



Brentwood Elementary PAC

Meeting Minutes
May 31, 2022

Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:38pm on May 31, 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
Julie Madsen – Member at Large

Pam Carvalho – Vice President
Sarah Lefebvre – COPACS Rep

Absent PAC Executive:

Bonnie Doyle – President
Jacqui Hipwell – Member at Large
Heather Wood – Member at Large

Sara Beaman – Indigenous Rep
Caitlyn Addlestone – Member At Large

School Administration:

Helena Takhar – Principle

Tracey Westwood – Vice Principle

Other Guests:

Kim Richardson – Parent
Jenny Milne-Tucker – Parent

Kylie Madsen – Parent

Approval of Last Minutes & Tonight's Agenda

Motion to approve April Minutes – Michelle
2nd – Pam

Motion to approve May Agenda - Michelle
2nd – Pam

All in favor
PASSED

All in favor
PASSED

School Administration Report

Helena

a) **Administrative Appointments / Changes**

- Helena to remain Interim Principal until December 30th – Sarah Salamink expected return in January 2023.
Helena to return as Vice-Principal in January 2023
- Tracey to remain Interim Vice-Principal until December 30th.
Tracey to return to Kindergarten teacher in January 2023.
- Two teachers retiring at the end of this year – Ms. Sam and Madam. Scott.

b) **Capital Bikes Program** – this was a great program we just finished focusing on bike safety for grades 4/5. They set up a bike route on the black top and taught the students hand singling, shoulder checking and stopping. A great program that the school generally gets every two years. Admin looking at a possible grant to offer the program again next year for K-5's

c) **UVIC Track Meet** – It is being held this year on June 9th for students in grade 3, 4 and 5. All parents welcome; no dogs on property. All students will require their own transportation. Please note – it is paid parking at UVIC. Please come prepared to pay for parking.

d) **Pride Week** – the week of June 6 – 10th. The plan is to collectively create a rainbow chalk pathway around the outside of the entire school. Rainbow cross walk will be painted at Bayside. We were hoping for Brentwood but we are expecting major sewer work in the coming year. As well, a rainbow bench will be installed on the far end of the parking lot (on the greenspace close to the condos); this is being sponsored by the the Central Saanich Municipality. Conversation was raised about how we can bring awareness inside the school...a rainbow carpet is a possibility with PAC Funding; to be located outside the admin office.

e) **Placement Requests** – today was the last day for parents to make requests for their students for next year.

f) **Artist in Residence** – inquiring as to whether the PAC was going to sponsor this again or if admin should move forward with apply for a grant. Helena will reach out to Caitlin with regards to who she has made contact with so far. PAC has confirmed budget set aside for this next year.

g) **Playground** – the District hired Habitat to help spec a new intermediate playground. Helena shared the proposed layout during the call. A big piece for this new

development is accessibility. Features include a merry-go-ground, an 8 ft double slide and a seated zipline and climbing structure. Current timeline is November 2022. Right now the structure is \$8000 over grant budget. Question was raised as to whether PAC is able to contribute towards to the excess cost. Michelle to review and get back to Helena. Vote will take place within PAC if funds are available.

- h) **Year-End Assembly** – It is scheduled for June 28th from 9:00am-10:30am. Due to spacing and occupancy limit within the gym, only Grade 5 parents will be invited.

Tracey

- a) **Parent Appreciation** – There will be a pancake breakfast on June 29th for parents to come and enjoy with the students.
- b) **Grade 5 Camp** – it was a great success with tons of fun activities. They came back tired and happy.
- c) **Fresh Grade** – Sadly this will be no longer available! Fresh Grade is going away. If you have used this in the past, you will need to log in and download whatever you'd like as it will be lost/deleted as of the end of June.
- d) **Kindergarten Orientation** – June 8th from 1:00pm-2:00pm. We would love to have PAC presentation there! We will be adding a special orientation for students coming from indigenous background on June 16th (timing to be confirmed).
- e) **Fun Day** – Scheduled for June 24th. A time for parents to come and enjoy activities and lunch with their kids. Parents welcome to join their kids from at 10:00 am to 12:14 pm. Current schedule is:
- **9:00am** – Activities
 - **10:00am** – Healthy Snack, Classroom Check in, Activities Continue
 - **11:00am** – Lunch with families
 - **12:14pm** – Regular Classroom Schedule

COPACS Report

Sarah L

- a) No new information to share - May meeting was cancelled
- b) June is the AGM

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 Spring Flowers, Purdys as well as the summary for Popcorn and Fun Lunch.
 - i. Just over \$1,350 in donations for Forgotten Lunch Program for the year!
- b) **Update on Gaming Account**
 - a. No changes since last meeting/update

Continued Topics of Discussion (from last meeting)

- a) **Popcorn Machine** – Caitlin and Pam scrubbed it and were successful in getting the machine clean to a point where it is operational! It just needs to be tested (a trial run). Will need to source out some popcorn to do this.
 - a. Suggested made to build a policy to make sure it is maintain properly after each use and we do not run into the same issues again!
- b) **Teacher Appreciation Luncheon** – Everything is set for June 10th. Jenn H coordinating with Nicole at Stelly's to confirm pick up times. Letter was created and sent to Meghan to send home with families.
- c) **Fun Day** – Planning still needs to take place. The following was discussed:
 - a. Jenn H to inquiry with Fairways or Thrifty's about sponsoring a healthy snack of oranges and apples for students to enjoy.
 - b. Concession will run from 10:00 am to 12:00 pm. Need to determine which items we will sell and volunteers to help.
 - c. 11:00 am Lunch is picked up by teachers – We will offer just pizza (no subway this year) as well as milk or apple juice. Orders will be placed online via HotLunch.
- d) **Artist in Residence** – In addition to the information covered in the Admin Report; the question was raised, if we have enough funding, do we offer two different initiatives. Helena confirmed only 1 is best – we need to be mindful of teachers time in the

classroom and how valuable those minutes are for the main curriculum.

- e) **Monk Office Supplies** – Need to get this finalized ASAP. Jenn H to make this connection with Monk and determine deadlines. Helena to send Jenn the supply lists asap.

New Business

- a) **Intermediate Playground** – Discussed during Admin Report
- b) **Rainbow Bench / Pride Indicatives** – Discussed during Admin Report
- c) **PAC Website for Regular Meetings** – Not Discussed
- d) **Book Drive** – This has officially been launch. School librarian, Alanna has provided a great collection of recommended books; looking forward to enhancing the offerings for next year! Communication was sent out via Facebook, PAC Website and will also be sent out via Admin.

Huge thank you to our 2021/2022 Executive; wishing the best to our members leaving Brentwood this year, Bonnie and Pam.

Meeting was adjourned at 8:36 pm by Michelle Cooper. This was the final meeting of the 2021/2022 School Year.

Minutes submitted by: Jennifer Hodgkinson

Approved by: Michelle Cooper