

Brentwood Park Elementary School
Parent Advisory Council Meeting
April 12, 2016 7pm
Minutes of the Meeting

In Attendance:

PAC Executives: Margo Hrennikoff (Co-chair), Vivian Lai (Co-treasurer), Courtney Whiteman (Co-treasurer), Donna Rae (DPAC), Mingna Li (Co-chair)

and Principal: Jillian Lewis

PAC Members-at-large: Stig Tollefsen, Raj Sandhu, Jen Wong, Nina Koo, Jeany Lee, Connie Leung, Raquel Do, Darlene Allanson, Angela Boal, plus 2 others not signed in.

1. Hello and Welcome

- Welcomes and introductions were made.
- All encouraged to engage in person and online via PAC button on school website:
 - <http://brentwood.sd41.bc.ca/pac/>
 - or via email to:
 - brentwoodpac@gmail.com

2. Minutes of last meeting

- D. Rae moved to approve minutes. Seconded by Mingna. All hands raised, motion passed.

3. Emergency Preparedness Update

- Stig Tollefsen has updated overall progress of Emergency Preparedness Kits, primarily that:
- Community water supply in outdoor lock up bin has been refreshed;
- we still would want to convene a time / group to re-cast what “should” be a reasonable response plan in terms of supply & material provision for school
- DY notes - parameters would be limited by budget available...a full complement to incl. major buys such as a crash room (no room in school ?) or a generator are cost-prohibitive but what about a stretcher or two?
- In-class supply buckets have been refreshed and restocked with higher density nutrient bars (60% daily recommended calories) and individual water packets.
 - Space limitation of existing bins prevent 100% of nutrient bars to be stocked. It was decided that this is acceptable as a first order of priority to get supplies into the bins.
 - Also consistent with over-arching district earthquake response protocol which is for all occupants of building to actually evacuate. Remainder of nutrient / food supply to be stored in outdoor locker. All food / water packs have 5 year shelf life.
 - This refresh completed in last week of March (2016).

- Exception: Portable Rm #25 (music / Ms. Carly) and Portable #26 (current resource room Mr. Baumann) have no earthquake supply bin as they were installed after last time bins were put into place.
- Stig will purchase supplies to build a bin for these rooms.

For addendum: [subsequent to meeting, Allanson, (Darlene / Jaybe), came forward to indicate that Jaybe will volunteer to join Stig on the Earthquake / Emergency Preparedness Committee, and still later Ms. Hickman and Ms. Helfrich have mentioned interest in joining this committee so long as meetings are not during school teaching hours; this has yet to be finalized at time of completion of these minutes).

4. Events and Happenings

- **Plant sale** arranged and only needs reminder for parent community to put in orders
- **Grade 7 lunches** in-line to meet fundraising revenue targets; could do with a few more parents' involvement at next stage of organization
- Courtney updates on **school spirit wear** – have a “swag committee” who will show samples and take orders and process for PAC. Small inventory purchased along with samples and inventory will be sold at school social end of April. Orders will be taken over two sample showing times
 - This is not a fundraiser. Priced to recover costs. Intended as a way to build school spirit and pride.
 - Price point intended to be accessible for most families
- **Sports Day June 17 and School Picnic June 28**
 - Will hold concession. Vernoon can help set this up.
 - Pizza lunch agreed to and pre-sale will be set up on Muncha Lunch
 - Ice cream truck organized and will pre-sell as part of Munch Lunch option

5. Financial Report:

- Finances are updated to end March 2016. Presented as separate attachment. Available for detailed study upon request and filed with PAC documents in school.
- Should discuss and determine what is best way to make information accessible and easily digestible for school community.
 - Perhaps a summary report of any changes for quick review in future
 - How about a presentation of past and current year's major revenue sources? For next year prep on fundraising needs and fundraising event choices.
- Vivian reports PAC is financially healthy, fundraising so far this year has exceeded expectations
 - Important to decide what are next major projects to fund and devise plan with timeline attached to budgets.
 - D. Rae notes let's not forget need to build a fund to save for anticipated new needed tech upgrades in not too distant future. Too late to start fundraising only when tech is already too outdated / retired

- Vivian notes that most in school parent community unaware that PAC funds buses for ski trips or that classroom funding of teacher expenses equals about 50% of usual annual fundraising revenues. These are very relevant numbers to be acknowledged and communicated.
- Need to collect money for earthquake fund again. Not initiated in September 2015 but must be re-instated for September 2016

Some major project wishes for fund development are:

From school:

School outdoor space / garden
 Classroom organization / display / furnishing material
 Upgrade to sound system / sound board in gym
 Others?..committees looking at needs to drive plans and requests

[subsequent to meeting: suggested by teacher Mr. Peters and some parents that we should consider one or two secured outdoor tables around playground...perhaps picnic style?]

From parents:

School coding club?
 Soccer goal posts for large gravel field?
 Extra sports equipment for recess and lunch breaks?

6. Principal's Report (contributed by J. Lewis):

- ❖ School Organization
 - currently 480 students in 20 divisions
 - tentative 2016-2017: 483 students in 20 divisions
 - expect changes between now and the end of June/beginning of September
- ❖ Student-led Conferences
 - very well attended
 - feedback?
- ❖ Satisfaction Surveys
 - parents of students in grades 4 & 7
 - deadline to complete survey is April 30, 2016
- ❖ Technology
 - 5 remaining projectors have been ordered
 - wifi network has been upgraded and is a big improvement
 - Code.org
 - Spheros
 - Thank you to Finger Foods Studio for their generous donation of 12 Spheros to Brentwood Park
 - Thank you to parent Rod Hsu for setting up this partnership
 - demonstration for Gr. 2/3/4 students in Division 9 and 13 on April 11 was very successful!!
- ❖ Student Activities:
 - Chess Club – April/May; students entering BC Chess Championships
 - GymSense Gymnastics – month of April
 - Reel 2 Real Film Festival: April 15 – Div. 1/3

- Growing Chefs: April 20, May 4, 18 – Div. 12
 - Sexual Health presentations (Saleema Noon): April 27 – all classes
 - Music Monday – May 2 @ 2:00 p.m.
 - Dairy cows – May 5
 - Track Awards Meet – May 5 all day @ Swangard Stadium
 - Grouse Mountain: May 8 – Div. 9-13/18
 - Festival of Beginning Bands – May 10
 - Abel Math Contest (Grades 4/5) – May 11 a.m.
 - Gauss Math Contest (Grades 6/7) – May 11 a.m.
- ❖ Upcoming Dates:
- April 19: Sexual Health presentation for parents (Saleema Noon) – 7:00 – 8:30 p.m.
 - April 25: Professional Development Day – school closed for students
 - April 26: Professional Development Day – school closed for students
 - May 13: Professional Development Day – school closed for students
 - May 23: Victoria Day – school closed
- ❖ Year-end Dates:
- Parent Volunteer Tea: June 9 1:30 p.m. (tentative)
 - Sports Day: June 17; 1:30 p.m. dismissal
 - School Picnic: June 28 @ Brentwood Park
 - Last day for students: June 29; 10:00 a.m. dismissal; reports go home
- ❖ Grade 7 Year-end Dates:
- Camp Elphinstone: June 20-22
 - Playland: June 23
 - Grade 7 lunch/dance: June 24
 - Grade 7 Leaving Ceremony: June 27 @ 1:00 p.m.

----presented as draft until minutes approved at next general meeting----