

Brentwood Park Elementary School
Parent Advisory Council Meeting
November 24, 2015 (7pm)
Minutes of the Meeting
(First Meeting of New PAC Executive)

In Attendance:

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

and Principal Jillian Lewis

PAC Members-at-large: Sylvia Chau, Karina Otero, Saicy Moyneur, Mary Tsang, Susan Howe, Jennifer, Hosein, Angela Chang, Raj Sharma, Yogita Sharma, Darlene Allanson, Jennifer Wong, Peter Wong, Raquel Do, Raj Sandhu, Nina Koo, Angela Boal, Annette DeAngelis, Sabrina Ranallo, Pauline Hum

Regrets: Courtney Whiteman (Co-treasurer), Vernon Loo (Hot Lunch Coordinator)

1. Welcome and Ideas Exchange: 6:50-7:10

- Welcomes and introductions were made. Informal poster and chat around school strengths, PAC goals, what parents want for school / from PAC, suggestions for improvements and changes were welcomed.
- Notations were made on posters and post notes
 - Primary comments incl. welcome of new executive, praise for openness and accessibility of staff, strength of community at school
 - New suggestions incl. additional PAC activities not related to fundraising (more cultural / social outreach activities), improving communication (expanding ways and means of feedback), some arts or speaker programs
 - Some concerns and questions over revised curriculum and how it affects students, parent participation
- First meeting convened by new executive. 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:

- V. Lai moved to approve minutes, M. Hrennikoff seconded motion. All hands raised, motion passed.

3. **PAC Updates:**

Introductions

- M. Hrennikoff welcomed all and proceeded through Agenda Items
- introduction of new executives
- J. Lewis welcomed new PAC

Grade 7 Leaving Ceremony

- No formal committee of grade 7 parents has convened as of this meeting. Noted that it normally forms as ad hoc group closer to spring time. Group tends to run relatively independently but new executive recognized that this is formally a PAC-related activity and offers to make closer connections to these planning stages and offers whatever support is necessary. Exec can be arms-length but open to be a base to push out communication & facilitate, especially important to be consistent on this as level of parent experience/ initiative and continuity may vary from year to year
- 3 grade 7 parents attend this meeting (Chau, Chang, Boal)
- perhaps 2 or 3 hot lunches (separate from PAC Hot Lunch) planned, popcorn sales...for fundraising towards costs
 - Cathy Kuhn has past experience and is helping organize these but not to lead entire committee. Will need additional support, though committee should not be large
 - It was noted that Grade 7 hot lunches often confused with regular hot lunches on schedule and invariably result in some students with no lunch in place.
 - Communication on this needs extra detail / clarity
- committee primarily responsible for fundraising for costs and organizing lunch and other related customary activities to celebrate our leaving students, and works with staff to set up Leaving Ceremony
 - customary activities include a grade 7 camp, trip to Playland, lunch / dance, medals are presented
 - PAC traditionally pays for a cake and contributes \$350 towards expenses, although last year there was a positive balance from funds raised and returned to general operations of PAC
- Exec will reconnect with parents to convene a committee in Jan/Feb

Secretary Position:

- Still vacant. A parent possibly interested but unable to attend this meeting to observe. Will try to attend January meeting to observe then decide.

PAC Goals For This Year:

- Reminder that any parent / guardian with an enrolled child is automatically a member and has voting privilege at any meeting. Maintain current levels of activity for fundraising and more or less maintain similar meeting patterns with possibility of change to one or two to vary time slot to capture different parents who may be interested but unable to attend Tuesday evenings. Morning after drop off? Will consider this.

