



## Brentwood Elementary PAC

Meeting Minutes  
Sept 27, 2022

### Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:03 pm on September 27, 2022 by Jenn Hodgkinson. 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:**

Jenn Hodgkinson – President  
Kylie Madsen – Vice President  
Michelle Cooper / Julie Madsen – Co-Treasurers  
Sarah Lefebvre – COPACS Rep  
Kim Richardson – Recording Secretary  
Jenny Milne-Tucker – Member At Large  
Shawna Lynch – Member at Large

#### **Absent PAC Executive:**

N/A

#### **School Administration:**

Helena Takhar – Principal  
Tracey Westwood – Vice Principal

#### **Other Guests:**

Laura Kumpf – Parent  
Nicole Michelle – Parent

### Approval of Last Minutes & Tonight's Agenda

Motion to approve May 2022 AGM minutes – Jenn; 2<sup>nd</sup> Sarah  
Motion to approve agenda - Julie; 2<sup>nd</sup> Kylie  
All in favor

**PASSED**

### School Administration Report

*Helena*

- **School news:**
  - This year Brentwood has 345 children across 16 divisions.
  - Brentwood has many new faces, both EA's and teachers. New teachers include:
    - Ms. Kelly (K with Mrs. Westwood)
    - Mrs. Jensen (K/1)
    - Mrs. Saunders (Grade 1 with Mrs. Comer)
    - Ms. Fryer (Grade 1 with Mrs. Barnes)
    - Holly Viver (Indigenous Ed)
    - Ms. Hess (ELL/ELS)
    - Ms. Nightingale (Grade 4/5 with Mrs. Browne)
    - Ms. Amarilli (Grade 2/3)
    - Ms. Broughton (Grade 2)
    - Ms. Geric (Grade 1/2)
- **Events:**
  - Lots of fun activities have happened already including Terry Fox and Eagle convocation. Donation total to Terry Fox Foundation was \$499!
  - Meet and greet community night was very successful with lots of positive feedback!
  - Thursday, September 29, 2022, is orange shirt day.
- **Health and Safety:**
  - Insurance for children: there is optional coverage available to families. The school is not liable for accidents on school grounds.
  - COVID: schools are back to normal – no classroom restrictions and regular hygiene.
- **Affordability fund:** This is a one-time offering from the provincial government. The school district set allocations largely based on enrollment. The intent is to alleviate financial pressures on families.
  - Can use funds towards gift cards towards food, seasonal clothing, etc. and support for families with fees such as field trip costs, fun lunch, etc.
  - No costs outside of school are eligible (e.g., extracurricular activities).
  - Money cannot be carried forward to future school years.
  - Helena will be putting together a Google survey to look at the best way to allocate the funds. Looking to support the whole Brentwood community and acutely the people who could benefit from the support. Survey will be completely confidential.
- **Indigenous education update:**
  - For the past few years, the school has been very lucky to have K-5 Sencoten language learning. With the retirement of Mrs. Gail Sam, this is no longer possible. Mrs. Mcevoy is teaching all the K classes across the district and the Sencoten immersion program at Bayside. This year, the Brentwood children are lucky to have Mr. Lance Norris teach drumming to all classes.

- **Miscellaneous:**
  - Teachers have asked for donations of sandbox toys that are good quality and in decent condition (e.g., Tonka trucks, etc). These can come to the office.
  - New fencing is now in place around the apple trees.

### ***Tracey***

- **Health and safety update:**
  - First fire drill of the year took place
  - First earthquake drill is in October with the Great Shake Out.
- **Professional development:**
  - Indigenous professional development (September 23, 2022) was a great and informative day.
- **Foundation Skills Assessment (FSA)**
  - Grade 4 classes take part in assessment of literacy, numeracy and writing to inform curriculum construction.
  - Schedule from October 4<sup>th</sup> to November 10<sup>th</sup>.
- **Technology:**
  - There is a new school webpage. No more teacher pages on the webpage. Most updates going out via email.
  - FreshGrade is no longer available.
- **Other fun stuff:**
  - Micah Zandee-Hart – Canadian hockey player & gold medal champion from Brentwood visited at the start of the school year. Thank you to Ms. Nightingale for organizing!
  - New intermediate playground is coming! This is largely funded via the provincial playground grant. Construction is starting in November.
  - Soccer intermurals are starting, they occur at lunch hour. Thanks to the teachers leading this!
  - Early dismissal - October 26 & 27<sup>th</sup> at 1:48pm. October 21 is a Pro-Day.

