



Brentwood Elementary PAC

Meeting Minutes
April 26, 2022

Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:11pm on April 26, 2022 by Michelle Cooper. 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.

Attendance

PAC Executive:

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

Pam Carvalho – Vice President
Sarah Lefebvre – COPACS Rep

Absent PAC Executive:

Bonnie Doyle – President
Sara Beaman – Indigenous Rep
Julie Madsen – Member at Large

Heather Wood – Member at Large
Jacqui Hipwell – Member at Large

School Administration:

Helena Takhar – Principle

Tracey Westwood – Vice Principle

Other Guests:

Kim Richardson – Parent

Alana Turner – Parent

Approval of Last Minutes & Tonight's Agenda

(No Mtg in February as many were absent – last meeting was January 2022)

Motion to approve – Michelle

2nd – Sarah L

All in favor

PASSED

School Administration Report

Helena

- a) Exciting to feel we have come out the other side and have had a successful period working through the various regulations, rules and protocols as it relates to **COVID-19**. Big huge thanks and expression of gratitude to our teachers and EA staff within the building for their flexibility and adaptability. We had such a safe and happy place for our students to come.

- b) **Class Photo Day** is April 27! Exciting as we have not been able to have class photos for the last two years. Life Touch recommended that we do not do a big school photo but they will prepare a wall composite using individual school photos.

- c) **Cross Country** is on again this year – Grade 3, 4 and 5. They have lunch time practices and 3 district meets. One last week, one tomorrow (Brentwood is the host school tomorrow – so there is a call to parents to volunteer); and the final meet next week. Saanich International Program will also have a tent/booth set up with information and brochures regarding host families. Brochure will also be available on the school website.

- d) Big Shout out to the **Leadership 12 Class** supporting our students within some of the sports practiced during class. It is great to see the little kids and bigger kids working together.

- e) **School Supplies** – There is currently 6 out of 8 schools currently organizing school supplies in a different way. Parents pay a sum of money for teachers who will then have the opportunity to buy all the supplies required for their classroom. This is a voluntary program. Brentwood Staff are currently having conversations about this and if it would be something they'd like to participate in; however, because it is so late in the year, we will not participate for the 2022/2023 year but it may be considered next year. Monk is our selected method for the upcoming school year. Helena will inform the PAC by December 2022 for their plans for the 2023/2024 year. Accessibility is the most critical part. As well, something else that is seen in other schools is the purchase of bulk items such as scissors and rules – that stays within the classroom. Helping to reduce the overall supply cost to families.

- f) **Playground!** We recently sat down with Habitat and the districts playground crew to discussion options and plans. Brentwood has been given a 165K grant. We are hopeful to have the playground up and operational by Fall 2022. It will be replacing the current intermediate playground near upper parking lot. Accessibility features is important in the selection of the new structure. Potential fundraising may be required. As well, the

district has provided each Elementary school with big Non-verbal signs for the playgrounds. Great for students with vulnerabilities.

- g) The school has also received **two additional grants!**
- \$1900 TC Raise a Reader Grant – this will be used within the library and for the purchase of new books
 - \$3600 Grant from the Breakfast Club of Canada – this will be used to support the breakfast and lunch program.
- h) **Grade 5 transitional conversations** are starting. Prepping our grade 5 students to Bayside Middle School

Tracey

- a) **Health and Safety Update** – There is a free flow of parents allowed back in the school which is exciting; but please note, all parents are still required to check in at the office. We successfully completed a fire drill last week and it went well. Birthday treats are now allowed at school. Still prefer commercially made but not a requirement.
- b) Lots of fun activities that have happened within the school for the last few months:
- January Literacy Week
 - February Pink Shirt Day – make a new friend walk,
 - March Basketball Jamboree
 - April is Arts Reach as well as the Stelly's Food Drive; we collected almost 600 pieces!
- c) **Field Trips** are back on – call for all parents to complete their CRCs. There is a link on the district website. They are valid for 3 years and it's free. CRC are required for all parent involvement activities. Parents must have a valid one on file if they are entering the school and helping in the classrooms.
- d) **Whole Group Eagle Convocation** is this Thursday, April 28! First time being a big group in 2 years – very exciting!!!
- e) **Kindergarten – RSL (Ready Set Learn)**. This is scheduled for May 12th 3:30 – 5:00pm for kids aged 3 to 5 year old. AN opportunity for them to look around and check it out! There will also be a June orientation for those starting next year (date to be confirmed) next year. PAC representation is always welcome.

