

**Brentwood Park Elementary School
Parent Advisory Council (PAC) Meeting Minutes
September 28, 2016 (7pm)**

In Attendance:

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

PAC Members-at-large: Approximately 48 people in attendance, with the following names signed-in — Dirke Botsford, Gai Attzaard Cannen, Bahareh, Ivana, Olana Bargh, Rod Farnsworth, Maiya Matos, Eyanne Meray, Deborah Vining, Michelle Bruee, Ray S, Amy Tong, Sophia Li, Debbie Williams, Vernon Loo, Amos Cheung, Dolores Ochea, Antonio Ochea, Jeany Lee, Carrie Yuun, Steve Harn, Michela Phillips, Rachel Do, Miyuki Guram, Nino Koo, Wendy, Ed Asahina, Janine Asahina, Tara Sperling

and Principal Jillian Lewis and Head Teacher Laura Singh

Regrets: Sharron Wang (Co-treasurer)

1. Welcome and Introductions

- First PAC meeting of the 2016/2017 school year.
- The Chair (MH) called the meeting to order and introduced PAC Executives as listed below and asked all attendees to introduce themselves.

Margo Hrennikoff (Chair)
Kamal Guram (Co-treasurer)
Sharron Wang (Co-treasurer)

Donna Rae (DPAC)
Connie Leung (Secretary)

- The Chair provided a brief description of the role of PAC and its members (all parents):
 - PAC represents the voice of parents
 - a forum for questions, feedback and discussion
 - opportunity for parents to get involved
 - aims to build Community
- The Chair reviewed 2015/2016 PAC activities (fundraising and community building/social events) and contributions to the school (e.g. purchasing equipment to support the school's technology plan)

2. Financials

- The Co-treasurer (KG) presented a financial update including a review of finances from the previous school year and the 2016/2017 budget.
- Explanation was provided on the difference between the PAC Operating Account vs the Gaming Grant Account and how funds in each may be used. See Appendix B for eligible uses for the Gaming Grant.
- The Co-treasurer advised that the financial reports are available upon request by emailing PAC(brentwoodpac@gmail.com)

- Revenues and expenses are expected to be similar to the previous year as are the planned activities. Funding for the Technology Plan is complete and the PAC is in discussions with Principal Lewis regarding other initiatives the PAC may support financially.

3. Hot Lunch, Fruits & Vegetable Program, and Other Updates

- The Lead Coordinator (VL) for the Hot Lunch program provided an update on the Hot Lunch Program which continues to be one of the most profitable fundraisers for the school.
- Lead Coordinator (AT) for the Fruits & Vegetable Program confirmed that the program will continue this year. The program currently has only one volunteer and there is a need for at least one additional volunteer.
- The Chair also asked for a volunteer to help prepare tea and snack at future PAC meetings.
- The Chair also advised that the long-time volunteers of the annual Santa Breakfast will be stepping down after this year and is looking for new volunteers to take-over for 2017/2018 year.
- Individuals interested in volunteering in the above or any other activities should contact PAC.

4. District PAC (DPAC) Update

- The DPAC Representative (DY) provided a brief overview of the role of the District PAC.
- Minutes from DPAC meetings are available on the school website in the PAC section.

5. Principal's Report

- See Appendix A

6. General Questions & Discussion

- Some Crossing Guards appear to be missing equipment. The Head Teacher (LS) explained this was due to the transition and training of new guards. Once training is complete, Crossing Guards should have the required equipment.
- Dates for key events:
 - Christmas Concert - December 13 and 14
 - Grade 5-7 Ski Trip - Jan 20, Jan 27 and Feb 3
 - Hip Hop - January 2017
- Custodial Services - the school currently has a part-time Custodian. Cleanliness of bathroom facilities continues to be a concern. Principal Lewis advised that the School Board has engaged an external firm to assess the custodial services situation across the Burnaby School District.
- Totem Pole - it is unknown whether Jackie, the totem pole artist, will continue to work out of Brentwood or another location. Principal Lewis is currently in discussions with the artist.

- Planters - last year, 15 additional stainless steel planters were requested. Principal Lewis advised that it is unknown how many more planters the school will receive; but it is highly unlikely that it will be the full order.

7. Contact Information & Resources

PAC Info (in "Parents" tab of school website) - <http://brentwood.sd41.bc.ca/>

PAC Email - brentwoodpac@gmail.com

Hot Lunch Email - bphotlunch@gmail.com

Meeting adjourned at 8:00.

