

**Brentwood Park Elementary School  
Parent Advisory Council (PAC) Meeting Minutes  
November 30, 2016 (7pm)**

**In Attendance:**

**PAC Executives:** Margo Hrennikoff (Chair), Kamal Guram (Co-treasurer), Donna Rae-Yeung (DPAC), Connie Leung (Secretary)

**PAC Members-at-large:** Eva Sham, Nina Koo, Wendy Haile, Chad Haile, Claudia Sixta, Peter Wong, Jennifer Wong, Ed Asahina, Janine Asahina, Saicy Moyeur, Raquel Do, Debra Vining, Olana Bargh, Michelle Bruce, Tara Sperling, Samantha Graham, Hosein Akbari, Maryann Aslani, Vicki Ng, Raj Sharma, Karena Otero, Hassam Makhland, Deborah Liou

and Principal Jillian Lewis

**Regrets:** Sharron Wang (Co-treasurer), Head Teacher Laura Singh

1. **Call to Order** – The Chari called the meeting to order.
2. **Adoption of Previous Meeting Minutes** – October 26, 2016 PAC Meeting Minutes were approved.
3. **Financial Report** – The Co-treasurer reviewed October and YTD financials.
  - a. \$120 has been allocated for PAC Meeting Childminidng
  - b. \$150 has been allocated to each teacher for classroom supplies
  - c. Teachers' request for outdoor recess equipment is approved and all orders will be placed by January 2017.

Full details on financials are available upon request.

4. **Emergency Preparedness** — Reminder that each classroom has a supply of water and energy bars, while the outdoor bins only contain water (no energy bars or other food supplies). The Emergency Preparedness Committee is sourcing rolling trollies for each classroom, the trollies will be used to move classroom emergency supplies around. The Chair requested approval to purchase a Trauma Kit (&750) and Radio / Walkie Talkie Set (\$127) which will be placed in the outdoor bin. A unanimous decision was made to purchase the Trauma Kit and Radio / Walkie Talkie Set.
5. **Fundraising Activities** –
  - a. **Holiday Gift Basket Raffle** – in 2015 there were approximately 25 baskets raffled, to date, there are over 40 baskets for this year's event. New raffle ticket pricing structure as well as a grid / pool system to raffle off higher priced items was proposed (Raffle tickets 2 for \$5, 4 for \$10, 10 for \$20 and \$10 per ticket for the grid / pool). A unanimous decision was made to adopt the proposal.

- b. **Santa Breakfast** – The new families supporting the 2017 Santa Breakfast will be shadowing the current team. Volunteers are still needed to help serve and clean-up at this year's event.
  - c. **Direct Drive Donations** – A random draw for the four winners of the Early Bird Christmas Concert VIP Tickets was conducted and the winning families have been contacted.
  - d. **Grade 7 Fundraising** – Recent fundraising activities were successful, raising approximately:
    - i. Two Hot Lunches \$1000
    - ii. Popcorn \$650
    - iii. Choices Halloween Haunted House \$425
6. **DPAC Report** – The District is rolling out info on the new curriculum and student assessment. The District will be conducting a survey to gather feedback on what parents want to know about the new curriculum.
7. **Principals Report** – Principal Lewis provided:
  - i. A school update, full report is in **Appendix A**
  - ii. As a follow-up to the presentation given at the October 26 PAC meeting on curriculum redesign, information on “how” the curriculum will change was the focus at this PAC meeting. It was noted that eight (4 primary and 4 intermediate) classes were piloting a new way of student assessment and reporting. One of the main changes to student assessment is the injection of the student's voice (self-assessment) into the process. More information on the new curriculum will be presented at the next PAC meeting.
8. **Next Meeting** — Wednesday, February 22, 2017
9. **Meeting Termination** – There being no other business, the meeting was adjourned at 8:03 pm.

### **Contact Information & Resources**

- PAC Info (in “Parents” tab of school website) - <http://brentwood.sd41.bc.ca/>
- PAC Email - [brentwoodpac@gmail.com](mailto:brentwoodpac@gmail.com)
- Hot Lunch Email - [bphotlunch@gmail.com](mailto:bphotlunch@gmail.com)
- Burnaby District PAC Website - <http://www.burnabydpac.com/>

## APPENDIX A

### Principal's Report - November 30, 2016

- ❖ Staffing update
  - teachers:
    - David Ross – counsellor until Aleisha Stewart returns; 2.5 days per week
  - Support Staff
    - Ms. Schmidt – education assistant; full-time
  
- ❖ School Organization
  - 481 students organized into 20 divisions
  
- ❖ Professional Development
  - staff spent Friday with Director of Horizon Research, Sharon Jeroski
  - focus on assessment with emphasis on descriptive feedback and student self-assessment
  
- ❖ Communicating Student Learning
  - 3 primary classes and 4 intermediate classes are exploring different ways of communicating student learning to parents
  - portfolios, e-portfolios available throughout the school year
  - communication is on-going, not an event that occurs 3 times a year
  - communication includes the student voice
  
- ❖ Redesigned Curriculum presentation
  - What are the new directions?
  - What will stay the same?
  
- ❖ Student Activities:
  - Cardboard Challenge was a great success; feedback?
  - Volleyball (Gr. 6/7) wrapped up this week
  - Christmas Concert preparations
  - Young Rembrandts after school program: Jan. 18 – Mar. 8; Apr. 12 – May 31
  - Skating: all Gr. 4/5 classes – 3 lessons at Kensington Arena
  - Division 4's Business Fair: Dec. 2
  - Movie: all Gr. 6/7 classes
  - Young Actors Project: Div. 6, 10, 12, 13 – Jan. 3-6
  - Hip Hop: Jan. 9-19
  - Literacy Day: Jan. 26
  - Ski/Snowboard program: open to Gr. 5-7; Jan. 20, Jan. 27, Feb. 3
  - Duffelbag Theatre: Feb. 14
  - Pink Shirt Day: Feb. 22
  
- ❖ Upcoming Dates:
  - Dec. 13 – Christmas Concert: 1:30 p.m. and 7:00 p.m.
  - Dec. 14 – Christmas Concert: 1:30 p.m. and 7:00 p.m.
  - Dec. 16 – Breakfast with Santa
  - Jan. 19 – Hip Hop Performance
  - Jan. 23 – Professional Development Day (school closed for students)
  - Feb. 10 – Grandparents' Day
  - Feb. 13 – Family Day (school closed)
  - Feb. 17 – District Professional Development Day (school closed for students)