



## Brentwood Elementary PAC

Meeting Minutes  
September 29, 2021

### Opening

The meeting of the Brentwood Elementary PAC was called to order at **7:01pm** on **September 29, 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 WSA NEC peoples. We are grateful to have the opportunity to meet, live, work and learn in this territory.

### Present

#### PAC Executive:

Bonnie Doyle – President  
Jennifer Hodgkinson – Recording Secretary  
Michelle Cooper – Treasurer  
Caitlyn Addlestone – Member At Large

Pam Carvalho – Vice President  
Julie Madsen – Member at Large  
Sarah Lefebvre – COPACS Rep  
Sara Beaman – Indigenous Rep

#### School Administration:

Sara Salemink - Principle

Helena Takhar – Vice Principle

#### Other Guests:

N/A

### Approval of Agenda

Motion to approve agenda - Caitlyn  
2<sup>nd</sup> – Pam and Sarah L

All in favor

**PASSED**

## School Administration Report

### *Helena*

- **Orange Shirt Day** was today – it was a great day, students were taught in the classroom about why orange, residential schools and indigenous communities. A slide deck was shared to help show the significance and share stories (separate slides for primary and intermediate). New shirts, designed by Jeremia Peters was purchased along with some buttons; as well as the banner which can be seen outside the school. Local Indigenous drummer, Will Pierre, provided a welcome song and drumming ceremony over the PA to start the day.
- **Terry Fox run**, thankful the weather cooperated. K-3 kids ran first and then the 4/5 ran after. \$637.45 was raised.
- **Apples!** Along Wallace drive, far field. A total of 16 apple trees. Each year we harvest 100+ apples. Ms. Mosher spearheads this initiative. Students pick the apples as part of school activities; the apples are used to support the food program in the school.
- Thanks to PAC for the ongoing support of purchasing Eagle Shirt. It really helps the kids feel more connected. There will be an **Eagle convocation in October**; this year we will be meeting as Eagle families again.
- **Grade 4/5 Opportunities** – we will be offering intramurals (sports) which will be led by Ms. Kristy and Ms. Shaw. As well, crossing guard program will be available for grade 5s, led by Helena.
- **Meet the Teacher Night** last night – outdoor event and feedback from classroom teachers indicate it was very successful. Over 50% of parents attended. For the families that weren't able to come – there is a virtual slide deck available on the school website.
- **Birthday treats** can be brought again this year to share within the classroom. Treats must be store bought and available in individual portions – not shared (for example, cupcakes verses a whole cake). Notices will be sent out by teachers.

## **Sara S**

- Lots of **new staff** this year. Some new faces and some returning faces.
  - New: Ms. Swan, Ms. Shaw, Ms. Christie, Ms. Mcewen, Mrs. Day, Ms. Willsie,  
Mr. Jung, Mrs. Sam
  - Student Teachers: Ms. Browne, Mrs. Chambers
  - Returning: Ms. Nightingale, Mrs. de Leeuw, Miss Rickson
  
- Brentwood is a big part of **UVIC Partnerships** this year – new teaching students from the University. Linked-To-Practice student in three of the classrooms this year.
  
- **Secretary role** is still in the process of being filled. Once completed PAC will be informed.
  
- An expression of gratitude for the continuation of the **Forgotten Lunch Program** – it is seen as a huge need and noticed even more recently. We have an increased need for students. We have diversified a bit this year based on what we feel the students are most comfortable with; the kitchen and its regular program as well as it now available in our cultural room.
  
- **Classroom update** - 16 divisions again this year; but a higher number of students this year. Currently we have 351 students in the school Last year we were at 340.
  
- **COVID and Communicable Diseases Plan.** There has been some change for the province this year. Instead of it being a COVID plan, it is a combined, Communicable Diseases Plan. These plans vary between Primary, Middle and High Schools.
  - **Communication** – this is dictated by Island Health. When there has been a possible exposure, Island Health notifies the district/school. No names are shared. Anyone who is deemed a close contact is directed by Island Health to self-monitor or isolate (depending on the exposure and contact tracing). Island Health’s mandate is to only notify affected families. Understanding, it is different way of management then the previous year.

