

**Brentwood Park Elementary School
Parent Advisory Council (PAC) Meeting Minutes
May 31, 2017 (7pm — Library)**

In Attendance:

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

PAC Members-at-large: Karina Otero, Vernon Loo, Jennifer Wong, Peter Wong, Raquel Do, Saicy Moyneur

School Staff: Principal Jillian Lewis

Regrets: Head Teacher Laura Singh

1. **Call to Order** – The Chair called the last meeting of the school year to order.
2. **Adoption of Previous Meeting Minutes** – April 26, 2017 PAC Meeting Minutes were approved.
3. **Spring Social** – The Chair solicited feedback on the May 12 Spring Social. Overall, feedback was positive. Discussion around food ordering and distribution process, and variety and amount of food offered. Some safety and liability concerns around students attending without an adult and non-Brentwood students attending. Suggestion for next year is to limit event to Brentwood school community and ask students to come with an adult.
4. **Financial Report** – The Co-treasurer reviewed YTD financials and proposed 2017/2018 PAC budget including:
 - a. **Tech Plan** — because there is no firm tech plan in place at the current time, it was recommended that a contingency fund be established by setting aside \$2,000 per year to a maximum of \$10,000.
 - b. **Hot Lunch** — revenue by various food vendors was reviewed. Suggestions to explore additional food options for next year. Frequency was increased this year, with an average of 3 hot lunches per month including Grade 7 fundraisers and social activities such as Sports Day and Spring Social. It was agreed that a meeting should be held in September 2017 to develop a comprehensive schedule (including Grade 7 fundraisers and social events) for the new school year, with food service starting in October.
 - c. **Field Trip Buses** — relabelled to “Field Trip Transportation” to more accurately reflect the intended purpose of the funds which includes covering the cost of public transportation. Recommendation to keep budget at \$6,000 (approximately \$300 per division, based on current year school organization).

- d. **Gaming Grant / Afterschool Programs** — the Co-treasurer reminded PAC that the Gaming Grant may be used for field trip transportation, sports equipment, and afterschool classes. This prompted a discussion around the appetite for more onsite, afterschool programs. Principal Lewis advised that all programs must be vetted and coordinated through the School District. It was suggested that a survey be sent to parents to gather feedback on what activities / classes may be of interest.

The proposed budget was accepted in principle and will be tabled at the first PAC meeting in the new school year for approval.

Full details on financials are available upon email request to brentwoodpac@gmail.com

5. Fundraising / Social Activities

- a. **New Fundraising Idea** — the Chair shared a new fundraising opportunity called Fresh Bundles to replace the Pies & Cookie fundraiser. Fresh Bundles offer two bundled options consisting of local fruits and vegetables. Average profit margin is 40% per bundle, with prices ranging from \$18 - \$25 per bundle. It was unanimously agreed to pursue this opportunity for 2017/2018.
6. **DPAC Report** – focus at last DPAC meeting was facilities and custodial service management. The District has hired a consultant to gather parent feedback at the DPAC level. The review will look at staffing, custodial services, operating manual, and procurement of supplies. A new model for resource allocation will be introduced, and it is expected that Brentwood will receive a higher level of service.
 7. **Principals Report** – Principal Lewis provided a school update, full report can be found in Appendix A
 8. **Next Meeting** —2017/2018 school year, date TBD
 9. **Meeting Termination** – There being no other business, the meeting was adjourned at 8:10 pm.

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
- Burnaby District PAC Website - <http://www.burnabydpac.com/>

APPENDIX A

Principal's Report – May 31, 2017

- ❖ School Organization
 - currently 491 students in 20 divisions
 - tentative 2017-2018: 484 students in 21 divisions
 - expect changes between now and the end of June/beginning of September

- ❖ Student Learning Grant
 - one time funding from Ministry of Education
 - rolled over to 2017-2018 school year
 - \$25 per student – tennis (\$10); capoeira (\$15)

- ❖ Communicating Student Learning – Term 3
 - Core Competencies: student self-reflection
 - communication
 - creative thinking
 - critical thinking
 - personal awareness and responsibility
 - positive personal and cultural identity
 - social responsibility

- ❖ Student Activities:
 - Welcome to Kindergarten: June 2
 - Seymour Fish Hatchery: Div. 13 – June 2
 - Student-led conferences – June 8
 - Lacrosse lessons – June 6-9
 - Evergreen Cultural Centre: Div. 15-17 – June 12
 - Swimming: Div. 1-4 – June 12, 14, 15
 - Sea to Sky Gondola hike: Div. 2 – June 13
 - Fly Over Canada: Div. 5-9 – June 13
 - Bowling: Div. 13 – June 13
 - Sports Day – June 16

- ❖ Upcoming Dates:
 - June 5: Professional Development Day – school closed for students
 - June 8: Student-led Conferences 2:00 – 6:00 p.m.; early dismissal at 2:00 p.m.
 - June 9: early dismissal at 1:10 p.m.
 - June 15: Parent Volunteer Tea 1:30 p.m.
 - June 16: Sports Day; 1:30 p.m. dismissal
 - June 27: School picnic @ Brentwood Park all day
 - June 29: Last day of school for students; 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.