

Brentwood Park PAC

Meeting Minutes: 7 October, 2025

Meeting Location:

Zoom

Start Time:

7:00 p.m.

Attendance:

1. Brandon	29. Kim
2. Caitlin S	30. Kristine N
3. Jessika	31. Lani
4. Samantha Y	32. Li Na
5. Akbota	33. Michael B
6. Alina T	34. Mona M
7. Angelina L	35. Dr. N
8. Brandon C	36. P.J.
9. Brenda N	37. Rosa
10. Cait	38. Ryan J
11. Daniela	39. Samantha
12. Ekaterina	40. Sam
13. Erica M	41. Sarah
14. Esem	42. Steve
15. Fabio	43. Sylvio L
16. Fatemeh	44. Tiara de R
17. Faye C	45. Tom L
18. Freeman	46. Sharron
19. Hiram D	47. Swati
20. Hiral	48. Zohreh
21. Ivy	49. iPhone
22. Jeff	50. iPhone
23. Jen G	51. iPhone
24. John	
25. John S	
26. Kristina N	
27. Julia T	
28. Kevin S	

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District and Unitech: Mat Romkema, Josephine Redada, Robert Ihme

Executive: Kate, Gurpreet, Rachel, Emma, Kevin, Cecylia, Gustavo, Hanny, Helen, Hidy, Isabelle, Michelle, Pam, Shanti

Administration: Mrs. Kimmie, Ms. Coletta

Land Acknowledgement:

Kate started the meeting by acknowledging the Traditional Territory: “We would like to gratefully acknowledge that we are living, teaching and learning on the unceded territory of the Musqueam, Tsleil-Waututh and Squamish Nations. We’d like to recognize the stewardship these nations have provided to these lands for millennia and continue today, leading by example in caring for the place we all now call home.”

Unitech and District updates:

Updates:

Josephine Redada (District):

- District will have regular updates. Communications plan through website to update community.
- There will be more presence on site.

Robert Ihme (Unitech):

- Here to listen to the PAC, aware of concerns.
- Unitech: largest seismic upgrade company in N America. Management company: partner with school district and trades to manage project. Niche is working in live school environment.
- Trying to minimize disruption, not have to have students bus out to different school.
- Project was different because there was only one full summer to tackle it. Had to take over entire block to do civil upgrade. Tail end of this civil upgrade: currently about two days from finishing offsite area of this upgrade, three weeks from around the school.
- Building addition is the next phase: all entrances will be back, existing school impact from civil upgrades will end in about three weeks’ time. Concentration will then be on field, especially with heavy machinery (apart from building supply delivery, which they will try to time around school arrival/dismissal).
- Perimeter fencing has been major concern. Have bolted fence together so it can’t be manually opened. There is a written procedure for opening fence now.

Robert:

- Phase 0: civil work
- Phase 1: addition and gym
- Phase 2: upgrades to existing school

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Questions:

Q: Are we on track with timeline?

Robert: Project is tracking 2 months early. Christmas 2026 is official completion date, and they are pushing to finish closer to September. As of today, offsite work on roadways have been completed, and they are now peeling back onsite works.

Q: Why are there bad smells on grounds?

Robert: New asphalt in the staff parking lot with off-gassing. Not harmful. Less dust than gravel parking lot. (Addressed later: Manure smell in playground is from compost material, and it is for resodding around the playground.)

Q: Is there a landscape plan? Plan for planting trees?

Robert: General plan is finalized. Final softscapes will happen in last couple of months of project. Right now they will resod some areas that were disturbed in civil work.

Q: Will there be speed bumps added at Delta crossing?

Robert: This is a City concern.

Mrs. Kimmie: A top priority is to open up walking routes to the school.

Q: Are there plans to make safe sidewalks on Delta?

Josephine: This is a City concern.

Q: Is the dropoff horseshoe meant to be permanent? The sidewalk on Delta is dangerous at the horseshoe.

Mat: Signs and pavement marking are coming to make this better.

Q: What safety measures are in place to ensure construction debris doesn't make its way into play areas?

Robert: Most of school area is in the process of being restored back to permanent or temporary finished condition, so this will all be addressed shortly. There will be fencing to keep this confined to construction area.

Q: Will the new portables be permanent?

Josephine: Will review once addition opens.

Q: Is there potential for playground funding as another project?

Josephine: Potential for this later, but not with this project.

Q: Temporary sinks for portables 11 and 13?

Josephine: Can't make wet portables, but will explore possibilities.

Q: When does construction start on new school south of Loughheed?

Josephine: Still working on business case, will need to be approved. If all goes well, will receive funding middle of next year, start design. Four years after that to finishing.

Robert: For further concerns, please reach out to Heather, who will follow up with Unitech and Mat.

