BROOKLYN ELEMENTARY

PAC MEETING MINUTES

DATE:	TIME:	FACILITATOR:
September 29, 2026	6:30 PM	Jess Nielsen

IN ATTENDANCE

Jess Nielsen, Erin Petersen, Paresa McQueen, Michelle Laurie, Tanya Larkin, Dan McKee, Angel Schnyder, Vanessa Weibe

APPROVAL OF MINUTES

Jess motioned to approve the AGM Minutes from May 21, 2026, Michelle seconded. Passed.

CALL TO ORDER & INTRODUCTIONS

Call to order: 6:32 pm

Land Acknowledgement presented by Jess Nielsen.

AMENDING AND ADOPTION OF AGENDA

Jess Nielsen (JN) moved to approve the agenda for the September 29, 2026 PAC Meeting. Motion was seconded by Paresa McQueen (PM). Passed.

REPORTS

Chair Report: Jess Nielsen

- September has been full on & we hit the ground running
- Would like to acknowledge and sincerely thank our 2026/27 PAC Executive. There is a steep learning curve when it comes to PAC, navigating Executive roles, and learning how to collaborate effectively as a team—and this group has absolutely risen to the challenge.
  Thank you, Michelle, Paresa, and Erin, for jumping in with such enthusiasm, flexibility, and commitment. You've already accomplished so much, and I'm incredibly grateful for the energy and teamwork you've brought to PAC!
- Would like to recognize and celebrate all of our amazing volunteers. So many people are giving their time, energy, and enthusiasm to help get Hot Lunch, Salad Bar, Popsicle Days, Popcorn Days (and soon, Hot Dog Days!) back up and running.
- *Angela Schneider noted sign up sheet isn't that full. Only regulars. JN noted we would look into that.*
- We had our first Bike Bus of the school year on Friday in recognition of the Fall GoByBike week Sept 19-25. (Shout out to Paresa & her family, who braved the weather!!)
- Popsicle days made a quick return a couple weeks ago – thank you Sara & your team of volunteers!
- Hot Lunch is starting up later this week – Thank you Angela & your team! And a huge thank you to Joanne for all the behind-the scenes work that goes into making the hot lunch ordering program happen.
- Salad Bar starts up next Tuesday – Thank you to the SB Crew for always being so incredibly organized!
- Popcorn Day started this afternoon (Sept 29)! Welcome to the team Amanda!! *Goal was 200 bags and sold out (used 2 jugs of kernels – big bags ¾ full (normal amount)*
- We have a fun year of PAC-led events lined up!

DPAC Report: Paresa McQueen

- School Board trustee election is happening same day as municipal so voting Oct 17. To learn more about trustees, an open forum on Wed Oct 7 (handouts provided) at the GP Vanier multi-Purpose room.
- Many volunteer opportunities available at the district. DPAC runs anti racism, speaker series, sexual health and gender based violence committee with plans for a mental health committee coming soon.
- Emails dpac@sd71.b.ca, or attend one of the monthly meetings (open to the public), meeting takes place in the multi-purpose room (Marc R. Isfeld)
- Next is Mon October 5 at 630, or Zoom
- DPAC has a great FB page to learn more

Principal's Report: **Tanya Larkin (TL)**

- Stickers on floor will be replaced. LRC can provide them once decided
- Will bring options to next PAC meeting
- Hot Lunch – coupon books Gr 7s
- Highland offering a child-minding session to parents for a Saturday to support parent holiday shopping
- Discussion focused on appropriate supervision, waivers, qualifications, registration and whether there would be enough demand
- A shorter, themed session such as a movie/music activity may be more appealing than a full day
- Action: Provide Highland with feedback and suggestions, including the need for a clear offering and appropriate safety requirements

Garden updates/Outdoor Learning space:

