

Brentwood Park Elementary School
Parent Advisory Council Meeting
May 18, 2016 7pm
Minutes of the Meeting

In Attendance:

PAC Executives: Margo Hrennikoff (Co-chair), Vivian Lai (Co-treasurer), Courtney Whiteman (Co-treasurer), Donna Rae (DPAC), Mingna Li (Co-chair).

and Principal: Jillian Lewis

PAC Members-at-large: Jeany Lee, Connie Leung, Darlene Allanson, Kamaljeet Guram, Jennifer Lee-Wong

1. Hello and Welcome

- Welcomes and introductions were made.
- All encouraged to engage in person and online via PAC button on school website:
 - <http://brentwood.sd41.bc.ca/pac/>
 - or via email to:
 - brentwoodpac@gmail.com

2. Minutes of last meeting

- D. Rae moved to approve minutes. Seconded by. All hands raised, motion passed.

3. Financial Report

- See full financial report for period ending April 30, 2016 for all details. Full reports can be requested of PAC at any time. Full reports are also available in hard copy at the school.
- Summary notes: fundraising has been very successful this year. Not all invoices have come in yet and not all fundraising income ending in April 30 have been included, pending bank statement
- Final financial reconciliation will likely happen in first meeting in September, with draft expenses and revenue to be presented in June meeting and a budget to be approved in principal. Many invoices for year end activities will not come in until after June 15 meeting (Grade 7 leaving ceremony expenses, several field trip bus invoices, hot lunches for sports day and picnic day do not happen until as late as June 28th)
- Draft summary numbers for April include:
 - \$800 was paid as part of cost of bringing in Saleema Noon Body Science and Sexual Health Education series

- School spirit wear has been added to the income statement as a line item but this was not intended to be a revenue generator; prices set as cost recovery and therefore margins will be negligible
- Fundraising has achieved a net of \$11,177 as at end April 30th, excluding direct donations at \$4010 plus additional revenues yet to be posted
 - with additional income to be posted in May totaling \$660 from late plant sale payments, and approx.. \$2000 more of hot lunch income to be posted in June
 - expenses related to fundraising have been incredibly low. For eg. Gift basket and raffle event raised over \$2000, but expenses were below \$60.
 - Past years' fundraising has been in range of \$3500-\$5500
 - This school year will net approx. \$18,000 in fundraising, including direct donations but excluding government proforma per student funding from Gaming Grant, and excluding Grade 7 fundraisers which are held in trust for Grade 7 leaving activities
- Grade 7 leaving ceremony and camp / celebrations fundraising totaled \$3140.12, meeting goals set out
- In January 2016, \$4010 from direct donations line allocated to tech plan; In April \$4180 was paid to purchase final round of projectors
 - \$3834.21 remains in tech fund and will be reserved for funding new rounds of updates / new purchases required as current equipment is aged out in phases
 - will move towards allocating cash into re-building tech fund as future planning
- immediate needs are for several new batteries required to reburish old laptops, number and budget to be finalized for September after tech committee completes inventory
- plan to re-capitalize fund for earthquake preparedness bin and so a collection for families to pay into fund will resume in September. In September 2015, the earthquake collection did not take place. If resume past years' #, \$2.50 for existing enrollment and \$5.00 per new enrollment student

Future large scale projects in planning phases for scoping out viability and costs

- outdoor garden and shade structure for school and community
- several smaller ticket items to improve school life include purchase and install of permanent soccer goal posts, a smaller (lower) half-court basket play area, possibly new classroom sports equipment for recess and lunch play if inventory check deems it necessary for next year

4. Principals Report

- Please see report as submitted at end of this document. Key discussions & feedback incl:
- In continuing change of custodial staffing, we have a new night time custodian, named Terrance Lai
- School population expected to grown by at least 10 students and likely can still be organized into 20 divisions but yet to be finalized in September
- Social Emotional Learning continues to be a key school-wide goal in classroom and student life curriculum delivery

- Principal Lewis has had privilege of meeting with the CEO of the Dalai Lama Centre for Peace and Education as well as the Minister of Education to discuss SEL in Brentwood and has reciprocated invitation to Minister to come visit Brentwood Park
- Ms. Domae's class and her work in mindful learning, and the MindUP approach to teaching and learning (an aspect of SEL) has been recognized in a documentary and used as an exemplar of the practice in that presentation
 - This segment of the documentary was shared with PAC and very well received by parents, making the ideas a more concrete prospect
- Every few years, schools through the School Planning Council identify and establish highlight over-arching school goals and SEL is at forefront of this
 - SPC has been demobilized and taken off the School Act provisions but no replacement mechanism for formal parent input body has been identified or re-established. That process in consultations but meanwhile parents should always feel welcome to consult and interact with school / teachers directly or engage with PAC as an entry point to inquiries about school life, overall school goals, etc.
- Connie Leung expressed appreciation for this kind of development at the school and believes it to be helpful for her children in their learning and understanding this practice allows her to support these goals better in the home environment
- As for the Sharon Selby presentation on SEL, it was felt that there was far too much information in one go and the presentation format was not particularly useful for engaging parents but can be considered a start much like a survey look at the SEL landscape in its various forms
 - Best if there were breakout groups for genuine parent engagement
 - Ms. Lewis indicated plans for such smaller workshop groups to tease apart the various aspects of an SEL integrated curriculum and teaching space in year 2016-1017.

