



Brentwood Elementary PAC

Meeting Minutes

April 25, 2023

Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:02 pm on April 25, 2023, 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 – Co-Treasurer
Kim Richardson – Recording Secretary
Shawna Lynch – Member at Large
Julie Madsen – Co-Treasurer (late)

School Administration:

Anita Ko – Principal
Tracey Westwood – Vice Principal

Guests:

Justine Shaw – Parent/Teacher
Ashley McCartie – Parent
Jen Gillespie – Parent
Michelle Costin - Parent
Mya Kinnear - Parent
Amy Weisgerber – Parent/Admin Staff

Regrets:

Jenny Milne-Tucker – Member At Large
Sarah Lefebvre – COPACS Rep

Approval of Last Minutes & Tonight's Agenda

Motion to approve February 28, 2023, minutes, and tonight's agenda (with additions to agenda: vote to contribute \$300 to COPACS vote for parent webinars; Indigenous mapping exercise):
Shawna; Michelle -2nd

All in favor

PASSED

School Administration Report

Anita and Tracey

It has been a busy few weeks with a lot of updates on activities that have happened and that are coming up:

- Cross country meets are happening over three weeks - last week, this week, and next week. This week Brentwood is marshalling, and all help is appreciated.
- Mrs. Brown and Mrs. Shaw's classes are going to Cordova Bay Elementary May 10th for a District Maker Fair.
- Mrs. Nightingale is organizing an art club at lunch for all students that are interested. Ninety children came out on the first day.
 - Michelle indicated that funds could be available from the PAC to support this.
- A lunch club for Indigenous students has started where children can each bring one friend into the cultural room.
- Eagle Convocation took place last week with children building nature art eagles on the school grounds.
- Upcoming school transitions:
 - Incoming kindergarten children:
 - Children aged 4 and 5 from the Indigenous communities are welcome to come to Brentwood for "Play in K" a fun day in the Kindergarten classrooms on May 12th
 - Kindergarten orientation will take place on May 24th from 1pm to 2pm
 - Outgoing Grade 5's:
 - Students will be visiting Bayside next week, May 4th.
 - For Bayside students, there is a Sencoten option as second language, registration online.
 - There will be a new vice principal for Brentwood in August; Krista Hale is joining from KÉLSET where she is currently interim VP. Anita expressed great appreciation for all the support and effort Tracey Westwood has put into this role over the past 18 months.
- ProD planning took place with a focus on literacy and mental health.
- Science Venture is going ahead in the school on May 7th and 8th.
- Anita expressed an interest in honoraria for Indigenous speakers. Three speakers have visited Brentwood this year, and the school would be interested in inviting more if there were funds available for honoraria (\$150 x 3). Anita will compile a list of potential activities and speakers for which the PAC can consider providing support.
 - Jenn motioned to provide funding for \$150 x 3 honoraria for speakers that have already occurred. Shawna, Kylie 2nd, all in favor. Motion passed.

- For 2023/24 the PAC will consider an honorarium allocation for each class to support additional activities.
- The Grade 4/5 camp is scheduled for June 1st.
- The Grade 3/4/5 track meet is June 8th at UVIC.
- The week of June 21st – will focus on Indigenous activities.
- Fun Day is scheduled for June 23rd.
- Parent Appreciation Day is scheduled for the last day of school on June 29th.

COPACS Report

No update, Sarah L (regrets)

Indigenous Representative Report

- No updates/position vacant. Interest in this position is welcome.