- teacher survey created to gather ideas about how the garden should look and what opportunities it should support
- Plans include moving a large table and outdoor kitchen pieces into the outdoor learning centre
- Careers/Trades is being asked about building a small storage shed and potentially an outdoor information board
- A grant may help offset costs, with Trades potentially providing the construction at a reduced cost
- Ideas include garden beds, hanging strawberries, pollinator plants and a small fairy garden with a fruit tree
- Action: Collect teacher feedback and continue developing/pricing the garden components
- Action: Follow up with Careers/Trades regarding the shed, information board and grant opportunity
- Trades Sampler Info Board – themes, what's new, scavenger hunt, spotlight on plants

Numeracy and literacy:

- Additional resources are being developed with the LRC for families to use at home.
- Resources will include free apps and other accessible learning supports.
  Action: Finalize and distribute resources, ideally next week.

Universal lunch program:

- A site walkthrough with Thea confirmed the program is feasible, with a potential Jan launch.
- The existing galley kitchen would be used, with a large fridge and freezer installed in the den
- Den's concession window could support food distribution, with nearby space used for storage and drop-off
- Revenue from parent contributions would support a full-time staff position to operate the program.
- Students with FoodSafe certification could participate as a learning opportunity

- Grade 6 and 7 learning modules are also being developed to connect with the FoodSafe component
- Action: Continue planning toward a January implementation.

September clubs up and running:

- Lots of ambassadors and lots of enthusiasm, with strong participation from older students and Grade 5s
- Students are enthusiastic about leadership and upcoming events such as Terry Fox
- Comox Valley Restorative Justice will work with staff and two Grade 6 classes, with ambassadors also participating
- Simi Paul will continue working with the school throughout the year on racial equity, bias, discrimination and "calling in" practices
- The School Growth Plan highlight sheet has been created and is being shared with students
- Monthly themes and weekly words are being incorporated into the plan
- Action: Attach the School Growth Plan highlight sheet to the meeting minutes.

Trustee's Report: Susan Leslie

- Sends regrets, but provided the Board Report via email (please refer to Appendix A)
- Please reach out to her directly with any questions, concerns or comments

Treasurer Report: Michelle Laurie

Gaming Funds:

- The PAC received its gaming grant for the year.
- Basketball funds remain restricted within the gaming account.
- Several divisions did not use their additional $150 gaming allocation.
- Action: Contact Music, Counselling, Learning Support, Library and Indigenous Education to ensure they are aware of the available funds and eligibility for class-trip use. Will stay as restricted funds in the Gaming fund JN.
- TL will connect with these groups to ensure they are aware
- Gaming bank balance: $XXXX: unrestricted balance $XXXX ($XXXX restricted for basketball court)
- Non-gaming bank balance: $XXXXX; restricted balance $XXXXX ($XXXXX restricted for basketball court)

Basketball Court Funds:

- The basketball court was ultimately funded by the school district, so the funds originally raised specifically for the project are no longer required to remain restricted
- *Motion to moved restricted basketball funds of $31,727.99 to unrestricted due to SD71 covered the cost of the basketball course.* Made by PM, seconded by Vanessa Wiebe. Voted. Passed.

- Future discussion may include maintenance responsibilities and possible fencing around the court. It is unclear whether the school district looks after this
- Action: Confirm the district's ongoing maintenance responsibilities and discuss potential fencing needs.

Grade 7 Camping Trip:

- Discussed increasing PAC support for Grade 7 camping and potentially moving from a lump-sum contribution to a per-student model.
- The increase would recognize higher student numbers and rising costs while creating a more equitable approach.
- Based on an average inflation of 3.21% over the past 6 years. Historically, PAC has provided 32-35/student and this would provide 33.33 for each of the 60 students this year.

