



Brentwood Elementary PAC

Meeting Minutes: September 24, 2024

Opening

Jenn Hodgkinson called the meeting of the Brentwood Elementary PAC to order at 7:02 pm on September 24, 2024. 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:

Present:

Jenn Hodgkinson – President
Nikki Wicks – Treasurer
Brittany Harris - Secretary
Shawna Lynch. – Fundraising Co-Coordinator
Ashley McCartie – Fundraising Co-Coordinator
Madison Powell – Communications Co-Coordinator
Kim Richardson – COPACS Representative
Mya Kinnear – Member at Large
Michelle Costin – Member at Large
Andrea Reid – Member at Large
Elaine Tuit – Member at Large
Lindsay Moir – Member at Large

Absent:

Jakki Papps – Vice President
Gabe Unser – Communications Co-Coordinator
Amy Weisgerber – Member at Large
Jen Gillespie – Member at Large
Katie Norie – Member at Large

School Administration:

Anita Ko – Principal and Krista Warren – Vice Principal

Guests:

Krista Young
Zeudy Villar Vega

Approval of Last Minutes & Tonight's Agenda

Motion to approve June 2024 AGM minutes – Shawna L.; 2nd Mya K.

All in favor

Motion to approve agenda – Michelle C.; 2nd Kim R.

All in favor

PASSED

School Administration Report

Anita Ko and Krista Warren

Presented 2024-2025 School Year Info for Parents/Guardians slide show from Saanich School District.

- Key Points:

- No use of personal devices at elementary school level as per provincial guidelines – same as policy was previously at Brentwood Elementary
- Bus Transportation – tap on/off system now – app coming for parents to know location where child is tapping on/off – some changes to distance to school requirements for bus eligibility and changes to prioritization of students
- AI Policies – Microsoft Co-Pilot approved for use in Saanich Schools – less applicable to elementary school level
- Parent/Guardian involvement and dispute resolution process information provided

Other Updates:

Enrolment: 336 students and 17 divisions

New Staff

Mrs. Lorelei Mceavy – Sencoten teacher

Mr. Lance Norris – Indigenous EA support

Mrs. Jodi Steele – Grade 2

Ms. Madi Bains – Grade 3

Mrs. Jessica Sargent – Grade 4/5

Ms. Fiona Hawes – Grade 4/5

Ms. Genevieve Lisik – FSL

Mrs. Angela Faminoff – Signing EA

Ms. Morgan Gator – EA

Sheila Ferguson – Language Acquisition support

Accessibility/Inclusion Support:

Gym: large equipment in place on stage space for use by students with OT/PT programs

Deaf and hard of hearing: may notice visuals (labels) with ASL sign language around the school, staff who are signing and staff who are deaf. Role of signing EA is to support a Brentwood student to acquire ASL language skills.

Artists in Residence

- Possible Misha Smart Artist in Residence to create a mural with students. Administration met with Misha last week and will meet again to further discuss time frame and cost, and to plan for a mural either on the gym wall or outside the cultural room – date to be determined
- Curtis Henry – canoe paddles – all students – date to be determined

Indigenous Education:

- Mrs. Lorelei Mcevoy – Sencoten teacher – administration in planning for Sencoten lessons for students
- QR Code Land Acknowledgments poster will be posted around the school
- Orange Shirt Day – Sept 27th

School News:

- No dogs on school grounds 8am-4pm– thus far has gone well with no dogs around at drop off or pick up since email went out – administration appreciates the understanding
- Terry Fox Run great success – over \$500 raised for cancer research

Upcoming Dates

- Open House Meet and Greet - Sept 25th
- Orange Shirt Day – Sept 27th
- No School for National Truth and Reconciliation Day - Sept 30th
- Photo Day- Oct 8th
- Remembrance Day Assembly – Nov 8th

PAC Discussion with Administration:

- Artist in Residence priority for PAC support from admin
- PAC to liaise with Amy W for Calendar Events access – some technical difficulties currently
- PAC table at Open House

COPACS Report

Kim Richardson

COPACS is a coalition of all PACs in Saanich – Rep from each Saanich school - monthly meetings also include school district reps and trustees

- Key Discussion Points from Last Meeting:
 - Discussion around bus transportation concerns secondary to recent policy changes

- Oct 2nd 7-8:30pm meeting for further discussion around school bus transportation issues – link on COPACS FB page
- District support for MH
- COPACS vacant roles – vice president, communications, parent advocate – inquire if interested

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)

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 that may be interested.

