

**Brentwood Park Elementary School  
Parent Advisory Council (PAC) Meeting Minutes  
September 27, 2016 (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:** Nina Koo, Peter Wong, Jennifer Wong, Debra Vining, Olana Bargh, Michelle Bruce, Raj Sharma, Hassam Makhland, Deborah Chang, Vernon Loo, Jeany Lee, Susan Algan, Margaret Mah, Carolyn Siu, Surendra Chand, Tanis Greeve, Debbie Mah, Maureen Halson, Ludvisat Klinteberg, Joyce Yang, Samuel Abranques, Elaine Irving, Kimberly Reid, Shane Kong, Adriana Loepert, Alimad, Mania Chola Kin, Elizabeth Bausel, Chris Chen, Alex Chen, Loretta Blanchard, Jennifer Warner, Karen Huh, Jewel Truong, Nisha Nagendran, Suman Jiwani, Nungna Li, Irfan Prabowo, Suzanne Franco, AliReza Bananmah, Nymch Banoo, Rafat Mah

and Principal Jillian Lewis

**Regrets:** Head Teacher Karen McCormack

1. **Call to Order** – The Chari called the meeting to order.
2. **Introduction of PAC Executives and Leads** - Margo Hrennikoff (Chair), Kamal Guram (Co-treasurer), Donna Rae-Yeung (DPAC), Sharon Wang (Co-treasurer), Raquel Do (Social Committee Lead), Connie Leung (Secretary)
3. **Financial Report** – The Co-treasurer reviewed previous school year’s financials including revenues from various fundraising activities. The proposed 2017/2018 budget was presented Full details on financials are available upon request.
4. **Fundraisers, Socials & Executive Positions** — The Chair reviewed the year’s calendar of events, socials and fundraising activities, see table below.

<p><b>2017/18 Fundraisers:</b> Hot Lunches Grade 7 Committee Emergency Preparedness Direct Donations Spirit Wear (orders Oct/Nov) Gift Cards (Nov) Gift Basket Raffle (Dec)</p> <p><b>Cancelled:</b> Pies/Cookies and Plant Sale</p>	<p><b>2017/18 Social Events</b> Monthly PAC Meetings Welcome Back Tea (Sept) Pizza Party (Sept) Breakfast with Santa (Dec) Speaker (Feb) Spring Social (May) Staff Appreciation Luncheon (May)</p>	<p><b>PAC Executive Positions</b> Co-Chair* (2 OPEN) Co-Treasurer* (1 OPEN) Secretary DPAC (District PAC Rep)</p> <p><i>*We’d like to have a primary and an intermediate parent in co-chair positions.</i></p> <p><b>Non-Executive Roles</b> Social Committee Lead Fundraising Comm. Lead (OPEN)</p>
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		Hot Lunch Coordinator Fruit and Veggie Coordinator
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The Chair identified vacancies for PAC Executive roles (see table above) and the need for a Fundraising Committee Lead. The Social Committee Lead asked for volunteers for the Spring Social in May.

5. **Hot Lunch Update** – the total number of hot lunches has been increased to 25 this year. Online ordering is open via Munch-a-Lunch. To support Grade 7 Committee fundraising, 2 – 3 of the hot lunches will be designated as Grade 7 fundraising initiatives.
6. **Principal’s Report** – Principal Lewis provided a school update. The full report can be found in Appendix A.
7. **Next Meeting** — Wednesday, October 25, 2017 @ 7 pm in the Library.
8. **Meeting Termination** – There being no other business, the meeting was adjourned at 7:30 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 - September 27, 2017

- ❖ Staffing update
  - Teachers:
    - Mrs. McCormack (Head Teacher) returned from maternity leave
    - Mrs. Barnett moved to North Vancouver School District; replaced by Mr. Jung
    - Ms. Allen has joined our staff teaching Gr. 5/6 this year
    - Ms. Deo has joined our staff from Seaforth teaching Gr. 3/4 this year
    - Mrs. Smith moved to Coquitlam School District; replaced by Ms. Walji; partners with Mrs. Basso and now teaching Gr. 3
    - Ms. Ballos is here temporarily for Ms. Derbitsky's maternity leave; teaching Gr. 1/2 this year
    - Ms. Bouvette is here temporarily for Mrs. Dawson's maternity leave; teaching Kindergarten this year
    - Ms. Nicholson (Miss Jessi) has joined our staff teaching music with Mr. Yanko
    - Ms. Baird has joined our staff temporarily for Mrs. Yee's maternity leave; learning support teacher
  - Support Staff:
    - Ms. Appleby – education assistant
    - Ms. Webster – education assistant
    - Ms. Young – education assistant
    - Mrs. Harpestad and Mrs. Mazzuca – Noon-hour Supervisors replacing Mrs. Nakashamida and Mrs. Willcott, who have both retired
    - 1.5 Education Assistants will be hired in the next two weeks
  - Principal:
    - Ms. Lewis has been seconded by the Burnaby School District 1 day per week; replaced by Mr. Winterlik on Thursdays
    - Mr. Winterlik is currently the Head Teacher at University Highlands Elementary
  
- ❖ School Organization
  - 490 students organized into 21 divisions
  - all classes meet class size maxima
    - Kindergarten = 20
    - Gr. 1-3 = 22
    - Gr. 3/4 = 24 (majority gr. 4)
    - Gr. 4-7 = 30
  - all classes meet class composition guidelines
    - no more than 2 students with low incidence Ministry designations/IEPs per class (e.g. autism, chronic health, physically dependent)
  
- ❖ 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. 27 – Nov. 1
    - future sessions running Nov. 8 – Dec. 13
  - Math Club starts Oct. 3 after school
  - Gr. 6 immunizations: Sept. 29
  - Terry Fox Assembly and Run: Sept. 28 @ 1:00 p.m.
  - Me To We Team (Grade 7) – We Day: Oct. 18 @ Rogers Arena
  - Hiking Bunzten Lake – Div. 2: Sept. 22
  - Skating – Div. 1-6: Oct. 4, 11, 18
  - Bowling – Div. 7-10: Oct. 13
  - Pumpkin Patch – Div. 19-21: Oct. 16

❖ Upcoming Dates:

- Sept. 29 – “Orange Shirt Day” remembering the residential school experience
- Oct. 9 – Thanksgiving (school closed)
- Oct. 19 – student photographs
- Oct. 20 – Provincial Professional Development Day (school closed for students)
- Oct. 23 – Curriculum Implementation Professional Development Day (school closed for students)