

Brentwood Park Elementary School  
**Parent Advisory Council Meeting**  
February 25, 2016 9:15am  
Minutes of the Meeting

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**In Attendance:**

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

and Principal: Jillian Lewis

**PAC Members-at-large:** Mary Burns, Debbie Williams, Tara-Niccoli-Sperling, Ram Sandhu, Deborah Chang-Liou, Maria Favero, Stig Tollefsen, Vernon Loo, Peggy Lui-Lo, Debra Vining, Karina Otero, Sylvia Chau, Cathy Kuhns, (+ 4 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](mailto:brentwoodpac@gmail.com)

**2. Minutes of last meeting**

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

**3. Emergency Preparedness Update**

- Stig Tollefsen has updated that while in place, bins with basic supplies are not full complement as recommended by province.
- Donna adds that municipal, provincial and national supply list items not consistent and school board does not provide an official list or requires full action plan in terms of supplies. (school board of course has protocols and procedures but the in-class bins are the minimal entry list of items recommended)
  - Level of supplies varies from school to school depending on PAC budget and other resources
- Stig indicates that our in-class bins have expired food, bandages and outside bin water needs to be changed, containers sanitized. He will do this within next 2 weeks.
- Stig asks who has access to main gas shut off to school and who is responsible for this part of protocol? There is a main gas hook up line just adjacent to south side of school so should be part of our plan and considerations.
  - JL will follow up

- Large items on provincial list such as generators, tents, stoves, etc. not within our budget but how do we feel as a community?
- Stig also notes our supplies are insufficient for 72 recommended time period. A budget for food for 72 hrs x school population alone will run \$6000+
  - Donna indicates that the school district protocol is for children to be picked up as quickly as possible and wonders if reasonable to have to provide such large capitol cost items?
  - Teachers / staff themselves will have first order of business to vacate and return to own families in case of emergency
  - These are things an Emergency Response Preparedness Committee (ERPC) can consider
- Let's clarify if Gaming Grant permits use of funds for emergency supplies. (Donna confirmed with BC Gaming Authority and answer is YES)
- Decided at table that first priorities will be to refresh outdoor bin water supply and in-class food supply, then try to convene a ERPC to follow up on other developments
- Courtney asked is Stig is willing to remain as Coordinator and answer was YES

#### **4. Grade 7 Leaving Ceremony**

- S. Chau updates purpose of this Grade 7 Leaving Committee as primarily to help raise funds and organize leaving ceremony lunch, dance, medals, etc. for grade 7s
- Have done fundraising through popcorn sales and hot lunch pizza sales. On target.
- Grade 7s have voted on the theme of "Around the World" but possibility of change.

#### **6. Brentwood Spirit Wear (Swag)**

- Plans for school spirit wear have been in process for over a year and we are in position to order items for sale.
- Will include hoodies, zip sweatshirts, t-shirts, can also incl. shorts, sweat pants, even ball caps
- Samples will be reviewed and an initial print run ordered for sale and if successful, can re-order

#### **7. PAC Events in Progress**

- Plant sale a go-ahead. MingNa and Donna will help run this but will need a few volunteers on day of delivery and pickup by families.
- Will use DeVry Greenhouses again.
- Orders due April 18. Pick up on May 5<sup>th</sup> in time for Mothers' Day
- Spring Social set for April 29<sup>th</sup> Friday 6:30-8:30.
  - Will be a free evening of fun, music, dancing, snacks, coffee and tea
- Sports Day June 17
  - Will hold concession. Vernoon can help set this up.
  - Pizza lunch agreed to and pre-sale will be set up

## 8. Financial Report:

- Finances are updated to end January 2016. Presented as separate attachment.
- Should discuss and determine what is best way to make information accessible and easily digestible for school community..post online as well is option. Will discuss what privacy / security issues there are, if any and then proceed as part of PAC website development

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

### ❖ School Organization

- 490 students organized into 20 divisions
- New Curriculum Professional Days- Tues., April 26 and Fri., May 13
- Social and Emotional Learning Speaker May 11th
- Sports Day June 17
- School Picnic June 28 – to take place at school / park grounds and not at Confederation Park this year
- Grade 7 year end:
  - Camp: June 20-22, 2016
  - Lunch/Dance: June 24, 2016
  - Leaving Ceremony: June 27, 2016 @ 1:00

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