5. Events and School Life

- Parents interested in helping with school garden project and call outs for help will come out in phases as work begins
 - School is obligated to use the galvanized district approved planters so there are some limitations in this regard (ie. no raised-bed gardening)
 - Once in place, there has been some indications from after school care group next door to help maintain / water gardens so that year round or high summer plants / crops can be considered
 - Parents also volunteered to be on rota to help maintain in summer months
- Spring Family Social feedback
 - It was a huge success. Nearly 300 people attended and many parents have asked to have it again next year
 - Some even asked if an autumn social can be organized. How about a potluck lunch or dinner?
 - Perhaps have separate intermediate / primary activities separated out as well as some integrating the age groups
 - Perhaps an ice skating ice-breaker for start of new year??
 - How about some healthier snacks on offer at concession next year?
 - Some felt it was a party and so the sweet treats weren't too much of a concern

- Perhaps make better point of indicating that there will be no dinner foods on offer as some kids arrived not having eaten dinner
 - It was very clearly noted that only snacks were sold at concession
- School wide communications:
 - Any interest in setting up social media for school for alerts? Any policy barriers?
 - Lets find out for next year
 - Is current email system / website RSS feed enough?
 - DY wants to know what is subscriber volume to RSS feeds?
 - Lets establish what this number is next year and also make it more of an informational piece to parents at start of new year to subscribe to web RSS feed.
- Connie Leung noted how good it is to be informed and engaged with PAC and has learned a lot about school life the role that parents can play through PAC (or otherwise). Felt welcome.
 - Wonders if better ways to communicate work and impact of fundraising
 - Making it visible?
 - Say, a display of a fundraising goal “thermometer?”
 - K. Guram suggests short write ups / anecdotes in school newsletters on occasional basis – directly tying in fundraising efforts and the resources it builds up for school and students.

Principal’s Report (contributed by J. Lewis): (Addendum to highlight notes above)

May 18, 2016

- ❖ Staffing Update
 - Head Teacher: Mrs. McCormack is on maternity leave; Ms. Domae is acting Head Teacher; Lindsay Allen is taking on classroom teaching for both
 - Custodian: Terence Lai is our new evening custodian (8 hours) effective May 17
- ❖ School Organization
 - currently 482 students in 20 divisions
 - tentative 2016-2017: 479 students in 20 divisions
 - expect changes between now and the end of June/beginning of September
- ❖ Social and Emotional Learning
 - school goal – focus on alert & engaged, emotional literacy
 - school visit with Asst. Superintendent Wanda Mitchell (May 6) was successful; many promising practices to share; report will be forthcoming
 - Sharon Selby – feedback is positive; several areas of interest identified for parent info next year
 - Heart-Mind Online
 - resources to support SEL goal
 - Ms. Domae and her class contributed a video
 - Ms. Lewis met with Deputy Minister of Education and CEO Dalai Lama Center for Peace and Education (May 18) to share school experiences in SEL
- ❖ Student Activities:
 - Maplewood Farms: May 19 – Div. 19/20
 - Museum of Anthropology: May 20 – Div. 6/7
 - Jump Rope For Heart: May 24
 - Swimming: May 25 – Div. 4-9
 - Grouse Mountain: May 31 – Div. 13-16
 - Growing Chefs: June 1 – Div. 12

- Active Living Day: June 3 – intermediate students
 - Grouse Mountain: June 3 – Div. 2
 - Cleveland Dam: June 7 – Div. 1/4
 - Swimming: June 10 – Div. 4-9
 - Growth Fair: June 8 – Div. 1/6
- ❖ Upcoming Dates:
- May 23: Victoria Day – school closed
 - June 6: Professional Development Day – school closed for students
 - Parent Volunteer Tea: June 16 1:30 p.m.
 - Sports Day: June 17; 1:30 p.m. dismissal
 - School Picnic: June 28 @ Brentwood Park
 - Last day for students: June 29; 10:00 a.m. dismissal; reports go home
- ❖ Grade 7 Year-end Dates:
- Camp Elphinstone: June 20-22
 - Playland: June 23
 - Grade 7 lunch/dance: June 24
 - Grade 7 Leaving Ceremony: June 27 @ 1:00 p.m.

----presented as draft until minutes approved at next general meeting----