- New Goals and directions
 - Approach this remaining school year as partly a new visioning and learning year for PAC
 - Increase parent attendance and participation at PAC meetings.
 - Expand and vary ways for receiving parent feedback. Encourage use of brentwoodpac@gmail.com. Revive PAC Info Board in front hall.
 - Increase communication by presenting meeting agendas in advance of actual meetings, increase reminders, include more detailed agenda items / issues on table, particularly important if a vote for disbursements of significant amounts of money.
 - Present pros and cons of issues up for vote prior to meetings if possible.
 - Invite ideas for community-building activities
 - Make intended goal(s) specific and \$amount target clear each time a fundraiser takes place
 - Note is made of idea for a blog but will need to consider tech abilities and volunteer(s) availability. Consider appropriateness of blog under SD41 host site (where current PAC website is placed). Perhaps a medium-term think on blog. Not likely possible this year.

4. Events Update (Community and Fundraising):

- **Pies and Cookies Fundraiser:** orders in and processed. On course to meet similar profit as previous years (approx.. \$1350). Have volunteers in place for distribution date.
- **Gift cards:** Sabrina will run this activity again this year and has it organized
- **Santa Breakfast:** Annette and Sabrina will continue lead on it this year.
- **Raffle Baskets:** coincides with Christmas concerts. Raj Sandhu helped run this last year. Only 2 items have been gathered so far; one, a pearl necklace and a commitment from Charlie's Chocolate Factor. As of this meeting no other activity to report and asks table to connect with potential donors and/or help with soliciting for items for raffle.
 - D. Rae will draw up a solicitation letter this same night and distribute to all at meeting. Asks those present to take letter to potential donors and to connect via brentwoodpac email or directly to D. Rae.
 - Timeline now very short. Extra effort needed.
- **Voluntary Donation Campaign (Direct Drive):** normally campaign begins shortly after return to school in September. Set aside for new executive to decide if action is to be taken. Some comments at this meeting to say too late and too close to Christmas.
 - Too many demands on families. Too close to Pies & Cookies and many other notices related to Christmas / year end.
 - Counter points are that it still provides tax deduction incentive if done before end of calendar year. New year not much better as Christmas bills come in. But if done in new year, and campaign run again in normal timeframe of September, it will be 2x direct donations request in 2016 tax year.
 - Optics are tricky either way. Lets proceed for drive now. May be lower revenue than prior years but still should net something, better than nothing.
 - Courtney Whiteman had suggested incentive and to make it fun: voluntary donors receive chance to win a draw for front row seats at Christmas concert. Adds variety and some spirit to donation campaign. Will proceed.

5. Financial Report:

- Pauline Hum delivers final statement of accounts as outgoing treasurer
- Details provided in statements of accounts but some items of note re: normal procedure and practice include the following:
- PAC financially sound as an organization
 - Currently appears operating funds low but that is due to commitments of Hot Lunch expenses against payments not yet received (many lunches are ordered and paid for closer to when lunches are rolled out on schedule)
- Tech Plan update: approx.. \$6800 remaining to be raised
- Reminder note that gaming funds are very limited to extra-curricular activities. Tech cannot be purchased with gaming grant.
- Fundraised money is more flexible

- \$350 normally allocated to Grade 7 leaving ceremony
- this year there is a positive balance of \$949.21 from previous year's fundraising by grade 7 parent committee that will be contributed to PAC general ops account for tech plan
- \$800 allocated towards Saleema Noon for sex, body science and health education program
- \$307 still allocated toward Food Safe certification course which is required for all food distribution activities of the PAC. Currently have a certificate holder but should invite an additional interested volunteer to get certified as back up
- It is noted that \$150 per division / class allocation is still in place for teachers but not yet paid out. As expenses / receipts come in throughout the school year, these funds will be disbursed by the main office and reported in financial updates.

- Earthquake bins require refreshment of perishable items. Stig Tolleffsen is the coordinator of earthquake bins.
 - Need to regain contact with him and get update on timeline for refresh of bins

- New co-treasurers have spent several hours in orientation and training from outgoing officers. Transition has taken place but outgoing officers available to help with uptake of info over time if needed.

New financial goals: as part of visioning and parent consultation, we should think of what the students / school need (and want) as medium and long term fundraising goal(s).

