



École Marlborough Elementary School

6060 Marlborough Avenue, Burnaby, B.C. V5H 3L7 Phone: (604) 296-9021

PAC (Parent Advisory Council) General Meeting

Thursday, September 19, 2023 – 6:35pm-8:05pm

Location: West Building, Library

Attendance: 11 parents (Veronica, Flona, Monica, Alexandre, Yedian, Stephanie, Namita, Roberta, Cassandra, Emre, Viviana)

PAC Executive Members: Tanja Scekcic Ivkovic (President/Chair), Rosalind Taylor (Vice-president/Vice-Chair), Debby Yao (Secretary), Ajlin Mehmedi (Secretary), Mill Tsang (Canadian Parents for French (CPF) Representative)

Regrets: Patrick Hung (Treasurer)

Marlborough Staff: Bruce Cornell (Principal), Francine Giacomazza (Vice-Principal)

1. Welcome & Land Acknowledgement

“We acknowledge the Coast Salish Nations of the x^wməθkwəyá m (Musqueam), Skwxwú7mesh (Squamish), and Səlilw̓ ətaʔ/Selilwitulh (Tsleil-Waututh) on whose unceded territories we live, work, and play.”

2. PAC Executive Team Introductions

Tanja (Chair) introduced the Executive Team. At the AGM, on June 10th there were no new nominations. Out of the 2023/24 PAC Executive, Mill Tsang nominated herself as a CPF Representative and was elected in the position. In accordance with the Marlborough PAC Constitution(see below), the remaining Executive Members - Tanja, Debby and Ajlin, agreed to stay in their positions. For our school to have a PAC, Executive agreed to appoint Rosalind Taylor as a Vice-Chair, and Patrick Hung as a Treasurer. Tanja asked if there was anyone at the meeting interested in nominating themselves for any of those positions. There was no one, everyone was in favour of the appointment of new Executive Members. There are still 4 positions remaining open: 2 DPAC Representatives and 2 Members-at-large. Tanja asked if anyone was interested in those positions. No one was interested.

PAC also appointed Cassandra Vandusen, who was a Vice-Chair last school year, as a new Fun Lunch Committee Coordinator, for both PAC and Grade 7 Fun Lunches. Tanja will stay as a Book Fair Committee Coordinator.

Election procedures

10 (1) Elections

(d) In the absence of a nomination for any office, the past officer will continue in the position until a nomination is received at any Marlborough PAC meeting. In the event that a past officer is unable or ineligible to fulfill their duties, the Executive Committee will decide on an alternative procedure.

3. June 10, 2024 Annual General Meeting minutes were approved. Approval motioned by Cassandra, seconded by Rosalind (Roz).



École Marlborough Elementary School

6060 Marlborough Avenue, Burnaby, B.C. V5H 3L7 Phone: (604) 296-9021

4. Principal's Report (Bruce Cornell)

1. Introduction
2. School Org Update
 - a. 1060 students with new ones starting next week
 - b. 45 divisions with the new class added in September
 - c. 14 FRIMM, 31 English
 - d. Even with the new divisions added, we have limited seats left in the school for new registrations
3. Staffing
 - a. Like last year, we continue to have teacher shortages for full time positions. When we left in June, all but one position had been filled.
 - b. With movement over the summer, we are still looking to hire a grade 6/7 teacher, a grade ½ teacher (new division) and a grade 7 French Immersion Teacher.
 - c. Our HR Department is working of ways to fill the positions and I hope to have as much as I can finalize next week.
4. Cross Country
 - a. Thank you to, Ms Bucovaz. Ms. Pagnucco and others for coaching. The students have been practicing hard and will be going to their first meet at Burnaby Lake next Thursday
5. Parking Lots
 - a. A reminder for the community that the parking lots are for staff only. They are not drop off or pick up locations. We understand the lack of parking in the neighbourhood and have had the Dover Street lot repainted to allow some pick up.
 - i. We encourage parents to park in a designated spot and not block the roadway through the lot
 - b. We ask parents not to use the lot between the Welcome Centre and DLRC building. With the construction and moving of the DLRC on the parking lot side, we have a large number of district vehicles using the space.
6. Pumpkin Patch
 - a. Have ordered 1100 pumpkins.