## **COPACS Report**

### ***Sarah L***

- COPACS is looking for committee members and sub-committee members (e.g climate action committee, nomination committee).
- Other schools (Keating and Kelset) have subsidized hot lunch programs to allow for all families to participate.
- There is an opportunity for Brentwood to participate in the Sun Oke apple fundraiser.

## Indigenous Representative Report

### *Vacant*

- This role is an important part of the PAC and we need to look to fill this position. Reach out to contacts who may be interested.

## Treasurer Report

### Michelle

- Summary of spending for 2021/2022
  - The budget has been hard to estimate for the last few years because of the COVID.
- a) **General Account:**
  - Higher actual incomes than forecasted almost across the board.
  - Fun lunch donations totaled \$1395 which goes to grocery gift cards.
  - Forgotten lunch expenditures have gone up over the years.
  - Discussion around Grade 5 fundraiser that would go specifically to Grade 5 camp (e.g. poinsettia, bottle drive, tree chipping, etc).
- b) **Gaming Account:**
  - Deficit shown in the budget for 2021/22, but the year started with a hefty budget due to COVID years.
- This year, the vote on the budget for 2022/23 will take place after the year planning has occurred.
- Specific details for this year's gaming grant is still to come. Michelle submitted the application.
- Purchase of PRIDE rug for outside of the office is on the school's wish list. Playground and apple tree fence were ahead on the wish list, as is a display case for clay art.
- For 2022/23 signing officers are Jenn Hodgkinson, Kylie Madsen and Julie Madsen.
- Motion to approve 2021/22 budget – Jenn; seconded by Sarah and Julie.

## Continued Topics of Discussion (from last meeting)

- Monk school supply wrap up
  - a. Uncertain of fundraising revenue as report not yet received. Will report out on revenue in October.
- School supplies may be addresses in a different way for next year to ensure affordability.

## New Business

- a) Eagle Shirts:
  - Helena provided the list of required eagle shirts. Michelle to place order and will include extras.
- b) School Food Program: Gift Cards versus receipts
  - PAC purchases gift cards to support this program. No receipts are needed.
- c) PAC kitchen clean up:
  - PAC needs to move stuff to the PAC side of the kitchen. Call for volunteers is coming.
- d) Call for Volunteers:
  - Sign up genius is ready to go and will be going out as soon as possible.
- e) Fun lunch / Popcorn days scheduling and inclusivity:
  - Fun lunch – allow for families to order and to support those for whom the cost is challenging. \$2000 allocated to affordability fund (Kylie motioned – Sarah and Shawna); 7 planned lunch days, 8 planned popcorn days. Ordering to open over the coming days.
- f) Fundraising Events / Opportunities - Year at a Glance Calendar:
  - Poinsettias – plans to move forth with this fundraiser again with products picked up in late November.
  - Victoria Marathon Kids Run – used to be a PAC led activity but the opportunity was missed for this year.
  - Reflex math dance – Helena will check to see availability of the gym.
  - Movie night in the gym – December, March, and May as a fundraiser with concession. Jenny is organizing.
  - Brewsky's community social – Julie will ask about doing the community social.
  - Purdy's chocolates – planned for spring.
  - Level ground coffee – explore doing this in January or February.
  - Passion Sports clothing – Helena has had many parents ask if spirit wear would be available (hoodie is popular and ball cap). Julie to ask Heather about the approach in the past.
  - Christmas cards - looking at selling multiple designs, considering for 2023.
  - Idea for a Christmas shopping page: xmas cards, coffee, etc.
  - Discussion of 50/50 draw and gaming licenses.

Meeting adjourned at 9:06pm.

Next meeting – October 25, 2022 In person, PAC kitchen.