

**Brentwood Park Elementary School
Parent Advisory Council (PAC) Meeting Minutes
November 29, 2017 (7pm)**

In Attendance:

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

PAC Members-at-large: Carolyn Siu, Michael Virilas, Sophia Li, Vernon Loo, Saicy, Alex Chen, Chris Chen, Raj Sharma, Pauline Rilcof

And Principal Jillian Lewis

1. **Call to Order** – The Chair called the meeting to order.
2. **Minutes** from the October 2017 meeting were passed.
3. **Financial Update** – The Co-treasurer provided a financial update, full details available upon request.
 - a. **Reallocation of Funds** – the co-treasurer recommended some funds currently set aside for the outdoor learning space to be reallocated to purchase an AV system for the gym as there is a greater need for new AV equipment at this time. A motion will be made at a future PAC meeting once Principal Lewis provides a detailed plan for the system including itemized costs and installation timeline.
 - b. **Direct Donations** – Families who make a direct donation will be entered for a chance to win VIP tickets to the Winter Concert. Any donations of \$20 or more will receive a tax receipt. Donations made on or before December 31, 2017 will receive a tax receipt for the 2017 tax year.
 - c. **Families in Need** – the school provides holiday hampers to select families. The Chair motioned that PAC provide a \$50 gift card to each family that the school supports. The motion was passed unanimously.
4. **Fundraising Update**
 - a. **Spirit Wear** orders have arrived and have been delivered to classes.
 - b. **Gift Cards** have arrived and orders can be picked up at the office starting December 1.
 - c. **Winter Concert Basket Raffle** – approximately 45 baskets available for the raffle, this is 4 – 5 baskets less than the previous year. An email has been sent out asking for volunteers to assemble baskets and sell tickets. Unlike previous years, children will not be permitted to sell raffle tickets to avoid any potential issues with transactions / handling money. A pair of Canucks vs LA hockey tickets will be sold off using the square system. Seventy-five squares will be up for sale.

5. Social Committee Update

- a. **Santa Breakfast** –there is a new group managing the breakfast this year. Some supplies have been purchased. Volunteers are needed to set-up, serve and clean. Recommended \$3 donation per child with net proceeds, if any, going to Vancouver Food Bank. Families are encouraged to make donations on School Cash Online. Mr. Ricker's father will be playing the role of Santa and will be set-up on the stage where children may visit him.

6. Earthquake Committee Update

Each class has emergency supplies including a bucket holding food, water and first aid supplies. Staff report that the buckets are difficult to move as they are bulky and heavy. The Chair put forth a motion to purchase rolling bins for 11 primary divisions at \$60 per bin. The motion was unanimously approved. The Earthquake Committee will ensure that there is a sufficient supply of water in the outside bin in the event classes leave their water supply in the classrooms (as they are difficult to carry).

7. DPAC Update

The school will be getting back a daytime custodian starting in January 2018. To facilitate communication and to ensure a smooth transition between the day and night time custodians, Principal Lewis will hold a daily handover meeting at the time of shift change with the two custodians.

8. **Principal's Report** – Report cards will be sent home on December 15. Principal Lewis provided an overview of the areas in which students are assessed and methods of assessments, including a focus on descriptive feedback which research studies have shown to help improve performance.

9. **Next Meeting** — January 31, 2018 @ 7 pm in the Library.

10. **Meeting Termination** – There being no other business, the meeting was adjourned at 8:25 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/>