Mrs. Kimmie: South alley and part of Beta will be closed tomorrow, October 8th. Working around arrival and departure times to allow walking access.

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Robert: Tomorrow's paving is a patch, but will get brand new road at end of project.

Administrators' Report:

Presenting: Mrs. Kimmie

Staffing Update:

New teaching staff:

- Ms. Chu – Div. 5 Gr. 6/7
- Ms. Lavorata – Div. 6 Gr. 6/7
- Ms. Geddes – Div. 12 Gr. 4/5
- Ms. Carter – Div. 19, Gr. 2/3
- Ms. Sawkins – Div. 2 HT Relief plus LSS (T-Th)
- Ms. Pierson – LSS
- Mr. Leclair – Library (now permanent)

Teaching staff covering staff leaves of absences:

Ms. Loukopoulos – continuing as Acting Head Teacher

New support staff:

- Ms. DeAngelis – Educational Assistant
- Ms. Evanisky – Educational Assistant
- Ms. Gao – Educational Assistant
- Ms. Haque – Educational Assistant
- Mr. Kim – Educational Assistant
- Ms. Poitras – Educational Assistant
- Mr. Rehman – Educational Assistant
- Ms. Thai – Educational Assistant
- Mr. Tsung – Educational Assistant
- Ms. Kim – Crossing Guard
- One more part time EA and a 4th Student Supervisor to be hired

Returning BP staff in different positions:

- Ms. Gil from Intermediate classroom teacher to LSS

School Organization Update:

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Currently 633 students organized into 28 divisions:

- 12 intermediate classes (gr. 4-7) and 16 primary classes (K- gr.3)
- 55 new Gr. 1-7 students plus 69 K students = 124 new students (20% of population)
- 57 students moved away from BP over the summer and in Sept.
- Both the numbers of new students and students who have left are slightly lower than last year

Class size limits are:

- Kindergarten or K/1 classes = 20
- Gr. 1-3 = 22
- Gr. 4-7 = 30

LSS (Learning Support Services)

- 71 children with diverse needs
- 44 low incidence students (autism, intensive mental health/behaviour, physical disability or chronic health challenges)
- 27 high incidence students (learning disabilities, moderate behaviour/mental health, vision, hearing)

ELL (English Language Learners)

- 252 students

Indigenous Students

- 11 children

School Plan Goals:

- We have focused on a social awareness SEL goal and a writing goal for years and have shown growth
- We are currently looking at changing our goal to focus on communication with an academic focus on communicating our learning as well as an SEL focus on developing problem-solving skills
- In addition to our school goals, we are committed to continuing our learning in areas of Indigenous Education and Anti-racism

Foundation Skills Assessment (FSA):

- Each year students in Grades 4 and 7 write a provincial standardized test. This year's tests will consist of Literacy (reading and writing combined tasks) and Numeracy assessments.
- Information is used to help the province and districts understand how our children are doing in these areas and where resources may be needed
- Scheduled for Oct./Nov. 2025

Hot Lunch:

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- With the Ministry of Education's Feeding Futures Fund, we have The Lunch Lady hot lunch program 4 days/week continuing this year
- There is a link for families to pay, and another link to help families who may require financial support and food security for their children.
- Financial support includes PAC hot lunch Thursdays, so please reach out to the school if you require support.
- Calendars to order will go out a month at a time and there are 4 food options a day.

Presenting: Ms. Coletta

Recycling and Pack-in/Pack-out Policy:

- With our 'pack-in/pack-out' policy to reduce waste at school, we encourage all students to take home all uneaten food, wrappers and containers to reuse or recycle at home
- We have some new bins throughout our school, we can now recycle all paper towels so green bins have been placed in all classrooms with sinks as well as by hand-washing stations and bathrooms with paper towel dispensers.
- We have new yellow bins for all mixed paper recycling in classrooms, which match the big bins in the school
- We have one mixed container bin for hard plastics and metal as well as many large totes for the mixed paper and paper towels/compost in hallways and in Portable 14
- Special thanks to Ms. Wilson's Green Team who help to empty class bins into the large totes every week

Student Activities:

- First Week school-wide theme of '3Cs – Care for Ourselves, Others and Our Community' reviewed learning about ways to work, play, learn and communicate together.
- Tennis: Kids in Kindergarten to Grade 7 have been enjoying the sessions with tennis pros Marcus and Steve. They are learning a variety of skills as well as ways to be good sports. Tennis is moved to the gym on rainy days.
- Cross Country: Grade 4-7 students have been practicing and attending meets after school on Thursdays at Burnaby Lake. A huge thanks to our coach, Ms. Zucchetto.
- Running Club: is open to any Grade 3-7 students. Kids can meet Ms. Zucchetto at the sport court at 8:15 on Mondays if they want to join in the running. Parents are welcome to join too.
- Volleyball for Grade 6/7 students is starting: A huge thanks to Ms. Thai, Ms. Cerminara and Ms. Lopez for coaching.
- Leadership Opportunities: At this time, we have asked intermediate students to volunteer as Primary Classroom Lunch Monitors, Hot Lunch Monitors, Peer Mediators & Morning Announcers.
- There will be a Games Club for K-7 students starting in October during Wednesday lunchtime. This is run by Ms. Carlsen.

