

# Brentwood Elementary PAC

Meeting Minutes  
September 29<sup>th</sup>, 2020

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:02pm on September 29<sup>th</sup>, 2020 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 WSANEC peoples. We are grateful to have the opportunity to meet, live, work and learn in this territory.

## Present

Bonnie Doyle – President	Pam Carvalho -Vice President
Christine Norman – Recording Secretary	Julie Madsen – Member at Large
Michelle Cooper – Treasurer	
Heather Wood – Member at Large	
Caitlyn Addlestone – Member At Large	

Sara Salemink - Principal	Helena Takhar – Vice Pincipal
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Robyn Larose	Christine Etele
Chantell Lee	Jaqui Hipwell

## Approval of Agenda

Motion to approve agenda - Bonnie

2<sup>nd</sup> – Michelle and Caitlyn

All in favour

**PASSED**

## Approval of Minutes of last meeting

**Motion** to approve May AGM minutes– Bonnie

2<sup>nd</sup> – Michelle and Caitlyn

All in favour

**PASSED**

## School Administration report

Sara/Helena

- a) Admin would like to begin by expressing how successful the back to school transition has been. Children are happy and comfortable and are settling into the new routines very well.
- b) Some of the new routines and processes of the new health and safety routines include the grades K/1/2 children and the grades 3/4/5 children having staggered lunch and recess time. The younger children have a morning recess and the older children have an afternoon recess. There are four designated play spaces outside and the children rotate these areas. The blacktop is being offered as an outdoor learning space that classes can sign up for and the baseball diamonds are being offered as extra P/E spaces. The washrooms in the school have been divided into cohorts and have occupancy limits. The hallways are divided with directional arrows. The water fountains are closed except for bottle refill. The school also has daytime custodians on staff to help ensure the school is thoroughly cleaned throughout the day.
- c) Staff in the school are wearing masks in hallways and common areas or when they are outside their cohorts. Some teachers choose to wear masks in class as well. There is an increased number of teachers and staff supervising the school grounds with the decrease of parents allowed on the school grounds.
- d) The Terry Fox Run took place in the gym on Thursday September 24<sup>th</sup> within cohorts. The school was able to raise \$370.80 towards cancer research.
- e) The Pro D Day was on Monday September 28<sup>th</sup>. Teachers and staff attended a virtual workshop from the First Nations Education Steering Committee with a focus on Indigenous Education.
- f) Orange Shirt Day is on Wednesday September 30<sup>th</sup>. Children in grades K/1/2 will be having in a presentation and book reading on the Tuesday before and the grades 3/4/5 students will be having a presentation on the Wednesday. Each presentation will include age appropriate information about the meaning of Orange Shirt Day and residential schools awareness.
- g) Photo Day is on Friday October 9<sup>th</sup>. In past years the older Grade 5 students have done the running and collecting classes and children for the photos. This year staff will be doing that duty. Lifetouch Photos has protocols in place to make sure photo day is safe. They will not come within six feet of students, have increased ventilation and cleaning protocols. Doors to the gym will be one exit and one entrance as usual. Photo retake day will be in November depending on Lifetouch's schedule. Remote learners can contact the office to set up time to do school photos if desired.
- h) As this year the usual Meet The Staff event is not possible the school has created a slide show for families to meet all the staff. Most photos were taken in the staff and teachers work environments in order to see the classrooms and schools areas as well. Contact information for each staff was also included within the slide show. Parent/teacher conferences will look a little different this year as well and will be scheduled around the early dismissal days on November 4<sup>th</sup> and 5<sup>th</sup>.
- i) Parents are asked to remember to stay at the perimeter of the school during drop off and pick up and to wear a mask when six feet of distancing is not possible with children

and staff. PAC will have access to the school for photo copying and such at prearranged times and must wear masks.

