



Brentwood Elementary PAC

Meeting Minutes: May 26th, 2026

Opening

Jakki Corrigan called the meeting of the Brentwood Elementary PAC to order at 7:06 pm on May 26th, 2026. 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 W̱SÁNEĆ peoples. We are grateful to have the opportunity to meet, live, work and learn in this territory.

Attendance

PAC Executive:

Present:

Jakki Corrigan – President
Michelle Costin – Vice President
Nikki Wicks – Treasurer
Brittany Harris – Secretary
Shawna Lynch – Community Engagement Co-Coordinator
Ashley McCartie – Community Engagement Co-Coordinator
Krista Young – Communications Co-Coordinator
Lindsay Moir – Member at Large
Katie Norie – Member at Large
Elaine Tuit – Member at Large
Andrea Reid – Member at Large
Rheana Watterson – Guest
Dez Charlie-Edwards – Guest
Dan Edwards - Guest

Absent:

Kim Richardson – COPACS Co-Representative
Jen Gillespie – COPACS Co-Representative
Christine Doward – Indigenous Rep
Madison Powell – Communications Co-Coordinator
Jenn Hodgkinson – Member at Large/Past President
Amy Weisgerber – Member at Large
Mya Kinnear – Member at Large
Bronwyn Torres Bonet – Member at Large

School Administration:

Anita Ko – Principal (Present)

Suzanne Chisholm – Vice Principal (Present)

Approval of Last Minutes & Tonight's Agenda

Motion to approve agenda: Jakki C. ; 2nd Ashley M.

All in Favour – PASSED

Motion to approve last minutes: Shauna L. ; 2nd Michelle C.

All in Favour – PASSED

School Administration Report

Suzanne Chisholm

School News:

- Thank you to PAC for Earthquake Bin contributions - Health and Safety Team making inventory of items to be ordered- also for contributing to installation costs for Ms. Mosher's retirement picnic table, and for contributing to line painting which is in progress as well as Fun Lunch and Popcorn Days
- Recent school events: Funcussion music sessions, Bus Ready (BC transit bus came to school) and CRD/Central Saanich pedestrian safety sessions (students made handmade notes for Central Saanich police to hand out to drivers when ticketing drivers) and Science Venture and Stelly's Ocean Sciences class presentations
- Kindergarten Orientation completed, second Play into K session tomorrow afternoon 3:30-4:30pm
- 3 Cross Country meets completed and now moving into Track and Field
- Co-Ed Indigenous basketball team now formed
- Coding club in computer lab – student driven initiative
- Lots of field trips – climbing wall
- Grade 5 transition to Middle School – Have had group visit to Bayside
- June: Grade 4/5 Camp Imadene trip next Monday, District Track Meet June 11 at UVic, June 17 will celebrate National Indigenous Peoples Day – trip to Pickles Bluff older students and Tod Inlet younger students with storyteller, June 22 Fun Day/Lunch, Year-End assembly June 23 including Grade 5 farewell (2 adults per Grade 5 family can attend), Family Appreciation Pancake Breakfast June 25th
- Will stay with 15 divisions for 2026/2027 school year
- School supplies will likely be the same for the next school year and be school provided with families to pay for supply costs – may not be sustainable over the long-term – still outstanding fees not paid from this school year – school will send reminder emails

PAC Discussion with Admin:

- Possible interest in indigenous representative role – admin to think about possible role tasks that would be helpful from admin side and will discuss with executive

- Rodent Issue: exterminators have left traps over last 2-3 years and have placed additional traps, recently has been additional rodent activity in the school – district has been communicating with staff as well – facilities staff have identified possible entrance areas and have done some extra cleaning on the weekend – also focusing on closing doors and putting food into bins and encouraging students to take all food home – discussion re: impact of portable being taken down on mice population
- Discussion re: plan around weeding of garden beds – admin to think and report back

COPACS Report

Jen G. (not in attendance)

- For a full report out from COPACS please see [The Confederation of Parents' Advisory Councils of Saanich \(sd63.bc.ca\)](https://www.sd63.bc.ca/TheConfederationofParentsAdvisoryCouncilsofSaanich)
- Meetings in-person at ILC or online at MS Teams

Indigenous Representative Report

Christine D. (not in attendance)

Treasurer Report

Nikki W.

- General Account Balance: \$17,542.58
- \$123.37 written not cashed - \$17419.20
- Bulk of staff have not sent in \$200 claims – Nikki will email admin
- Carol Burns scholarship still to come out - \$400
- Still have \$11,000 term for scholarship
- Gaming Account Balance: \$2724.74 – Science Venture to come out of this account
- Nikki will do gaming grant for September

Committee Updates

Communications Updates (Krista Y.)

- Lots of PAC posts recently - Thank you to Krista for great posts!
- Spoke at Kindergarten orientation – went well – talked with many families
- Will post about June events
- Slowly growing in followers
- Will make static link for school Co-op Numbers
- Krista and Andrea to liaise re: role dividing for next school year and Michelle C. to continue doing front school board and Rheana to support as well

Community Engagement Updates (Shawna L./Ashley M.)

- No additional events planned this school year
- Spirit Wear sales finished – pickup should be around June 5th – Shauna will pick up and will help to distribute
- Will create how-to sheets for common events for use for next year and Shauna/Ashley to continue to manage fundraising email
- Will plan secondary fundraising planning meeting for later

Fun Lunch Updates (Lindsay M.)

- Will order pizza to be delivered for 10am – will bag lunches for Fun Day and deliver by 11:15am
- Michelle to buy freezies and will freeze using own/PAC freezer
- Michelle to organize thank you gift for Grandparent volunteers

Popcorn Days Updates (Nikki W.)

- Buying same bags and cutting tops

Continued Topics of Discussion (from last meeting)

- *Update re: approved items from admin requests at last meeting* – paid for earthquake supplies, lines and partial picnic bench, irrigation – money to still come out of account
- *Day delegations for Staff Appreciation Week*
 - o Tuesday: TBD
 - o Wednesday: Soda Water and Yogurt Parfaits (Jakki and Katie)
 - o Thursday: Coffee and Donuts (Kim and Michelle)
 - o Friday: Ice Cream (Shauna to investigate) – someone will need to receive at school
- *Update re: executive discussing Fun Lunch comp list with admin* – Michelle has spoken with Suzanne re: getting list before September start and will continue discussion re: possibility of school funding some comp lunches – will follow-up with admin
- *Update re: Grade 5 Celebration and PAC involvement* – Jenn H. may be helping to organize

New Business (All/As Specified)

- Discussion re: School Rodent Issue and PAC Response – see above Discussion with Admin
- Won book from COPACS event – Ashley to decide what book to choose

Meeting adjourned at 8:19pm - Next Meeting: Tuesday, September 29th at 7:00pm