COPACS Report

Sarah L

- a) **Nature Wagons** – PAC approved \$700 towards this initiative via E-Vote. Additional time is being taken to determine exactly how this is going to be rolled out.
- b) **Call for volunteers** – how they can be rolled out and should there be consideration taken into the future like roll sharing – less commitment and responsibility put on one person.
- c) **Financial Risk Report for 2022** – reduction of spending needed. Foreign learners and inflation caused for unforeseen increases in expenses.

Indigenous Representative Report

Sara B - Absent

- a) Nothing to Report

Treasurer Report

Michelle

- a) Michelle provided **update on General Account**
 - a. New Income the last few months from Popcorn and Fun Lunch.
 - i. Just over \$1,100 in donations for Forgotten Lunch Program since the beginning of the year!
 - ii. There will need to be some cross referencing to exact numbers collected from Fun Lunch. Michelle will work with Jenn to confirm.
- b) **Update on Gaming Account**
 - a. No changes since last meeting/update
 - b. Michelle applied for 2022/2023 Gaming Grant

Continued Topics of Discussion (from last meeting)

- a) **Westcoast Seeds Fundraiser (Wrap up)** – Just under 30 orders with approx. \$400 back to the PAC. It is unknown when the cheque will be received but in previous year it was around May.
- b) **Purdys Chocolate Fundraiser (Wrap up)** – There was approximately \$1200 raised for the PAC. The payment in previous years has taken quite some time. Recommended next

year to have it delivered to school and more volunteers to sort and deliver.

- c) **Growing Smiles Spring Fundraiser (Wrap up)** – Julie absent during meeting but provided update via text; approximately \$550 raised.

New Business

- a) **Camp T-shirts** – E-vote to approve \$1530 for new camp shirts for Grade 5 farewell. Helena reported the trip is booked. Wilsons Transportation needs to be hired to get students to and from the camp on May 26th. This is an added unexpected expense.
- b) **Executive Nominations** – all parents nominated need to be present at AGM. The only vacate positions at the moment are our Indigenous Rep and other Members at Large.
- c) **Fun Day – June 24th** (9am till lunch). Excited to have this again. It will be carnival style. Staff still discussing about family participation and when they will be invited to arrive to join their students (ie picnic lunch). PAC to have a station for treats to kids (concession). Fun Lunch for June will be cancelled in replacement to supplying lunch for Fun DAY (pizza and Subway).
- d) **Teacher Appreciation Luncheon** – June 10th. Communication has been made with culinary program at Stellys. Helena to provide numbers and dietary restrictions to Bonnie. Discussion still needs to be made regarding logistics. Appropriate space will need to be confirmed. Two seating's or one to also be confirmed - Helena to review and get back to Bonnie as well.
- e) **Pride Parade and Other Initiatives** – Sunday the 26th is the parade. Currently the school does not have anything planned. The hope is to have some teacher involvement and put an expression of interest for parents. Participation as a school collectively, 100% voluntarily.
- f) **Survey for Food in Schools** – this would impact Fun Lunch and school fundraising activities. We hope many parents and teachers participated.
- g) **Artist in Residence** – for next year. Discussion required on what this may look next year from the PACs and School Admins perspective. An expression of interest regarding “felting” and whole school project. Artist has been approached prior to COVID. Caitlin to revisit the discussion with the artist again.
- h) **Popcorn Machine** – Current one at least 6 years old. Jenn to research and price out a new one. Then make a motion (via email) to approve. Kernels individual bags will

continue for May and June. Goal to have new popcorn machine in place for next school year.

- i) **Monk Supplies** – Helena will have staff review and finalize the lists at their next Staff Mtg (May 10th) and will try to have lists prior to the end of May.

Meeting was adjourned at 8:21 pm by Michelle Cooper. The next meeting will be at **7:00pm on May 31, 2022 – this is our AGM.**

Minutes submitted by: Jennifer Hodgkinson

Approved by: Michelle Cooper / Bonnie Doyle