- Seek parent and teacher input.
 - What are some large "wish list" ideas that fit the guidelines of gaming grant funds?
 - What others require our own more flexible fundraising efforts?
 - Immediate ideas incl.
 - new rubber surface for playground
 - this is difficult as it is extremely expensive (about 10x more costly than wood chips) and our playground is considered relatively new
 - improvement of gravel field
 - soccer goal posts,
 - junior sized basketball hoops

- a parenting speaker series?
- Info / guest speaker(s) on curriculum revision
- Fun activities for kids, but what?
- Community engagement event(s), but what?
 - Integrate with sports day?
 - Occasional coffee / tea talk?

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

- ❖ Staffing update
 - EAs:
 - still awaiting staffing of one additional full-time EA

- ❖ School Organization
 - 486 students organized into 20 divisions

- ❖ Emergency Preparedness
 - Lockdown Drill – November 20
 - very successful drill
 - we will continue to have emergency drills throughout the year, one each month

- ❖ Redesigned Curriculum
 - implementation (K-9):
 - voluntary use 2015-2016
 - official curriculum 2016-2017
 - assessment, evaluation, reporting guidelines 2016-2017
 - 2 additional professional development days added to 2015-2016

 - Brentwood Park continuing initiatives:
 - Making Learning Visible (4 years)
 - Communicating Student Learning primary (3 years)
 - Communicating Student Learning intermediate (6 months)
 - Social Emotional Learning (4 years)
 - Aboriginal Principles of Learning: Artist in residence (9 months)
 - Inquiry-based learning (4 years)
 - Critical Thinking Competency (1 year)

 - information for parents will be posted on website and included in newsletters; parent meetings to be held in 2016
 - General Discussion: how can we best support parents/families through the transition to the redesigned curriculum?

- ❖ Student Activities:
 - Mad Science (in-class) Div. 1, 2 & 3: Nov. 25
 - Book Fair: Nov. 30 – Dec. 4
 - O.W.L. Society (in school) Div. 5, 7, 8, 9: Dec. 2
 - Britannia Mines Div. 6, 7: Dec. 3
 - Movie Madness @ Metropolis: Dec. 17
 - Young People's Concert (Gr. 4-7) Jan. 19

- General Discussion: experiences/opportunities that enrich the curriculum
- ❖ Upcoming Dates:
 - Nov. 27 – Professional Development Day
 - Dec. 11 – Reports home
 - Dec. 15 & 16 – Christmas Concerts: 1:00 and 7:00
 - Dec. 18 – Breakfast with Santa
- ❖ On The Horizon:
 - Talent Show
 - auditions: Jan. 11-15
 - dress rehearsal: Jan. 21 & 25
 - talent show: Jan. 26 @ 1:00
 - Ski/Snowboard program: Jan. 29, Feb. 5, Feb. 12
 - Grade 7 year end:
 - Camp: June 20-22, 2016
 - Lunch/Dance: June 24, 2016
 - Leaving Ceremony: June 27, 2016 @ 1:00

General discussions:

School photos:

- Question posed if we should continue with LifeTouch
- Response was that quality generally good and general satisfaction
- Agreed to continue to this provider next year

Teacher and Curriculum:

- There were concerns about the letter grades / traditional teaching and reporting and how these changes in curriculum and assessment will relate to our children, especially upstream to higher grades, then onwards to high school and post-secondary
- Principal response was that it is a new and energizing development, still many questions to be answered but:
 - Our school and teachers are considered leaders in various cohorts for inquiry-led student learning as well as innovations in new approaches to communicating student learning
 - Also considered leaders in Social and Emotional Learning approach to curriculum delivery
 - These practices position school well for roll-out of redesigned curriculum and assessment protocols
- Staff will engage parents more as changes are more clear and aim to hold parent info session(s).

