

**Brentwood Park Elementary School  
Parent Advisory Council (PAC) Meeting Minutes  
April 26, 2017 (7pm — Library)**

**In Attendance:**

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

**PAC Members-at-large:** Mary Tsang, Mary Tsang, Karina Otero, Hassam Makhlood, Vernon Loo, Jennifer Wong, Raquel Do, Susan Howe

**School Staff:** Principal Jillian Lewis and Head Teacher Laura Singh

**Regrets:** Sharron Wang (Co-treasurer)

1. **Call to Order** – The Chair called the meeting to order.
2. **Adoption of Previous Meeting Minutes** – February 22, 2017 PAC Meeting Minutes were approved.
3. **PAC Executive Election for 2017/2018 School Year** — need for another co-chair and volunteers for two newly created roles (Social Coordinator and Volunteer Coordinator). There is currently only one co-chair on the PAC Exec Committee and this individual will be stepping down after the 2017/2018 school year when her children complete grade 7.
4. **Financial Report** – The Co-treasurer reviewed YTD financials.
  - a. **Grade 7 Trophies** — additional funds were allocated to Grade7 trophies as costs were higher than expected. Going forward, budget for trophies will be set at approximately \$8 per grade 7.
  - b. **Field Trip Transportation Costs** — budget for field trip transportation is maintained at \$6,000 for the current year. The amount allocated to next year's budget will be reviewed based on current year usage. It was confirmed that funds may also be used to pay for public transportation. To facilitate budgeting for next year, the average number of trips, typical destinations, and approximate costs will be used as a gauge.

Full details on financials are available upon email request to [brentwoodpac@gmail.com](mailto:brentwoodpac@gmail.com)

5. **Fundraising / Social Activities**
  - a. **Spring Social** (May 12, 6 – 8 pm) — indoor and outdoor activities have been planned. Volunteers are needed to manage activities. Grade 7 Me2We group will be holding a Book Sale. Received \$500 Neighbourhood Grant from the Vancouver Foundation and a \$100 gift certificate from Superstore for this specific event, Email has been sent to parents regarding registration, volunteer sign-up and pre-ordering of food via Munch-a-Lunch.

- b. **Hot Lunch Program** — the co-chair advised that, at a future PAC meeting, feedback will be solicited from parents, teachers, and students on the Hot Lunch Program.
  - c. **Staff Appreciation Lunch** (May 25) — volunteers needed for this annual event.
  - d. **Grade 7 Fundraising** – all fundraising activities completed, fundraising target largely met, and planning for the year-end party is in progress.
6. **DPAC Report** – focus at last DPAC meeting was around the budget. Fiscally, the Burnaby district is in a good position compared to other school boards. The BC Confederation of PAC's ("BCCPAC") annual general meeting ("AGM") is coming up where voting for new BCCPAC membership will take place. Parents may provide feedback on candidates to our DPAC representative who will vote via proxy.

Information about candidates and resolutions are available upon email request to [brentwoodpac@gmail.com](mailto:brentwoodpac@gmail.com)

7. **Principals Report** – Principal Lewis provided a school update, full report can be found in Appendix A
8. **Next Meeting** — Wednesday, May 31, 2017 @ 7 pm
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 – April 26, 2017

- ❖ School Organization
  - currently 487 students in 20 divisions
  - tentative 2017-2018: 477 students in 20 divisions
    - expect changes between now and the end of June/beginning of September
- ❖ Staffing Update
  - Ms. Page has joined us as a full-time Learning Support Teacher
  - Ms. Derbitsky is now on maternity leave; replaced by Isabel Trzcinski until end of June
  - Mrs. Dawson and Mrs. Yee will also be on maternity leave next year
  - Mrs. McCormack will be returning from maternity leave next year
- ❖ School Review: April 27, 2017
  - school goal 1 : Social-Emotional Learning
    - ◆ self-regulation – emotional literacy
  - school goal 2: reading
  - 10 teachers will do brief presentations on school initiatives
- ❖ Satisfaction Surveys
  - parents and students in grades 4 & 7
  - deadline to complete survey is May 19, 2017
  - information will go out next week
- ❖ Student Activities:
  - Gymnastics – month of April
  - Britannia Mine – April 28: Div. 10, 11
  - Museum of Anthropology – April 28: Div. 12, 13
  - Music Monday – May 1 @ 2:00 p.m.
  - Project Soul – May 3 @ 9:15
  - Track Awards Meet – May 4 all day @ Swangard Stadium
  - Talent Show – May 5 p.m.
  - Abel Math Contest (Grades 4/5) – May 10 a.m.
  - Gauss Math Contest (Grades 6/7) – May 10 a.m.
  - Festival of Beginning Bands – May 11
  - Burnaby Village Museum – May 16: Div.
  - Jump Rope for Heart – May 19 p.m.
  - Science World – May 29: Div. 10-17
  - CKNW Playland Day – May 31
- ❖ Upcoming Dates:
  - May 22: Victoria Day – school closed
  - June 8: Student-led Conferences 2:00 – 6:00 p.m.

❖ Year-end Dates:

- Parent Volunteer Tea: June 15 1:30 p.m. (tentative)
- Sports Day: June 16; 1:30 p.m. dismissal
- School Picnic: June 27 @ Brentwood Park
- Last day for students: June 29; 10:00 a.m. dismissal; reports go home

❖ Grade 7 Year-end Dates:

- Camp Elphinstone: June 19-21
- Playland: June 22
- Grade 7 lunch/dance: June 23
- Grade 7 Leaving Ceremony: June 26 @ 1:00 p.m.