their shirts. The PAC will send out a survey to families to find out who does not need a new shirt. Shirts will cost between \$6.50 and \$11.50 per shirt depending on how many are ordered. Michelle will work out numbers and costs. The next Eagle Convocation is October 23<sup>rd</sup>, 2019.
- h) Pinnies – Pinnies would cost \$2709.00 for 75 pinnies. Pinnies would need to be ordered in larger sizes. Youth XL would be a good size. Sara mentioned that with the new pinnies that were bought last year and the older ones that were repaired the PAC could order 50 pinnies and it would be enough. Michelle to get quotes for 50 pinnies and the PAC will vote via email.

Meeting was adjourned at 8:44pm by Bonnie Doyle. The next meeting will be at 7:00pm on October 29<sup>th</sup>, 2019 in the Multi Purpose Room (MPR).

Minutes submitted by: Christine Norman

Approved by: Bonnie Doyle