Motion to increase budget for Grade 7 camping trip from 1650.00 to 2000.00 WAS PAUSED FOR MORE DISCUSSION PM & JN move to October

Motion to move the unused Gaming funds of $1360.50 to Non-Gaming Account. Moved by XXX. Seconded by XXX. DID NOT PASS

Consider a per student number…which is easier and more equitable to carry forward each year $45/student

- Current PAC contribution: $1,650
- Proposed increase: $2,000
- Current Grade 7 enrolment: approximately 60 students
- Historical PAC contribution: approximately $32–$35 per student
- Potential example discussed: $45 per student = approximately $2,700
- Potential example discussed: $50 per student = approximately $3,000

Grade 7 Camping Costs

- Approximate cost discussed: just under $400 per student
- Approximate total for 59 students: $23,600

Grade 7 Grad Ceremony:

- The existing budget allocation ($300) has not been used
- since 2023/24.
- It was agreed to retain the funding for now, as the school may be able to use it for graduation materials and decorations.
- Action: Confirm with Joanna and Nick how the funding could be used.

Sylvan Learning has increased their donation from $1000.00 to $1500.00 for the Birthday Books

Hot Lunch and Food Fundraising:

- hot lunch, salad bar and hot dog day generated significant revenue last year.
- The Universal Lunch Program may eliminate much of this fundraising revenue once implemented.
- Agreed to begin considering alternative fundraising opportunities before January.
  - Hot lunch profit: just over $8,000
  - Salad bar: $930
  - Hot dog day: $3,600
  - Total reported profit: $12,654.28
  - Popcorn and Popsicle sales: $3,414.50

Music/Other Funds:

- Music budget of $500.00 has not been utilized in several years, are they aware these funds are available? TL indicated staff are likely unaware these funds exist. There was high turnover in the music department. Winter concert will take place this season.
- Action : Confirm the music teacher is aware of the available budget and determine how it can support programming.

Mathletics:

- Mathletics was well received by students and was viewed as having strong impact on learning
- The group would like to determine whether it should become an annual expense ($2298.96 for licensing)
- Action: Confirm the current licensing cost and consider whether to include it in future budgets.

Kindergarten Cooking:

- haven't received any requests for funds this year. Budgeted $700. TL says teachers will likely come asking for this.

Track & Field Jerseys:

- Previous track jersey budget allocation: $197.64
- Approved funding was set aside for new track jerseys, but the original purchase did not proceed over the 2026 summer
- Current jerseys are aging and some no longer fit students well
- Several options and suppliers were discussed, including reversible jerseys and an existing local supplier
- Action: JN to Follow up with Joanne regarding the previous supplier/order and determine pricing, sizing and quantities with support from Michelle Laurie
- Action: Create an updated jersey list once the supplier is confirmed

Reset Room:

- Excess Budget of $558.92 to be used for improvements to the space
- Possible purchases include better lighting and other items to make the space more comfortable and functional

- Action: Develop a plan for using the remaining funds. TL says the funds will be spent.

Orange Shirt Fund:

- Discussed using the existing Orange Shirt ($180) donation to purchase Orange Shirts for students who may not have one
- Action: Purchase shirts, taking advantage of upcoming sales where possible

Fundraising totals:

- Halloween dance: $1,761.25
- Spring dance: $308.92
- Book swap: $389.40
- Sylvan donation for birthday books: $1,500
- Mabel Labels: $1,000
- Miscellaneous fundraising: $5,673

Future Fundraising

- Spring dance participation was lower than hoped, particularly among intermediate students
- Ideas included an intermediate-only event, karaoke, a school picnic, a family dinner and other activities that could combine community-building with fundraising
- Action: Explore new spring fundraising/event ideas, including options that appeal more to Grades 6 and 7
- Note: Please send all reimbursements via email to treasurerbrooklynpac@gmail.com with description and total in the subject line. Adding the total expected will help minimize discrepancies. Where possible, please send multiple receipts in the same email so minimize bank fees.

OLD BUSINESS

Approval of the Financial Budget:

Motion: to approve the Financial Budget. Made by JN, seconded by PM. Voted Passed.

Crosswalk:

The letter that was signed after the May 2026 AGM by the meeting attendees, the exiting executive and the new executive was submitted to the Town of Comox requesting enhanced safety measures be placed (blinky crossing light etc) on behalf of the students and families crossing. Megan and Jess attended the Town Council Meeting on September 2, 2026 and the letter was brought forth for discussion. The Council voted to investigate the crosswalk further. Mayor Minions suggested Megan and Jess follow-up with her directly via email. More updates coming soon.

