

**Brentwood Park Elementary School
Parent Advisory Council (PAC) Meeting Minutes
October 25, 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: Raquel Do, Carolyn Siu, Jennifer Wong, Debra Vining, Hassam Makhland, Vernon Loo, Debbie Mah Samuel Abranques, Catherine Huang, Wanqiong Huang, Milan Nobre and spouse, Darlene Allanson, Michael Virlas, Sophia Li, Stig Tollefsen, Acad Veken, Cynthia Barbosa,

and Principal Jillian Lewis

1. **Call to Order** – The Chair 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), Carolyn Siu (Fundraising Lead), Connie Leung (Secretary). Michael Virlas has volunteered to learn more about Treasurer responsibilities and will be shadowing the Co-Treasurer.
3. **Minutes** from the September 2017 meeting were passed.
4. **Financial Report** – The Co-treasurer provided a financial update, noting an increase in Classroom Expense due to the addition of one new division this year. The planned fundraising activities were listed. For the Direct Donation Fundraiser, it was agreed to repeat the promotion from last year, i.e. for all those who make a minimum \$20 Direct Donation, they will be entered for a chance to win two VIP tickets to the Winter Concert. A proposal was made to reallocate the funds raised in the last 12 – 18 months for the Outdoor Space Project to purchase and install new AV equipment in the gym as this is a more pressing need at the current time. There were no objections to this proposal and Principal Lewis will contact the School Board to discuss requirements, costs and timing. The Chair indicated that the Outdoor Space Project will continue to be pursued, however, there is still a lot more research needed before any decision can be made.
5. **Fundraising Update** – Spirit Wear will be available for purchase. Notices and emails have been sent and order forms are due November 1. Fitting sessions will be available in the Library on October 26/27. Gift Cards from a variety of merchandizers will be available for purchase, with a percentage of sales proceeds going to the PAC operating funds. Order forms for this fundraiser will go home on November 6, due November 13 and gift cards will be ready for pick-up on December 1. Gift Baskets Raffle will be held at the Winter Concert. This is one of our biggest fundraisers of the year, generating over \$3000 and at a low cost to operate. Full details on financials are available upon request.

6. **Social Activities Update** — The PAC is looking into a screening of [Screenagers](#), a documentary on the impact of screen time on teenagers. Looking to partner with another school, potentially Alpha, to host this event. Cost is approximately US\$680 for two screenings and a discussion guide. The Chair advised that there are several ways to cover the cost, e.g. sell tickets, PAC pays, or a combination of the two. Timing of the screening TBD.
7. **Burnaby Parks & Recreation** — a representative from Burnaby Parks & Rec provided an overview of the on-site, afterschool programs available and asked for suggestions on other programs parents wish offered. Suggestions raised included martial arts, science, lego building, chess, cooking, music and dance. Families' are welcome to provide feedback via the [online survey](#) on their site.
8. **DPAC Update** – The DPAC representative provided an overview of the role of DPAC – essentially an aggregate of district PACs who discuss matters such as curriculum, funding, policy, advocacy, and building partnerships amongst schools. DPAC meeting minutes are available on the [Burnaby DPAC](#) site.
9. **Principal's Report** – Principal Lewis provided a school update. Earthquake drill, fire drill and lock down drills will take place over the year to ensure staff and children are well prepared. Principal Lewis requested that an alternate solution be found for how classes can better move / carry the emergency supplies in each classroom. The current bucket system is not effective. Reminder that Principal Lewis works at the District every Thursday, and an acting Principal is onsite on that day. The Ministry of Education requires that all schools comply with SOGI (Sexual Orientation, Gender Identity), a policy on anti-discrimination. The school now has a Universal Washroom and the curriculum will incorporate SOGI guidelines. If families have questions or require resources to speak to their children about SOGI, speak with teachers or Principal Lewis. The full report can be found in Appendix A.
10. **Next Meeting** — November 29, 2017 @ 7 pm in the Library.
11. **Meeting Termination** – There being no other business, the meeting was adjourned at 8:05 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 – October 25, 2017

- Staffing update
 - Teachers:
 - Ms. VanBalkom providing extra learning support every other Wednesday morning
 - Support Staff:
 - Education Assistant, Ms. Young, moving to Morley Elementary School
 - Education Assistant, Ms. Wong, joining staff as of Oct. 27
- School Organization
 - 494 students organized into 21 divisions
- Foundation Skills Assessment (FSA)
 - Students in Gr. 4 and Gr. 7
 - Students may be exempted for learning reasons, social-emotional reasons, parent request
 - 5 part test: 2 reading, 1 writing, 2 math
 - Timeframe
 - new this year; previously FSA tests written in Jan./Feb.
 - now testing learning up to the end of Gr. 3 and Gr. 6
- Student Activities:
 - Alpha Secondary School visit: Div. 1/3 – Oct. 30
 - Pumpkin Carving Contest: Oct. 30/31
 - Burnaby Art Gallery: Div. 3/12 – Nov. 2
 - Remembrance Day Assembly: Nov. 10 @ 10:45 a.m.
 - Museum of Anthropology: Div. 7/9 – Nov. 15
 - Young People's Concert: Div. 1-10 – Nov. 21
 - ADST Showcase (Applied Design, Skills & Technology) – Nov. 23 @ 1:15 – 2:30 p.m.
 - Dentist Visit: primary classrooms – Nov. 27
 - Burnaby Village Museum: Div. 11-14 – Nov. 28
- Upcoming Dates:
 - Nov. 9 – Photo retakes
 - Nov. 10 – School Closure Day (school closed)
 - Nov. 13 – Remembrance Day Statutory Holiday (school closed)
 - Nov. 24 – Professional Development Day (school closed for students)
- Presentation: Sexual Orientation/Gender Identity
 - district/provincial policy
 - ties to the provincial curriculum
 - the Brentwood Park community