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Emergency Response:

- We have made some temporary adjustments for our gathering spot to be on the city field until we have more field area; we held a fire drill in Sept and will do an earthquake drill on Oct. 17, 2025, at 9:50 a.m.
- Throughout the year, we will practice all drills including a Lockdown, and a Hold & Secure drill
- We are working on a new updated Emergency Response Plan for earthquakes and will work with PAC members on this later this fall

Communicating Student Learning:

- There are three 'formal' reporting periods each year
- Report cards will continue to share proficiency scales but more importantly anecdotal comments on what your child can do, what your child is working on, and ways to support further learning at home and at school
- There are also two 'informal' ways to share student learning each year such as Parents as Partners conferences/Open House, Student-led Conferences, sharing work in Learning Portfolios (digital or paper) or through meetings or phone calls with parents
- As always, we want to work in partnership with families to support your child's social, emotional, behavioural and academic learning; feel free to contact the teacher through email to arrange a meeting if you have any info to share, questions or concerns

Upcoming Dates:

Oct. 10 – Pro-D Day – no school for children

Oct. 13 – Thanksgiving – no school

Oct. 15 – Individual Photos

Oct. 17: Great Canadian Shake-out indoor earthquake drill

Oct. 23: Grade 6 Immunizations

Oct. 24: Provincial Pro-D Day – no school for children

Oct. 31: Halloween – Primary Parade

PAC Updates:

Presenting: Kate

What is the PAC?

- Officially recognized collective voice of parents of their school
- Assists parents in accessing the system and to advocate on behalf of parents and students
- Encourages parent involvement in the school
- Provides financial support for the goals of the PAC, as determined by its membership

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- Advises and participates in the DPAC and BCCPAC

Who is in the PAC?

- You! All parents are members of the PAC. You have a voice in shaping the PAC, helping parents engage.

Introductions: all members present at the meeting introduced themselves

- Chair: Kate
- Treasurers: Gurpreet, Rachel
- Secretary: Emma
- DPAC: Kevin
- Members-at- Large: Cecylia, Erika, Gustavo, Hanny, Helen, Hidy, Isabelle, Krista, Michelle, Pam, Shanti
- Kevin also asked people to reach out to him if they're interested in the Grade 7 group.

Poll: What topics would you like us to feature at upcoming meetings?

1. District budget cuts (73%)
2. Digital safety (61%)
3. Construction updates (55%)
4. Traffic safety (55%)
5. Emergency preparedness (52%)
6. Mental health (42%)
7. Sustainability (24%)
8. DEI (21%)

Approval of May 2025 minutes: Gurpreet and Pam

Financial update

We are also open to hearing your suggestions about how to use funding! Please reach out to us.

- Current budget (\$61,000)
- Proposed expenses (\$48,000)
- Determined by PAC in coordination with Ms. Kimmie
- Examples: Field trips, classroom consumables, emergency kits, sound system, classroom carpets, affordability fund, Santa breakfast, etc.
- Proposed revenue (\$19,000)
- Gaming grant, hot lunch, babysitting courses, apples, movie night, spirit wear, etc.
- Proposed funds in savings (\$18,000)
- Playground fund: will be expensive. Lots of opportunities for matching grants.
- Budget approval at the November PAC meeting

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Presenting: Shanti

Upcoming activities and events

October 16: Pumpkin Patch from 3:00-5:00 p.m. Volunteers are still needed so we will drop the link to the sign up sheet into the chat. Please help out where you can.

October 23: Apple Delivery

October/November: Mabel's Labels fundraiser. This will be an ongoing fundraiser.

November/December: Photo Magnet fundraiser

November 21: Babysitting and Stay Safe Courses. Keep your eye out for email and how to register.

November 28: Froyo Friday fundraiser

December 19: Pancake Breakfast. Need lots of help to make it run smoothly, so please keep an eye out for this signup.

Ongoing: Hot lunch

Stay in Touch:

Sign up to [volunteer](#) for our activities and events!

Follow us or reach out to stay up to date on our fundraisers, school events, volunteer call outs, and hot lunch:

- Follow your PAC on [Instagram](#)
- Email us: brentwoodpac@gmail.com
- Questions for the treasurers? Email brentwoodpetreasurer@gmail.com
- Questions for the DPAC Rep? Email brentwoodpedpac@gmail.com

If you missed the WhatsApp code, email brentwoodpac@gmail.com