NEW BUSINESS

Secretary Nominations:
Jess opened the floor for the Secretary position nominations:

i. Secretary
1. Nomination: none.
2. Second call for nomination: none.
3. Third call for nomination: none.

Secretary position remains vacant and rotating through current executive.

Halloween Dance: Erin Petersen (EP) is leading the event organization and provided an update on the date – Oct 22 and noted preliminary plans are underway. More information about tickets on the Hot Lunch and volunteer opportunities will be coming soon.

Cotton Candy Machine: Last year the PAC borrowed a cotton Candy Machine from a Brooklyn Parent. It has proven to be quite popular and would pay for itself within the first

Motion: to set aside up to $400 for a few Cotton Candy Machine for future PAC led events. Moved by: PM. Seconded by: ML/AS. Passed.

Salad Bar Calendar: Schedule was included as an Appendix in the Meeting Agenda

Basketball Court:

JN has reached out to Habitat Systems for pricing and lead time of benches. Question brought forth by the Chair whether Staff or students have any feedback regarding the new basketball court and what we should spend the restricted Gaming funds on.

Possible options for benches around the basketball court and some extra fencing for safety (recession fence)

Health and Safety issue. School District would/should look after the fix

 Action: JN to contact Wishbone LTD and Habitat systems for quotes on long wavy backless bench for the North side of the Basketball Court.

NEXT MEETING

October 27, 2026 in the Brooklyn El Library.

Motion to adjourn was made by JN at 7:46 pm., seconded by PM. Motion carried.

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BOARD BUSINESS

September 2026

WATCH SEPTEMBER 22 BOARD MEETING

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

BOARD MEETING IN REVIEW

The Sept. 22 public board meeting was the final regular meeting of the current Board of Education's term. Trustees approved an Indigenous Policy Framework, reviewed student learning results and made decisions on facilities, capital planning and financial reports.

In her final report of the term, Chairperson Michelle Waite reflected on on the accomplishments of the 2022-2026 Board term, highlighting progress in strategic planning, equity and inclusion, student engagement, and advocacy for public education.

She also recognized significant investments in district facilities and child care, alongside new community partnerships that have expanded opportunities for students and families across the Comox Valley.



Picture: Trustees Gather for Final Meeting of 2022-2026 Term

Indigenous Policy Framework Approved

A significant highlight of the evening was the approval of the district's new Indigenous Policy Framework following a comprehensive presentation by Jesse Everson, Lelaina Jules, and Joe Heslip. The framework was developed through extensive engagement with K'ómoks First Nation, hereditary leaders, Indigenous families, knowledge holders, and the Indigenous Education Council. Trustees heard how the framework will serve as a living document that guides the district's ongoing commitment to Truth and Reconciliation and strengthens relationships with Indigenous Rights Holders.

The framework emphasizes relationship-building, reciprocal learning, and embedding Indigenous perspectives into district planning, policies, and operations. The Board unanimously approved the framework.

Truth and Reconciliation Week ties to important Equity Scan work

Both the Board Chairperson and Superintendent highlighted the upcoming National Day for Truth and Reconciliation, emphasizing that reconciliation extends beyond a single day and remains a central commitment of the district. Superintendent Morrow linked this work to findings from the district's Equity Scan, noting the importance of Indigenous student voice, belonging, culturally responsive practices, and continued partnership with local Indigenous communities.

BOARD BUSINESS

September 2026

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Board meeting highlights

Governance policies and committees

Trustees received updates from the Board's standing committees, with Harold Cull providing an overview of committee activities and recommendations brought forward for Board consideration.

On behalf of the Education and Policy Committee, Shannon Aldinger presented recommendations including approval of the district's Indigenous Policy Framework. Sarah Jane Howe reported on the work of the Support Services Committee, including long-range facilities planning, capital priorities, and operational matters. The Board approved several recommendations arising from both committees.