Treasurer Report

Update provided by Michelle:

a) General Account:

Balance: \$18,176

- i. Donation from KPMG: +\$250
- ii. Donation from PACE Soccer: +\$330
- iii. Community social: +\$4388
 - 1. Thank you to Brewsky's for the venue and food donation
- iv. Fun Lunch revenue = +\$3587 (total for school year to-date)
- v. Popcorn revenue = +\$961 (total for school year to-date)
- vi. Forgotten lunch: \$1300 donated / paid out \$629
- vii. Reflex math: -\$2100
- viii. Classroom allocation: -\$200/class, not all claimed yet
- ix. Online presence (domain): -\$300

b) Gaming Account:

Balance: \$4,916

Discussion:

- Michelle applied for the gaming grant for next year.
- Some expenses still to come are:
 - Artists in residence
 - Sarah Jim's mural
 - Vote: \$300 contribution for Parent Education Series for COPACS
 - Motion: Michelle; Kylie 2nd; All in favor

- As mentioned in Admin report – 23/24 PAC to consider adding per class allotment for honorarium of \$150 to help support additional activities.

Continued Topics of Discussion (from last meeting)

- Fun Lunch/Popcorn: Quick update (Kim/Jenn)
 - Keep complimentary orders for next year – this year’s approach seemed effective and we should retain for next year (i.e. all orders that remain unpaid get processed as complimentary without question)
- Community Social wrap up (Kylie/Michelle)
 - The social was a success!
 - Thank you cards went out to everyone.
- Purdy’s Wrap Up (Jenn)
 - Easter Purdy’s fundraiser was complete with about \$400 raised.
 - Thanks to Amy and Tracey for facilitating getting orders distributed.
- Artwork by Sarah Jim (Anita, in Sarah L’s absence)
 - Mock up has been provided by Sarah Jim
 - Looking at a June date, when the weather warms up
- Spring Flower Fundraiser (Julie)
 - Flower fundraiser is picking up steam with more orders coming in.
 - Flower delivery to the school is scheduled for 9:30am May 11
 - Pick up: May 11/12 in the gym (2:30-4:30)
- Grade 5 Farewell/Event (Julie/Michelle)
 - Anita/Michelle/Julie/Sarah to discuss next steps for a simple event.
 - Significant fundraising will not be required.
- 23/24 School Supplies (Jenn)
 - The goal is to move away from school supply lists and Monk Office boxes. Instead, families will be invited to pay a set fee and the PAC and teacher rep will organize school supplies for all students and classrooms.
 - The goal is to provide a lower cost approach to school supplies given the immense increase in costs over the past few years. This approach will also provide equity across students.
 - Mrs. Shaw is the teacher rep and will be organizing school supplies in conjunction with the PAC. Thank you Mrs. Shaw!
 - School supplies will be broken into 3 categories:
 - Category: Items that can be re-used year-to-year and will remain in the classroom, such as rulers, scissors, clipboards. These will be paid for by PAC.
 - Category: Standard school supplies such as paper, glue sticks, sharpies, etc. These will be paid for through the parent funds.

- Category: Specialties supplies for each classroom as determined by the teacher (e.g. – watercolour paints). These will be paid for through the parent funds.
- Parent payment would go through the district payment system.
- More information to go out to families closer to June.

New Business

- Indigenous mapping exercise
 - This is a great opportunity for learning by the children and families.
 - This event should be considered for next year.
- May Movie Night (Jenny/Jenn)
 - Decision to cancel due to lack of time and capacity to coordinate.
- Staff Appreciation (Jenn)
 - This year the PAC is looking at hosting a staff appreciation week with a series of events over the week of June 12-16th
- June Fun Day (Jenn)
 - Fun day is currently scheduled for June 23rd
 - Will include lunch, concession, etc. Lunch will be ordered via HotLunch.
 - Lots of volunteers will be needed.
- PAC Executive roles for 2023/24 & AGM (Jenn)
 - Must have a President, recording secretary and treasurer to run a PAC.
 - Looking to have about ten positions filled, these will be emailed out.
 - Anyone interested should email office@brentwoodpac.ca and attend the May PAC meeting.

Meeting adjourned at 8:40pm.

Next meeting – TBD, In person in the PAC kitchen. Next meeting will be the AGM and Last Regular Meeting combined. Date will be communicated via all channels.