

**Brentwood Park Elementary School  
Parent Advisory Council (PAC) Meeting Minutes  
October 26, 2016 (7pm)**

**In Attendance:**

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

**PAC Members-at-large:** Suman Jiwlana, Vernon Loo, Raquel Do, Darlene Allanson, Eva Sham, Debra Vining, Gitanyali, Donna Scigliano, Olana Bargh, Raj Sharma, Antonio Ochea, Dolores Ochea, Peter Wong, Jennifer Wong, Ed Asahina, Janine Asahina, Wendy Haile, Deborah Chang, Stig Tolleitsa, and Claudia Sixta

and Principal Jillian Lewis and Head Teacher Laura Singh

**Regrets:** Sharron Wang (Co-treasurer)

1. **Introductions** - The Chair opened the meeting with introductions of attendees.
2. **Previous Meeting Minutes** - September 28, 2016 PAC Meeting Minutes were passed pending the addition of the parameters of use for the Provincial Gaming Grant.
3. **Child-minding Proposal** - The Chair proposed the allocation of \$120 from the PAC operating budget to fund child-minding services at PAC meetings. It is believed that the provision of such services will increase meeting attendance and build community amongst the children. Child-minding services will be provided by an adult and, if needed, grade 7 volunteers. A motion was tabled and approved with no opposition.
4. **PAC Meeting Refreshment Set-up Volunteer** – The Chair asked for a volunteer to help set-up light refreshments (coffee, tea, cookies) at future PAC meetings. The volunteer could assist at all PAC meetings or volunteer for individual meetings on a month-to-month basis. An attendee stepped up to volunteer to set-up at the November PAC meeting.
5. **Financial Update** – The Co-treasurer reviewed September and YTD financials. Detailed information on PAC financials are available upon request.
6. **Fundraising Activities & Volunteers** –
  - a. **Pies & Cookies** – Based on feedback, this fundraiser was held earlier than in previous years. Less funds were raised this year; this may have been partly due to the earlier timing and also the same fundraiser held by the Brentwood Pre-school. It was suggested that this event be moved back to the original November timeframe in 2017. Please send any feedback or suggestions to PAC.
  - b. **Volunteer (Direct Drive) Donations** – The Direct Drive fundraiser gives families the opportunity to make a lump-sum, tax-deductible donation in addition to / in lieu of donating through other fundraising activities. Tax receipts are available upon request for donations of \$20 or higher. This year, an Early Bird special is

offered to encourage families to donate, donate early and donate online. Details are in the paper notices and email that was sent out on October 25.

- c. **Gift Cards** – A notice for the Gift Card fundraiser will go out week of October 31. This year, a number of new retailers have been added to the list of gift card options. A percentage of sales will go to PAC budget. Order deadline is November 16. Cards will be available for pick-up on December 1
- d. **Holiday Gift Basket Raffle** – The Gift Basket raffle at the Holiday Concert last year was very successful and raised significant funds. The raffle will be repeated this year. PAC has already reached out to local businesses for donations; Response to date has been good.
- e. **Santa Breakfast** – The Chair advised that the families that have been managing the Santa Breakfast for the last several years will be stepping down after this year. New volunteers are needed for the 2017/2018 school year. At the meeting, three families have volunteered to support next year's event.
- f. **Grade 7 Fundraising** – An update on Grade 7 graduation fundraising activities was provided. Activities include the collaboration with Choices Market to host the Halloween Haunted Mansion event at the Brentwood Crest location on October 31. There will also be a popcorn fundraiser and two Hot Lunch offerings -- a notice was sent on October 12 and another will be sent during week of October 31. The Grade 7 committee is working with Principal Lewis on other potential fundraising opportunities.
- g. **Cobb's Bread** – it was confirmed that the fundraising arrangement with Cobb's Bread continues to exist.

## 7. Head Teacher Update –

**Book Fair** - Ms. Singh advised the annual Book Fair will be on November 28 – December 2. Parent volunteers are needed for 30 – 45 minutes afterschool each day of the Fair to help during this busy period. Please contact the Librarian Teacher to volunteer.

**PE Equipment** – Last year, the PAC asked for input on what outdoor sports equipment is needed. Ms. Singh has received feedback from the teaching staff and have prepared a “wish list” of equipment. Ms. Singh will provide the list along with estimated costs to the PAC for consideration. During the discussion, it was suggested that parents who may have access to used equipment consider donating it to the school (e.g. in the past, the school has received used soccer balls from a soccer club).

8. **Principals Report – New Curriculum** - Over the next few PAC meetings, Principal Lewis will be providing an overview of the new curriculum including the “why, what and how”. At today's meeting, Principal Lewis covered “why” the curriculum is changing. Principal Lewis gave the example of the upcoming Cardboard Challenge as an example of the new way of learning. The Challenge, inspired by the Caine's Arcade video on YouTube, will take place on November 18, more information will be sent home shortly. Information about curriculum changes will be provided at future PAC meetings.

9. **DPAC Update** – DPAC Representative advised that the new curriculum is also a key topic at the district level. The district is intending to conduct a survey to gather feedback on what parents want to know about the new curriculum.
  
10. **Emergency Preparedness** – An update on emergency preparedness was provided. Last year, new food and water was purchased along with first aid kits which are all located in each classroom. The school district provides a list of recommended supplies based on school size and it is up to each school to decide on its own needs. Questions from attendees included the school and district's emergency response plan and should additional food and water be available in the outside bins. A more detailed update and recommendations will be presented at the next PAC meeting.

### **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/>

Meeting adjourned at 8:20 pm.

**Next Meeting: Wednesday, November 30, 2016 (7pm)**