Providing an update from the Audit Committee, Chelsea McCannel-Keen highlighted the district's 2025-26 audited financial statements and the committee's review of the annual audit. Trustees approved the audited financial statements and heard that KPMG identified no concerns during the audit process. Links to committee reports and supporting materials are available on the Board meeting agenda page.

Enhancing Student Learning Report Approved

The Board approved the district's 2026 Enhancing Student Learning Report (ESLR), which highlighted both successes and ongoing challenges in student learning outcomes. Key strengths included improvements in Grade 4 and 7 literacy, strong Grade 10 numeracy achievement, increasing Indigenous graduation rates, and positive student connections with caring adults. Areas for continued focus include literacy and numeracy achievement gaps, student belonging, graduation outcomes, and post-secondary transitions

Administrative Procedures Review Underway

Trustees received an update on the district-wide review of administrative procedures. The review is being conducted through an Administrative Procedures Working Group that includes partner group representatives.

The work aims to modernize, simplify, and improve accessibility of district administrative procedures while ensuring alignment with legislation, district values, and Board policy.

Board Members

Michelle Waite, Chairperson (Lazo North)

Sarah Jane Howe, Vice Chairperson (Village of Cumberland)

Cristi May Sacht (Puntledge, Black Creek)

Susan L Leslie (Town of Comox)

Janice Caton (City of Courtenay)

Shannon Aldinger (City of Courtenay)

Chelsea McCannel-Keene (Baynes Sound, Hornby & Denman Islands)



COMOX VALLEY SCHOOLS DISTRICT NEWS

September 2026

Comox Valley Schools honour Truth and Reconciliation Week



Schools across the Comox Valley are marking Truth and Reconciliation Week with learning, reflection and Orange Shirt Day activities ahead of the National Day for Truth and Reconciliation on Sept. 30.

This is the district's fifth observance since the Board of Education voted in December 2021 to dedicate the last week of September to Truth and Reconciliation Week each year. It is a time to honour the children who never returned home from residential schools, survivors, and the continuing impacts on families and communities.

Our recent Equity Scan reminds us that Indigenous students continue to face barriers to belonging and representation at school. As staff worked on the scan and the district's Indigenous Policy Framework, local Indigenous people in community, families, Elders and leaders generously shared their knowledge, experiences and stories. We are grateful for the trust and time they gave to these conversations. Their perspectives will continue to guide how we support students, strengthen relationships and make decisions across the district.

We thank K'ómoks First Nation, the Indigenous Education Council, other local Indigenous representatives and the local Métis association for their ongoing guidance. We also thank our Indigenous students, staff, Indigenous support workers and Indigenous Education Department for the knowledge, relationships and care they bring to schools throughout the year.

Truth and reconciliation require us to listen, learn and act beyond a single week. This work continues in our classrooms, relationships and district decisions every day.

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COMOX VALLEY SCHOOLS DISTRICT NEWS

September 2026

G.P. Vanier Secondary's new artificial turf field is now open!



Students, sports organizations and community partners gathered Sept. 11 to celebrate the official opening of a new artificial turf field at G.P. Vanier Secondary School. K'ómoks First Nation Elder Donna Mitchell welcomed guests, followed by remarks from school, regional district and local sports representatives.

The new multi-sport field is the second artificial turf field at G.P. Vanier. It gives students and community teams more reliable space to play throughout the year, especially during the wet months when natural grass fields may be unavailable. Students will use the field for physical and health education, practices and competitions. Outside school hours, it will support community sports including baseball, soccer and lacrosse. The Comox Valley Baseball Association was the first community group to use the new field when it opened for bookings earlier that week.

Comox Valley Schools thanks the Comox Valley Regional District, City of Courtenay, Town of Comox, Village of Cumberland and K'ómoks First Nation for their collaboration. We also thank the sports organizations and everyone who helped plan, design and build this shared space.
We look forward to seeing students and community teams make the most of the field in every season.