

# Brentwood Elementary PAC

Meeting Minutes  
January 26<sup>th</sup>, 2021

## Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:02pm on January 26<sup>th</sup>, 2021 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  
Christine Norman – Recording Secretary  
Michelle Cooper – Treasurer  
Heather Wood – Member at Large  
Caitlyn Addlestone – Member At Large

Pam Carvalho -Vice President  
Julie Madsen – Member at Large  
Jacqui Hipwell – COPACS Rep

Sara Salemink - Principle

Helena Takhar – Vice Pinciple

Jenn Hodgkinson

## 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 November minutes– Bonnie  
2<sup>nd</sup> – Michelle and Heather  
All in favour

**PASSED**

## School Administration report

Sara/Helena

- a) Parents may have questions in regards to the Policy 1100 Meeting. The Policies and Procedures Manual has been updated and has been separated into two different areas. One for admin procedures and one for policies. The Policy 1100 is now located in section 110 of Admin Procedures. The Policy 1100 meeting has been moved into another section but it has not been removed.
- b) Schools have been connecting to the Manager of Health and Safety in regards to the condition and contents of the earthquake bins. Brentwoods earthquake bin is in need of new water, food, flashlights, batteries and hand sanitizer. Total Prepare has sent a discounted quote for some of the supplies. The school is asking for the PACS support for purchasing the items needed.
- c) Valentines Day will be celebrated in most classes on February 11<sup>th</sup> due to the non-instructional day on the Friday and the statutory holiday on the Monday. If students would like to exchange messages of kindness and caring to each other only paper products will be allowed in order to follow current public health and safety guidelines.
- d) The Grade 4/5 classes will be completing a cardboard arcade activity. The school is asking for donations of cardboard and other supplies listed. Collection will occur January 25<sup>th</sup> to 29<sup>th</sup> and items will be sanitized prior to use by the children.
- e) Under the direction of School District 63 hot lunch programs will remain on hold for the school year so far. The school district would like to continue the high priority of safety at this time.
- f) During the last Eagle Convocations students were able to create decals to help create a sensory pathway through the school hallways. Children logged in and watched a presentation through MS Teams and then completed the decals within their cohorts. The project was part of a grant the school received and it should be completed in the spring. A slide show will be created to share photos with families.
- g) Kindergarten registration begins January 25<sup>th</sup>. The gym will be used for registration. Only two adults will be allowed in the gym during the set times. One door will be for entrance and one door for exit. After this week registration will need to be done at the school district office. Out of catchment requests will need to register at their catchment school and fill out a change of catchment form.
- h) The student learning survey will be going out to Grades 4/7/10/12 in the district. Students will be asked 60 questions in regards to how they feel about themselves, supports and general self-care. Parents are also encouraged to fill out the survey on the district website from a parents perspective.
- i) FSA's have been postponed again and will be happening between February 15<sup>th</sup> and March 12<sup>th</sup> for Grade 4/7 students. Parents will be sent information shortly.
- j) Track and Field is still being discussed as a possible activity for students to do within their cohorts. The field will still be painted with the track lines but there will be no school mixing and meets.

## COPACS Report

Jacqui

- a) Parklands International Baccalaureate Program is accepting applications for Grades 11/12. The program is equivalent to First Year University. The program accepts 20 to 30 students per year. More information is available on the website.
- b) The COPACS Board report will be happening January 28<sup>th</sup>, 2021. Discussions will revolve around provincial and federal funding, remote learning and the uncertainty of current and future enrollment.
- c) One third of the students who enrolled in the remote learning or hybrid program are currently still enrolled. The program will continue to the end of this school year. The program will not continue in the next school year at this time. Students will return to their home schools.
- d) Hot lunches are still on pause for now from the school district. The district will take further direction from Dr. Bonnie Henry during the update on February 5<sup>th</sup>, 2021.
- e) Valentines can only be exchanged with paper cards. No treats, home treats or toys should be brought to the school to share.
- f) FSA's have been pushed back until February/March.
- g) There is a tri district parent workshop coming up on February 19<sup>th</sup>, 2021. More information will be available on the COPACS website.
- h) The Policy 1100 meeting will be held on March 11<sup>th</sup> at 7pm.

## Indigenous Representative Report

Bonnie reached out to Lorelei to see if anything needed to be discussed. No report at this time.

## Treasurer Report

Michelle

- a) Michelle reviewed and discussed the overall general account information. The current balance in the general account is approximately \$14,787.
- b) The current balance of the gaming account is \$10, 185.68.
- c) The income from fundraisers so far has generated \$2819.33 which include Mables Labels, reusable bags, Monks, Passion Sports and Growing Smiles Poinsettias.
- d) The PAC received the COOP rebate of \$253.
- e) The school raised \$750.00 through the snowflake donations, which was then donated to the Sidney Lions Food Bank.
- f) Expenses at this time have been \$749 in classroom allocations, \$199 in teaching support allocations, \$175 in Christmas gifts items for children.

- g) Expenses still due to come out are Reflex Math renewal and the Hot Lunch online program renewal.
- h) Field trip expenses can be discussed as the year goes on however it is unlikely the school will need funding support for fields due to most field trips not meeting COVID protocols and not occurring.
- i) Due to very generous community donations the school does not need PAC funding support for the Forgotten Lunch program at this time.

## Topics for Discussion/Updates

- a) Earthquake Supplies – The school earthquake supplies such as water, food, hand sanitizer and batteries need to be replenished. Gaming Funds can be used to purchase these items. Bonnie motioned to allocate \$4500 from gaming funds to purchase earthquake supplies. Michelle seconded. All in favour. None opposed. Motion carried. Helena will organize the purchasing of supplies. Michelle will add earthquake information to PAC handbook for continued updating of supplies.
- b) Purdy's Fundraising – Pam has organized the Easter Campaign for Purdy's. It will run 3-4 weeks online. The fundraiser will begin February 20<sup>th</sup>/22<sup>nd</sup> to March 19<sup>th</sup>. Orders will be submitted by March 22<sup>nd</sup>. Pam will sort and organize product at her house for pick up at the school/drop off.
- c) Make It Sow Seeds – Caitlyn is looking into Make It Sow Seed fundraiser. It is a Canadian Seed company with 14 different items/kits. Caitlyn will look at dates and register.
- d) Growing Smiles – Julie is getting final menu and pricing from Growing Smiles. There will be flower baskets, veggie and fruit starters and planters. Mothers' Day would be good for time frame. Julie will send out information when available.
- e) Valentine/Easter Ideas – PAC will brainstorm if there are any ideas for Valentines or Easter that can be done for the children from the PAC.
- f) Online Raffle Tickets – Michelle to look into using Pay Pal to purchase tickets and generate names for draws.

## New Business

The PAC will begin brainstorming ideas for the Grade 5 end of year such as a mini year book, a virtual event, class pictures, t-shirts, etc. This item will be added to the February agenda for further discussion.

Meeting was adjourned at 8:21 pm by Bonnie Doyle. The next meeting will be at 7:00pm on February 23<sup>rd</sup>, 2021.

Minutes submitted by: Christine Norman

Approved by: Bonnie Doyle