Treasurer Report

Nikki Wicks

- Paypal is used for fun lunch, donations etc. – new terms of service now requires new documentation – account first made approx. 13 years ago (name attached of Steven) – pay pal account currently on hold while Nikki and Jenn attempt to provide required documentation
- Query other options for online payment if Paypal doesn't work out – E.g. Square, Stripe – COPACS Rep Kim R to reach out re: what do other schools use
- Jenn H, Jakki P, Nikki W now authorized signers for PAC account
- Budget from 2023-2024 year reviewed – no concerns noted by members present

Account Balances

General: \$5010.92

Gaming: 24 cents

\$11,000 term coming due – Carol Burns scholarship - \$400 scholarship every two years at Stelly's – 1 year terms

Non-redeemable 1-year term at 4.25% - approved without vote needed as no change from last year - \$11,000 scholarship money to be re-invested as above

Committee Updates

Communications Updates (Madison P)

- Bulletin board at front of school for fall – looks great – many thanks to Madison

- Thrifty Foods Kids Race – Oct 12th - \$25 per child – registered as a school – Madison to put up posters on outside doors – for fire safety must be small

Fundraising Updates (Ashley M)

- Changing Name to Community Engagement Committee – everyone present in favour
- Back to school fundraising push with passive fundraising options – Mabel’s Labels, Colibri, spirit wear – send home flyers with information for students
- Peninsula Co-op – have PAC number that can be used – query highlight this more to families
- Sidney Location Bottle Depot Code – query how to get information to families – Jenn picks up a bag a week of returnables – money goes to PAC – look at option of bottle drive or having bin at school – put to side for later discussion
- Dancing for Digits - October 18th (Friday) – purpose to raise funds for math programs
- Collecting Juice Boxes and Milk Cartons from Hot Lunches – Query get Lunch Monitors to collect and bring to PAC kitchen
- Movie Nights – one in winter (Nov 22nd, Nov 29th or Dec 13th proposed dates – Nov 22nd or 29th preferred by those present) and another movie night in March 2025 and potentially May 2025
- Community Social – will include an auction – sub-committee for auction requested – Michelle C and Zeudy VV volunteered for sub-committee – TBD sometime in February
- Communication schedule will be given to Madison with key dates for events and so she can post information
- Purdy’s for Christmas and Easter – registered for Christmas – open now – closes November 24th
- Christmas plant sale and Spring plant sale in April/May – more information to come

Additional Fundraising Ideas:

- Garage Sale or Clothing Swap where PAC could earn money from selling tables and then “vendors” could earn their money - query not individual tables and either price or have people pre-price their items (Ashley M.)
- Kids Craft Fair or donate button on website with ideas of what donations go for/impact statement – (Michelle C.)

Continued Topics of Discussion (from last meeting)

- Virtual PAC Meeting access – still on list of to dos but challenging to figure out logistics – voice only option possible – Jenn H working on it

New Business

- **Website** – Lindsay M volunteered to update – thank you! - (has made Wix account and has template) – shouldn't be too hard to create – Jenn may need to reach out for domain access – Jenn can give Lindsay access to current website – bylaws guide content (bylaws, executive, minutes etc.) – Jenn to advise
- Eagle shirts for Kindergarten students and new students to school only this year (Jenn H)
- Discussion around possibility of email being sent to remind families to pay for school supplies – query if further follow-up required
- **Fun Lunches 2024/2025** – Jenn gave Anita/Krista proposed dates tonight – first one in November – query do an additional December lunch if able – ordering system needs significant work before can be up and running – query Jakki P to take on ordering system management role
- One-pager for open house created – open house table – snacks for open house- Nikki W will get - scavenger hunt card to be provided to students with final stop being PAC table

Meeting adjourned at 8:27pm

Next Meeting: Tuesday October 29th, 2024 at 7:00pm in Room 110