



## Brentwood Elementary PAC

Meeting Minutes: September 23, 2025

### Opening

Jakki Corrigan called the meeting of the Brentwood Elementary PAC to order at 7:01 pm on September 23, 2025. 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 WSÁNEĆ 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

Brittany Harris – Secretary

Nikki Wicks – Treasurer

Shawna Lynch – Community Engagement Co-Coordinator

Krista Young – Communications Co-Coordinator

Elaine Tuit – Member at Large

Jen Gillespie – Member at Large

Jenn Hodgkinson – Member at Large/Past President

Bronwyn Torres Bonet – Member at Large

##### Absent:

Ashley McCartie – Community Engagement Co-Coordinator

Kim Richardson – COPACS Representative

Madison Powell – Communications Co-Coordinator

Mya Kinnear – Member at Large

Lindsay Moir – Member at Large

Katie Norie – Member at Large

Andrea Reid – Member at Large

Amy Weisgerber – Member at Large

##### Guests:

Tammy Brown – Present

Christine Doward - Present

##### School Administration:

Anita Ko – Principal (Present)

Tracey Westwood – Acting Vice Principal (Absent)

## Approval of Last Minutes & Tonight's Agenda

**Motion to approve agenda:** Shawna L.; 2<sup>nd</sup> Michelle C.

All in Favour – PASSED

**Motion to approve last minutes:** Nikki W.; 2<sup>nd</sup> Elaine T.

All in Favour – PASSED

**Motion to approve 2025 AGM:** Jenn H.; 2<sup>nd</sup> Jakki C.

## Guest Speaker – Ready Step Roll (RSR) Update

- *Program Overview* - goals are to help increase active/sustainable transportation to and from school
- *Survey results from June 2025 Parent/Guardian survey* – 157/336 completed – 68% response rate – Brentwood won two bike racks from high response rate – bike racks already installed on blacktop by other bike racks – survey results are majority of students are driven, many walk, less bike, roll, bus – many want to walk/bike
- *Next steps* – program partners walkabout 8:15-9:30am Thursday Oct 16th (e.g. ICBC, police, school admin etc.) – PAC rep welcomed – after walkabout completed RSR will make draft action plan from info gathered thus far including survey comments
- *Possible RSR events* – let's get visible day, crossing guard/bus driver appreciation, pedestrian education, BC transit bus ready etc.
- *PAC support* - ?sub-committee or recurring agenda item for active transportation/road safety

## School Administration Report

**Anita Ko**

*School News:*

- Choir starts on October 1<sup>st</sup> – Grade 2-5 – Mr. Jung + Mme. Lisik
- Soccer starts soon for Grade 4/5
- Lunch Monitors – Grade 4/5 – Grade 5's started Sept 23, Grade 4's will start soon
- Meet and Greet was successful
- Surprise office renovation over summer – duct work needed – hopefully will be completed soon - outside portable for Otter Be – utility connections should be completed by mid-October – hopefully will be up and running by end of October/early November
- Brentwood successful in securing Tree Grant from Central Saanich – 70 or so trees and shrubs – learning lounge to be planted at front by primary playground – eventual goal to have an outdoor classroom incorporated
- Not purchasing reflex math this year
- Second step (Social Emotional Learning Program) – now has online version – piloting it as a school – school board support - school kick-off in a few weeks

## **COPACS Report**

### ***Jen G.***

- Voted for budget - insurance costs high, related to volunteers, brought forward to district and now with B.C. Resolution to look into
- Vacancies - VP #2 and Secretary
- Recruiting for the following committees: Climate, Communications, Parenting and Caregiver Resource Committee, and additional Nominations Committee potentially struck in February if needed
- New Parent Resource Handbook - developed last year, highly recommended, under final review with district
- Looking into a fall PAC social/engagement night
- For a full report out from COPACS please see [The Confederation of Parents' Advisory Councils of Saanich \(sd63.bc.ca\)](http://The Confederation of Parents' Advisory Councils of Saanich (sd63.bc.ca))

## **Indigenous Representative Report**

### ***Vacant***

- Potential interest in role – information to be given to interested person and then if interested motion to be put forward at next meeting

## **Treasurer Report**

### ***Nikki Wicks***

- General Account Balance: \$9895.97
- Gaming Account Balance: \$0.74
  - o Gaming funds requested in June should be coming in October
- Current signers – Jakki, Michelle, Nikki – need two signers

## **Committee Updates**

### ***Communications Updates (Krista Y.)***

- Now have a link tree for available links – connected with social media – will post about events etc.

### ***Community Engagement Updates (Shawna L.)***

#### ***Upcoming Events***

- Sept 26 – Family Games Night – 6-8pm – by entrance by donation and pizza will be sold – appreciated if register prior to attending
- Oct 17 – Halloween Dancing for Digits – volunteers needed – will confirm if have classroom access with admin for craft activity

Movie Night – Nov 28. Happy Feet

- Will do community social again – possibly Church and State again – query online silent auction – query community outreach for donations
- See Year at a Glance for additional event ideas
- Will ask admin for specific goals re: fundraising
- Query request for donations of board games as part of PAC events (e.g. movie night) – have received teacher requests for board games if families have any to pass along

***Fun Lunch Updates (Lindsay M.)***

- Increased pizza by \$.50, apple juice and chips increased too
- Bambora fees (2.7% + \$0.25) per transactions for credit passed onto families – can still e-transfer or drop off cash
- Need comp list by Oct 3
- Can order two months at a time and popcorn at same time too now
- Query offer gluten-free option – discussion re: cross contamination concerns – possibly trial for January

***Popcorn Days Updates (All)***

- Changed to Wednesdays this year – will check with PAC members re: volunteers

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

- None

**New Business (All/As Specified)**

- See Year at a Glance document attached to minutes for details of planned PAC events

Meeting adjourned at 8:37pm

Next Meeting: Tuesday October 28<sup>th</sup> at 7:00pm