



## Brentwood Elementary PAC

Meeting Minutes  
Sept 26, 2023

### Opening

The meeting of the Brentwood Elementary PAC was called to order at 7:00 pm on September 26, 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 – Co - President  
Jakki Papps – Co-president  
Kevin Canning – Vice President  
Nikki Wicks – Treasurer  
Jen Gillepsie- Fun Lunch Coordinator  
Michelle Costin – Fun Lunch Coordinator  
Ashley McCartie – Event coordinator  
Shawna Lynch – Event coordinator  
Alana Midlaine – Communications Coordinator  
Madi Robinson – Member At Large  
Julie Madsen- Member At Large

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

Kim Richardson – Recording Secretary  
Mya Kinnear – Member At Large  
Amy Weisgerber – Member At Large

#### **School Administration:**

Anita Ko – Principal

Krista Warren – Vice Principal

**Other Guests:** Gabriel

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

**Motion to approve May 2023 AGM minutes** – Ashley; 2<sup>nd</sup> Jennifer G  
All in favor

**Motion to approve agenda** - Jenn; 2<sup>nd</sup> Shawna  
All in favor

**PASSED**

## School Administration Report

*Anita Ko and Krista Warren*

### Enrolment

We currently have 358 students with us this year, an increase of students, resulting in an additional classroom division.

### News around the school

- Grade 5 Student Leader Lunch Monitors have begun
- Choir sign up today practices Tues/Thurs Grade 2-5 at 11:15
- Intermediate Soccer practices Mon/Wed Grade 4/5
- Terry Fox Run - great weather and approx \$400 raised
- Indigenous Map a great learning tool for students and Interactive Session with Sheralyn for staff and parents.

### Brentwood Updates & Reminders

- FORMS, FORMS, FORMS! Include accurate contact information and local pick ups.

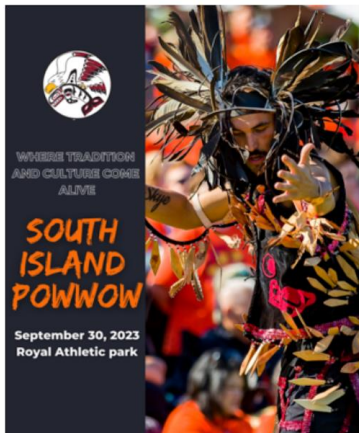
### Upcoming Events

- Sept 29 Orange Shirt day
- Oct 2 National Reconciliation holiday
- Oct 9 Thanksgiving weekend
- Oct 20 Pro -D
- Oct 26/27 Early dismissal 1:48

### Feeding Futures Consultation

- 3 year priority
- Funding based on needs of each school

### Community Event



**When:** Saturday September 30th, 2023

**Gates Open** at 10 am, **Grand Entries** at 12 pm & 6 pm. Colours retire at midnight.

**Where:** Royal Athletic Park 1014 Caledonia Ave, Victoria, BC

**Free admission**

**Everyone Welcome**

September 30th marks National Day for Truth and Reconciliation. The annual South Island Powwow is an opportunity to recognize Survivors and their families in the spirit of reconciliation. Through song and dance, we will celebrate traditional Indigenous cultures and resiliency.

## COPACS Report

*Kevin Canning*

## Highlights from COPACS Meeting

- Transportation Review: SD63 will be hosting a Transportation Review Open House to learn more about the transportation policy review and the proposed amendments. Some highlights include:
  - Lowering the walking limit from 4km to 2.5 km for elementary; creates more balance across the district.
- The district has found a new provider for online reporting to replace FreshGrade. Bright Space is the new tool for K-12.
  - Bright Space is optional for Teachers and will be rolled out over the next few years.
- COPACS is putting on a “PAC 101” event @ Bayside on Oct. 19<sup>th</sup>
  - This is a training and social opportunity to learn about PAC roles and chat with other PAC members and educational partners.
  - Up to four PAC members or potentially interested PAC executives (aka any parent/guardian/caregiver) per school. Kids welcome (babysitting provided)

For a full report out from COPACS please see [The Confederation of Parents' Advisory Councils of Saanich \(sd63.bc.ca\)](http://TheConfederationofParents'AdvisoryCouncilsofSaanich(sd63.bc.ca))

