



Braefoot Elementary PAC

Meeting Minutes

Tuesday, March 31, 2025, 7:00 PM, Virtual Meeting

In Attendance:

- Amelia Barry
- Anna Macdonald
- Connor McCoy
- Jenn Senechel
- Kirstin Webster
- Jenna Bell
- Allisha Moniz-Slater
- Harmony Wells

Principal Update: Connor McCoy

- Staffing: EA Claudia is no longer at Braefoot, Ms. Hazel has returned from her leave
- Val Irwin has taken over as Sec Clerk and has lots of experience at Mckenzie elementary. In addition to many roles, Val will be putting together the newsletter going forward. Any communications for the newsletter should be shared with Val.
- Cross country up is now holding practices. The first meet will be held on April 18th.
- Ms. Roberts dance performance at UVic on April 21st.
- Follow-up regarding walkabout for school safety (parent drop-off merging with parking lot, will likely add physical barrier near where the garbage and recycling cans are located)
- Report cards released on March 13th, less than 50% as of yesterday have viewed the reports, this was closer to 60% following the winter break on the same timeline

Questions for Mr. McCoy:

- Kirstin brings up travel concerns with darker mornings resulting from the time change. Connor mentions that district wide they will need to consider this in the coming school year.

Guest - Marni from SD 61 Facilities Department:

- Marni was invited to attend the PAC meeting to help support an initial exploration of a new outdoor seating area, which is a project that Braefoot staff brought forward prior to the February meeting.
- Suggested site visits to see other outdoor learning space designs:
 - Vic High
 - Tillicum Elementary - rocks and plantings
 - Arbutus - tables in a circular area
 - Quadra elementary - wooden benches in gathering space, theater seating
- Basic Procedure for School funded request:
 - Facilities department, school district and PAC work together to figure out a design and location that would work
 - Determine the quote (purchasing requirements need to go through the district)
 - Once budget is determined, the parties outline a timeline (with emergencies taking priority)
- Kirstin mentions outdoor learning space at Northridge Elementary as possible inspiration (permitted, constructed by Habitat, PAC from that school did their own research and reached out to them independently, then made connection with the district)
- Some suggestions regarding material:
 - cement pad with the rain
 - no sails for covering, examples of preferred coverings include wood or umbrellas (can be moved in and out when needed)
 - the space would need to be near the irrigation system if plantings are part of the design (additional hoses would increase cost)
 - Marni has a list of recommended plants and can bring in a person from Indigenous ed to give recommendations.
- **Connor will reach out to Marni to get approximate costs from recently completed district projects to give the PAC a ballpark figure.**
- Connor suggests working with a team of teachers, including at least one primary and one intermediate, as the PAC moves through the exploration, design, and budget portions of planning.

Key Updates & Reports:

- **Treasurer Report:** Anna
 - Finance Update → Quiet over the last month
 - General: \$23,019.00,
 - Gaming Account: \$14,581.29
 - Total: \$37,600.29
 - Jenn and Anna will touch base to see what amount is already allocated for other spending and what amount could go toward a starting point for the outdoor learning development

- **Fundraising and Events:** Jenn
 - Fundraising Items:
 - Games Night Debrief
 - Jenn comments that she wants to better understand the interest of the school community in terms of PAC events; Suggests a survey to assess what families want and need
 - PAC considers asking grade 4 and 5 students to conduct this with families during dismissal or at another time when families are gathered
 - Lowest turn out for a games night in 5 years
 - Harmony suggests doing games night a bit later due to winter illnesses
 - June Jamboree:
 - Will get an inflatable dunk tank, Jenn will price out providers
 - Inflatable games along with obstacle course and bounce house were great
 - Jenn suggests one class at a time to pick a prize, could give a stamp to kids who have picked a prize (will steer away from gumballs)
 - The PAC discussed optional desserts for the event, and agreed to continue with freezies as these are easy to manage and allergy friendly.
 - Anna suggests starting to advertise fundraising for our proposed outdoor learning space during ticket sales for the June Jamboree to seek out possible donations prior to summer. Jenn suggests requests for donations in the 26/27 school year alongside any fundraisers.
 - Jenna suggests that volunteer signup is a single page, streamlined for parent viewing, Jenn suggests that we add a section for people who are flexible in terms of volunteer position. She adds that we should collect volunteer fundraisers to improve communication with volunteers.
 - Beach Day:
 - PAC will cover the cost of buses for beach day.
- **VCPAC Update:** Kirstin
 - Safety and Restorative Justice Town Hall canceled in February
 - The next town hall will be held on April 23rd at Spectrum. The topic will be AI
 - Call for nominations at VCPAC, movement is likely, reach out to Kirstin for nominations
 - Motion carried to file and circulate position to support EA staffing.
 - Discussion around the switch to standard time versus daylight savings in terms of student safety and wellbeing.
- **Ready Step Roll:**
 - Program Update - Connor mentions that the CRD will be visiting some classrooms at the end of April to talk about safety
- **Other:**
 - Calendar Dates for 26-27 school year
 - Welcome Back BBQ - Decide to host on September 23, 2026
 - Jenn will put together hot lunch schedule for the 26-27 school year
 - PAC Meetings - agree to continue meeting on the third Tuesday of the month, Continue alternating virtual and in-person (with September and October both in-person), Kirstin suggests that November and December both be virtual.
 - Other Events -
 - Halloween is on a Saturday this year, Anna and Harmony suggest Thursday the 29th, Kindy/ Grade 1 Halloween Howl will likely be on Friday.

- Thursday, November 19th for movie night
- The group discusses hope to add more active PAC members for the 26/27 school year, with possibility of finding people who are will and able to take on any available executive roles
 - Jenna suggests holding a coffee morning at some point this spring to support this effort (Jenn can support from May onward)
 - Other ideas include: more formal connection during ticket sales, sending home a brochure with K and 1 families, Jenn suggests sending one with all students in the September pack to all Braefoot families.

Next Meeting: April 21, 2026- 7:00, Braefoot Elementary Library