Traffic & Safety Concerns:

- Lengthy discussion on traffic problems around school and in immediate area

- Heavy congestion
- Need to encourage walking
- Many poor and aggressive driving behaviours
- Parking and congestion along side lane: upsetting neighbours / preventing their free movement at crucial morning rush hour time
- Need awareness campaign & school / community wide education and support
- Censure measures possible?
 - Enforcement difficult, not enough labour force by City
 - Even principal has received unfriendly behavior
 - Complaints from neighbouring residents, incl. one whose garage has been struck
- Laneway is a thoroughfare and parents cannot be prevented from using it
- There is a designated pull-over area by flag pole but meant for deliveries, not drop-offs and parking
- Cones not effective as they are routinely removed by parents insisting on entering parking lot
- School parking spots end along treeline running north and south of basketball court, remaining tennis court area parking is parks board property
- Even parents from Holy Cross park in our east staff parking lot (also intruded by preschool parents)
- Blockage of school bus and drop-off of children with mobility challenges
- Situation is quite serious
- One parent notes that she has not observed such behaviours and rather sees proper safety measures from parents and does not observe blockage of lanes
- Others observe different perspectives and behaviours
- It is resolved that PAC will help school find some solutions in some combination of monitoring and education, possibly facilitation by being on site to direct traffic(?)
 - Will require a corps of volunteers
 - Possible to ask for RCMP or ICBC kidsafe / pedestrian safety programming
 - Possible site visit and info campaign to address site specific issues
 - D. Rae will ask ICBC as starting point for resources / campaign advice

Movies and outings:

- Some concerns about the numbers of field trips / movies (incl. in classroom) and why not a movie at school in gym as had been done in past?
- Response was that these were meant to be a whole school community-building exercise
 - Memorable experience for students
 - Principal has previewed all movies for approval of appropriateness for every grade level
- One parent submitted that going out to movies preferred as family event
- Others asked about the inclusion of sugary fountain pop drinks and popcorn, not healthy and on own family outings would not have that for younger children. Can parents send own healthy snack /drinks? Is lunch to be had at theatres?
 - Home food not likely permissible and will ask but expect lunch possibly slightly delayed until return to school
- Parent responses incl. preference for local walks like we used to have for neighbourhood theatre, did not feel a big corporate mall was suitable setting

- Perspectives from both sides
- Local theatre no longer in place
- Also, if it had to be a movie outing, why cannot the younger audiences get a current movie instead of old ones
 - School looking into getting current run shows to replace original plan

Other Items:

- Cost of bus transport quite high, approx. \$600 + per bus. Parents surprised to learn that large portion is insurance cost.
 - Note that this year's subsidy of bus transport is a one-off due to having to retire expiring gaming grant. Such an opportunity not likely to present itself again.
- Note suggestion that this kind of information be included with notices that go home. Helps with transparency and understanding
- Many parents attending PAC meeting for first time noted surprise at how much PAC is / can be involved in school life

7. DPAC Update:

- DPAC rep attends district pac meetings once a month
- Burnaby DPAC is highly organized and active
- Meetings organized and hosted by school district and is attended by both elementary and high schools
- Very informative and run partly in workshop style to educate and run feedback conversations over district wide concerns, incl. curriculum, finances, capital plans, parent participation, etc.
- DPAC hosts PIEs (PAC Information Events throughout the year, incl. specialist speakers addressing topical important issues, education on financial management, governance, etc.)
- Rep reports back to school pac, and also takes school concerns to district meetings
- DPAC has new website and is very informative
 - Check site regularly for larger common concerns & even ministry level conversations about education, its policies, delivery and how it affects our school and our own children.
 - <http://www.burnabydpac.com>

8. Thank you outgoing PAC executive:

- J. Lewis and M. Hrennikoff thanked outgoing PAC for long-term commitment to PAC and school. Gifts of orchid plant were offered as token of appreciation to outgoing executives.

Meeting was adjourned at 8:20. Normal run time of PAC meetings is expected to be approx. 60 minutes but over-ran as it was a transitional meeting.

Next meeting: January 19, 2016

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