## 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

### *Nikki Wicks*

#### **General Account: \$19931.11**

- \$11,000.00 of the general account is a term that came due on July 8 and needs to be renewed leaving us with \$8931.11.
- 11k term usually goes into a 1-year annual term deposit rates at island savings as of yesterday:
  - 1 Yr nonredeemable @ 5.5% would be \$605 interest.
  - 1 yr redeemable after 30 days @ 3.1% would be \$341 interest.
- Suggest the nonredeemable @ 5.5 % as the 11k needs to be separate for Carol Burns Scholarship fund

**Motion to approve term deposit in 1yr nonredeemable at 5.5%: Jen G; 2<sup>nd</sup> by Kevin**

All in favor

### **PASSED**

- We currently have 6 outstanding cheques still to be cashed in the amount of 2179.10 leaving balance of **\$6752.01**

### **Gaming Account: TBD – Nikki will provide an update at the next PAC meeting once she has been granted access to the account**

- Per previous years we will get our gaming grant deposited to this account usually in October. It will be 20\$ per student based on the # student enrolled last year. (Last year we received \$6960) 348 students.

### **Discussion**

- Signing authority changes: Remove old signers and added 3 new. In final stages of getting that completed with Island Savings.
- Once finalized the signing authority on PAC General and Gaming accounts will be:
  - Jenn Hodgkinson
  - Jakki Corrigan,
  - Kevin Canning
  - Nikki Wicks
- \*2 signers always required on cheques
- Nikki will work to update current Pay pal account

### **Spending from the 2022/2023 year**

- Items we were able to purchase for the school included:
  - School supplies items that can stay in the classroom; Whiteboards, Scissors, Rulers etc.
  - Play kitchen, Outdoor mini trampoline, tonka trucks and sand toys
  - Large amount was spent on Sport Pinnies, Dodge balls, New Level Reading books and also some art supplies

## **Continued Topics of Discussion (from last meeting)**

### **School supplies**

- The total cost spent on purchasing school supplies was \$18000.00
- A big thank you to our President Jenn Hodgkinson and our teacher rep Mrs. Shaw for spending many hours purchasing, sorting, and delivering school supplies to all the classrooms.
- School supplies can be paid online, by cheque made out to School District 63 or by cash.
  - Alana will post on social media reminding families and will include all payment options available.

- School supplies may be addressed in a different way for next year to ensure affordability.

## New Business

- Eagle Shirts (Jenn)
  - Forms went out to families asking if their kids are in need of new shirt
    - Forms with Amy for sorting
  - Krista and Anita to connect with Jenn on next steps for ordering new shirts and to sort through current inventory
- Call for Volunteers (Shawna)
  - Call for volunteers will go out via google forms to families
  - Michele will reach out to admin to discuss the best way to get out the CRC link and code to families
  - The PAC will continue to put a call out for volunteers for each event through the year
- Fun lunch / Popcorn days scheduling and inclusivity (Jen G)
  - Admin will send an email reminding families of the ordering deadline
  - Order closing Oct. 8<sup>th</sup>
  - Discussion around pushing the date out by a week to allow for more orders to come in
    - No decision was made – for further discussion later this week after reminders went out
  - Michelle will take on shopping for fun lunch
- Year at a Glance Calendar (Jenn)
  - PAC was emailed a copy to review
  - Will discuss upcoming events at the next PAC meeting
- Logo/mascot refresh (Alana)
  - Anita will discuss with staff to find out the significance behind the current logo, when it was last updated and who created it and any other relevant information.
- Fundraising and events (Ashley/Shawna)
  - Anita will book gym for Halloween Dance Oct. 27<sup>th</sup>
  - Discussed if we wanted to use a DJ again this year or create a playlist
    - Shawna will look into who was hired to DJ last year and reach out directly
  - Alana will post fundraising links that are currently live for participation on the new PAC website and social media outlets.
    - Colibri
      - Shawna will connect with company to set up for Nov 7<sup>th</sup> – Nov 20<sup>th</sup> session.

- Mabels Labels
- PAC will continue to brainstorm new fundraising initiatives for the year and reach out to other local PACs for ideas.
- Encourage parents to attend the PAC meetings and bring ideas forward as well.

Meeting adjourned at 8:30pm.

Next meeting – October 24, 2023 In person, PAC kitchen.