Next Meeting: Wednesday, October 26, 2016 (7pm)

APPENDIX A

Principal's Report

September 28, 2016

❖ Staffing update

- Teachers:
 - Christina Yee, from Chaffey-Burke, now our learning support services teacher
 - Gregory Jung teaching Gr. 6/7 on temporary contract for Mrs. McCormack's leave of absence
 - Adam Turpin teaching music 4 days/week; Mr. Yanko on part-time education leave, teaching music 3 days/week
 - Mrs. Fleming has returned teaching Gr. 1
 - Mrs. Tedham (formerly Ms. Greene) returned and is teaching K with ...
 - Mrs. Dispirito, from Inman Elementary is teaching K with Mrs. Tedham
 - Mrs. Nielsen is now teaching Gr. 4/5
 - Ms. Stewart, our counsellor, is on a leave of absence; temporary teacher 2.5 days/week until a counsellor is hired by the district
 - Ms. Domae is now Mrs. Singh
- Support Staff
 - Mr. Katai – education assistant on a temporary contract

❖ School Organization

- 481 students organized into 20 divisions
- all classes meet class size maxima
 - Kindergarten = 22
 - Gr. 1-3 = 24
 - Gr. 4-7 = 30
- 17 classes meet former class composition guidelines
 - no more than 3 students with Ministry designations/IEPs per class (guidelines are no longer formally in place, but the BBE strives to follow them)
 - 3 classes have more than 3 students with Ministry designations/IEPs; learning support teachers are co-teaching in those classrooms

❖ School Cash Online

- great response from the community
- 88% of all monies collected

❖ Redesigned Curriculum

- has been a 3 year transition process
- 2015-2016: K-9 curriculum in draft form
- 2016-2017: K-9 curriculum fully implemented
- professional development day on September 30 focused on the new curriculum
- new interim reporting order effective 2016-2017; Ministry of Education will be inviting parent feedback
- parent workshops will be held this year to provide information and build understanding

❖ **Student Activities:**

- Peer mediators
- Lunch monitors
- Safety Patrol
- Tennis program has been a great success; much gratitude to Steve, our instructor
- Cross Country (Gr. 4-7) started last week
- Young Rembrandts after school program Sept. 28 – Oct. 26
 - future sessions running Nov. 2 – Nov. 30; Jan. 18 – Mar. 8; Apr. 12 – May 31
- Gr. 6 immunizations: Sept. 28
- Terry Fox Assembly and Run: Sept. 29 @ 1:00 p.m.
- Nutrition workshops: Oct. 6 & 7
- Me To We Team (Grade 7) – We Day: Nov. 3 @ Rogers Arena

❖ **Upcoming Dates:**

- Sept. 29 – “Orange Shirt Day” remembering the residential school experience
- Sept. 30 – Professional Development Day (school closed for students)
- Oct. 4 – student photographs
- Oct. 10 – Thanksgiving (school closed)
- Oct. 21 – Provincial Professional Development Day (school closed for students)

APPENDIX B

Eligible Uses of PAC Grant Funds

Grant funds must remain under the management and control of the PAC that receives them.

Funds cannot be used for, or transferred to, curricular purposes or to schools or school districts, or any of their activities or programs.

Parent Advisory Councils and Parent Organizations

PAC funding is intended to benefit students by enhancing their extracurricular opportunities:

- Student publications: newsletters, yearbooks
- Student competitions: writing, debating, chess, music
- Student computers: software, hardware, accessories
- Student societies: drama club, student society
- Student ceremonies: graduation, dry grad
- Student conferences or educational field trips within BC
- Uniforms and equipment for extracurricular activities
- Sports or playground equipment
- Awards and trophies
- Scholarships and bursaries for post secondary education (paid directly by students)
- Capital acquisitions directly benefiting students, such as playground equipment
- Student transportation and travel within BC
- Student transportation and travel outside BC, where the student group:
 - is representing its school as a result of merit achieved through organized competition
 - is competing in a sport that involves cross border travel
 - has been selected because of its level of creative achievement or success, or
 - is entered in a recognized competition in which there is a formal evaluation or adjudication process

Grant funds to PACs and parent organizations may be accumulated for up to three years without prior approval from the branch.