



Brentwood Elementary PAC

Meeting Minutes: October 28, 2025

Opening

Jakki Corrigan called the meeting of the Brentwood Elementary PAC to order at 7:00 pm on October 28, 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
Christine Doward – Indigenous Rep
Shawna Lynch – Community Engagement Co-Coordinator
Ashley McCartie – Community Engagement Co-Coordinator
Krista Young – Communications Co-Coordinator
Jen Gillespie – Member at Large
Jenn Hodgkinson – Member at Large/Past President
Bronwyn Torres Bonet – Member at Large

Absent:

Kim Richardson – COPACS Representative
Madison Powell – Communications Co-Coordinator
Elaine Tuit – Member at Large
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

School Administration:

Anita Ko – Principal (Absent)
Tracey Westwood – Acting Vice Principal (Absent)

Approval of Last Minutes & Tonight's Agenda

Motion to approve agenda: Michelle C.; 2nd Bronwyn TB.

All in Favour – PASSED

Motion to approve last minutes: Jenn H.; 2nd Nikki W.

All in Favour – PASSED

School Administration Report

Anita Ko (via text message)

School News:

- Tree planting tomorrow
- Winter concert in December – date TBD
- Reminder that duty in the morning is at 8:20am – kids have been arriving unattended as early as 7:50am, please drop off kids no earlier than 8:20am - PAC to post reminder on social media (Krista Y. to do) –will be added to school newsletter as well
- Art cards ready for ordering
- This week is the last week for Tracey in interim Vice-Principal role – Suzanne starts next week – thank you to Tracey!

COPACS Report

Jen G.

- School District executive team: Update on bus registration, esp. for families close to walk distance. Now 2,252 (+20) plus 100 new requests (including bus change requests). 163 waitlisted, 98 within walk catchment.
- Co-Presidents report - Parent Engagement policy (remove barriers to parents), would need to request of Superintendent
- COPACS could share link to Board Agenda on FB etc. (agenda has call in link at top)
- COPACS to survey PACs re: topic for Parent Engagement evening (in February). (Two COPACS reps attending Sooke Inclusive Education session this week and will report back next month.
- VP update - potential new role of parent champion to help parents navigate supports etc.
- Link shared for Board of Trustee meeting minutes
- What information do PACs/Parents want? PAC reps asked to follow up with their PACs regarding this question
- Meeting School Spotlight - The assembly was asked if any schools wanted to take the School Spotlight for the November meeting. PAC reps to ask their PACs.
- PAC Mingler/Engagement Night, scheduled for November 20th, 6:30-8:30pm at the Shaw Center for the Salish Sea. Capacity: 50 people.
- Potential topic of neurodivergence for Feb parent engagement night

- Will post COPACS link on Brentwood social media (Krista Y. to do)
- 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

- Motion to nominate and elect Christine Doward to role: 1st: Jen G., 2nd Michelle C. - All in Favour – PASSED – Christine accepted role – thank you to Christine!

Treasurer Report

Nikki Wicks

- General Account Balance: \$16346.00 – about \$5000 to be allocated to school for field trips
- Term of \$11,000 locked in at 2.91% interest for Carol Burns Scholarship
- Gaming Account Balance: \$6700.74 – gaming amount came in

Committee Updates

Communications Updates (Krista Y.)

- No major updates
- Will post re: looking for additional volunteer engagement for all events – focus on popcorn day first and also info for parents/caregivers that PAC can help liaise concerns with admin
- Will also create monthly calendar
- Bulletin board re: Remembrance Day theme – poppies – Michelle C. to do

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

Upcoming Events

- Spirit Wear – will run for 2 weeks – will open this week or next – will add grad logo option
- Gift Card Fundraiser – Fund Script – will do prior to Christmas – will confirm gift card delivery options
- Movie Night – Nov 28th – Happy Feet – will need volunteers for concession – query do pizza and popcorn

Additional Info

- Halloween Dance went well – close to \$1800 raised

- Silent Auction for Community Social Night – will be in April – start talking about volunteer needs now – will do 50/50 as well – look into online platforms for auctions

Fun Lunch Updates (Bronwyn TB.)

- Working doing 2 months at a time – lots of orders for both months
- Jan/Feb will increase snack items on offer and will trial gluten-free pizza
- Need info from admin re: if kids from September Fun Lunch day-of lunch requests should be added to comp list – Michelle C. to do
- Currently 3 volunteers needed until end of Fun Lunch time to support Kindergarten classes
- Talk to admin re: possibility of changing handout of lunches from in bags to handout in classes – query to trial with intermediate grades only - Michelle C. to do

Popcorn Days Updates (Brittany H./Nikki W.)

- Looking for volunteers

Continued Topics of Discussion (from last meeting)

- None

New Business (All/As Specified)

- Ready, Step, Roll update from walkabout:

- CRD, police, municipal engineering, school board etc. attended
- Looked at common feedback/concerns
- Observed drop off time for pinch points, sight line concerns, longer term planning needs
- Discussed possible path along fence, cross walks at drop-off going to sidewalks – municipality stated sidewalk on Rom Knott side of Wallace in longer-term planning considerations
- Discussed crossing guards are union positions so can't supplement with volunteers because of such even though there are staffing concerns that limit availability for crossing guards
- Central Saanich staff encouraged attendees/public to look at 2021 Active Transport Plan
- School bus drop-off spot will change as too close to cross walk
- Let's Get Visible Day Nov 19th – encourage students to wear light/reflective clothing – query volunteers to support giveaways

Recess Equipment Provisions:

- PAC will purchase 18 balls from Amazon (Michelle C. to do) – balls given to each classroom to be handed out – if lost classroom doesn't have a ball for use – will re-evaluate as needed – motion to approve not required as small amount requested and there is already budget for this type of purchase

Meeting adjourned at 7:56pm

Next Meeting: Tuesday November 25th at 7:00pm