Again, the school operates off the direction of Island Health.

- **District Strategic Plan** – it is the plan to have the **School Trustees** being involved more. Every year main goals are identified. Writing and Social/Emotional Wellness continues to be a main goal for us. All teachers met on September 21 to review. Trustees want to be more involved in seeking feedback. One way to do this is to speak with the PAC. They will be attending the next PAC meeting in an effort to learn about the goals of the PAC.
- **Changes in Indigenous Learning** – there is a stronger emphasis on the learning of the Sencoten language this year. Our school will now have a dedicated instruction/block for the Sencoten language. Ms. Sam will collaborate with the teachers to determine the best learning experience. We have a newly funded program this year which Ms. Annelies Brown will be heading on T/W/Thur – supporting students with their learning experience. Expanding the Sencoten language is a goal – right now, we are working on the exposure; happening at Brentwood and Kelset.
- Sarah is having an Eagle of her own in January 2022. A plan will be in place. Working with the district and Helena for a smooth transition!

## **COPACS Report**

### ***Sarah L***

- First COPACS meeting isn't until October 14<sup>th</sup> - so not much to share at this time.
- A Parent Forum and Distance Learning initiative was sent out a couple weeks back. There was not much interest shown at Brentwood. One person originally expressed interested then changed their mind.

## **Indigenous Representative Report**

### ***Sara B***

- Nothing additional to report at this time – information provided in Sara S's Administrative update.

## Treasurer Report

### *Michelle*

- Michelle reviewed the **reconciled budget from last year**.
  - a. There was GREAT fundraising efforts completed last year, bringing in a lot more than we forecasted!
  - b. **Motion made by Julie to approved Reconciled 2020-2021 budget** from last year, seconded by Sarah L - All in favor - Carried.
- Michelle reviewed the **current Treasurer Report** including current balances in General and Gaming account. Sara S to send Michelle an updated list of Divisions/number of students, and support staff.

## Continued Topics of Discussion (from last meeting)

- **Year at a Glance Calendar – Reviewed October and November 2021 specifically**
  - a. Sarah S provided update that **Fun Lunch and Popcorn Day** can happen this year but particular protocols need to be followed as it relates to COVID and Food safe. PAC will review the cost and budget to cover Food Safe course costs.
  - b. Fun Lunch and Popcorn Day will not happen in October, look to start in November.
  - c. **Halloween Dance** is also possible this year but will look different. Capacity would need to be reviewed and what can or cannot be included (dancing, etc). Sara and Helena to review at a District level and confirm what other schools are going to do.
- **Growing Smiles Fundraiser** – Julie confirmed everything is set in motion, they know we are interested in participating again this year. However, questions were raised by some teachers and parents about why we aren't using a local company like Hilltop. Team agreed it would be nice to use local – it's actual part of our PAC Commitment. Julie to get information from Hilltop and report back.

- **Purdys Fundraiser** – Not a Christmas fundraiser; we will hold off until Easter.

## New Business

- **New Members needed!!** Bonnie and Pam will both be leaving next year. Start reviewing and talking to other parents to help gauge interest. Would be great to get new members in now so that mentorship will be available.
- **Volunteers within the School** – Forms will be sent out with students soon to help gather list of interested parent volunteers. SignUp Genius will also be organized.
- **Library Book fundraiser** – Sarah L shared a possible book fundraiser she learned from another school PAC. Tanners Book Store in Sidney is offering 15% off. Books would be selected by kids to help diversify the library collection. Sarah L will speak with Alanna, Teacher Librarian.
- **PACE Soccer Donation** – Caitlyn shared great news! PACE was offering \$15 from every registration go back to the students local PAC. Brentwood will be receiving \$570 from this initiative!

Meeting was adjourned at 8:05 pm by Bonnie Doyle. The next meeting will be at 7:00pm on October 26<sup>th</sup>, 2021.

Minutes submitted by: Jennifer Hodgkinson

Approved by: Bonnie Doyle – Oct 7, 2021