- j) Forgotten lunch distribution looks a little different this year. The school is still receiving fruit, veggies and milk and received a very generous anonymous donation towards the program. Food will be proportioned, stored and distributed only by staff with Food Safe Training.
- k) FSA's for Grades 4's and 7's are being postponed until at least January 2021.
- l) The parents concerns regarding the crossing guard situation have been heard. The school currently has increased funding to support crossing guards at both crosswalks as well as additional supervision. Volunteers are not currently needed for the cross walks. Central Saanich Police are also an almost daily presence at the cross walk.
- m) Staff met to discuss how to continue with the Eagle spirit of the Eagle groups. In October children will create an activity that will support their individual Eagle identity within their classroom. There may be a letter exchange or something between Eagle Families. Individual photos may be taken of children in their Eagle shirts in order to create a collage of Eagle groups. The school would love the support of the PAC for Eagle shirts once again.
- n) In order to support the diverse beliefs within the school the Birthday wall is going to be changed into Eagles of the month. Each month the focus of the board will be focused on the individual members of one Eagle group.

## COPACS Report

Bonnie

- a) The school district is looking into the catchment boundaries in the southern zone. Brentwood could be impacted by these changes. More information and community feedback will be sent out soon.
- b) International enrollment is down with less than 100 students enrolled.
- c) SIDES enrollment is much higher this year. Typically SIDES enrollment is usually around 350-360 students. There are approximately 900 students enrolled since COVID19.

Pam

Heather nominates Jacqui Hipwell for COPACS Representative. Jacqui accepts nomination. Caitlyn seconds the motion. All in favor. None opposed. Motion carried.

## Indigenous Representative Report

Sara absent

Sara has contacted Lorelei to discuss how the PAC can support Indigenous Education this school year. Information will be forwarded when available.

## Treasurer Report

Michelle

- a) Michelle reviewed 2019/2020 final budget. The budget had projected \$12, 210 income and actual income brought in was \$11, 452. The general account balance finishing out the year was approximately \$13,900 and the gaming account balance approximately \$3500. Gaming money has not been deposited yet.
- b) Michelle motioned to approve 2019/2020 budget. Jacqui seconded. All in favour. Motion carried.
- c) Michelle reviewed 2020/2021 revised COVID 19 budget. The PAC may need to make and vote on amendments throughout the year as needed.
- d) Michelle motioned to approve the 2020/2021 revised COVID 19 budget. Pam seconded. All in favour. Motion passed.
- e) The summary report for gaming funds for 2019/2020 has been submitted.

## Topics for Discussion/Updates

- a) Brentwood Spirit Update – Heather will send out the link to the online store for the PAC to decide on what items we would like to offer. Passion Sports recommends between 2 and 8 items to sell. The items can have either the Brentwood Logo or name on them. Once items are decided upon Passion Sports will send out costs so PAC can decide on fundraising prices. Generally the online store is open for 2-3 weeks and then 3 weeks for delivery.
- b) Fundraising Ideas – Calibri Fundraising will be starting in October. Bonnie is finalizing information and then ordering information will be sent out to families.
- c) Fundraising Ideas – Growing Smiles usually goes towards Grade 4/5 camp but this year will go into general account. This will allow for more volunteers as well. PAC can vote on funds for Grade 4/5 expenses as needed. Julie will take lead on Growing Smiles Fundraiser.
- d) Fundraising Ideas - Michelle is looking into Emergency Preparedness and First Aid Kit Fundraising. There is a broad range of kits available. Michelle is continuing to collect information on this and will report back. Emergency Preparedness month in May might be good timing for the fundraiser.
- e) Halloween Discussion – Jacqui inquired about the school doing something to celebrate Halloween with the children due to the possibility of missing many aspects of Halloween this year. It was discussed that in order to be respectful of all the families in the school the school will not be celebrating Halloween within the school but staff have been discussing various ways to offer some fun fall activities. Perhaps having a spirit day, pajama day or other activities.

Meeting was adjourned at 8:54pm by Bonnie Doyle. The next meeting will be at 7:00pm on October 27<sup>th</sup>, 2020.

Minutes submitted by: Christine Norman

Approved by: Bonnie Doyle