Questions and Answers:

- Q: Cassandra: why can't welcome centre be situated at the school board?
A: Bruce: It is up to discussion but no guarantee
- Q: Tanja: How many divisions are without teachers right now.
A: Bruce: 3 divisions are without teachers right now. All of French immersion positions are filled.
- Q: Cassandra: Why do teachers have to reapply for job-share?
A: Bruce: Job share has to be approved by HR. People are not taking on TOC positions.
- Q: Cassandra: Is grade 7 still at 142 students?
A: Bruce: about 140, there are still people coming and going, between French and English.
- Q: Roberta: Are we looking for long term EAs?
A: Bruce: We have been very lucky with EAs. We get replacement EAs on a consistent basis.
- Q: Tanja: are the new rooms going to be used this school year?
A: Bruce: The 3 new rooms will be kept empty for next year for the new growth.
- Q: Roberta: How many divisions do we have right now?
A: Bruce: 45 divisions in total



École Marlborough Elementary School

6060 Marlborough Avenue, Burnaby, B.C. V5H 3L7 Phone: (604) 296-9021

5. President's Report (Tanja S. I.)

Last year was a very successful one, in terms of the fundraisers we had and all the activities and resources we were able to fund. Our plan is to keep most of those events this year, starting with the pumpkin patch and hot chocolate event.

- Activities & resources in 2024/25:

- Field Trips (all grades)
- Pumpkin Patch Event
- Classroom Supplies & Resources
- Sports Day Snacks
- Carnival Maple Cookies
- Recess Sport & Outdoor Play Equipment
- Staff Appreciation
- Grade 7 Graduation Ceremony
- Garden Supplies
- Ice Cream Party

- Fundraising Calendar:

- Ongoing: Hot Lunch, Mabel's Labels, Donations
- Seasonal:
 - Fall term (September – December)
- Mabel's Labels ongoing
- Apple Sales Sun-Oka Farms (hosted by and benefiting Grade 7 Committee)
- Created by Kids Art (launch Oct 15, delivery end of November)
- Photo Fundraiser (sessions early November, pick up early December)
- Neufeld Farms Frozen Food Fundraiser (November, pick up early December)
- Purdy's Christmas Campaign (launch November, pick up early December)
- Plant sale (launch November, pick up early December)
 - Winter Term (January – March)
 - Purdy's Easter Campaign
 - Seeds sale (TBC)
 - Spring Term (April – June)
 - Created by Kids Art
 - Plant Sale
 - Family Photo Fundraiser
 - Sports Day Concession Stands (Grade 7 Graduation Committee)
 - Freezes sale (Grade 7 Graduation Committee)
- Scholastic Book Fair (last week of November)
- Standing Committees: Fundraising, Fun Lunch, Grade 7 Graduation Committee, Book Fair Committee
- Call for volunteers: parents, grandparents, guardians are all welcome.
- Grade 7 Committee is still to be formed. Cassandra, who was a Committee Chair in 2022/23 is taking a lead in putting together a committee. Bruce emailed out a link for parents to sign up.
- Health & Safety/Grounds Improvements: School grounds and traffic safety. School Trustees forwarded the letter sent by PAC in June to the School Board. Ishver Khunguray, Secretary-Treasurer



École Marlborough Elementary School

6060 Marlborough Avenue, Burnaby, B.C. V5H 3L7 Phone: (604) 296-9021

for the Burnaby School District informed Bruce about this and will be sending his reply to PAC in the next few weeks.

Tanja also informed parents about health and safety issues on the school grounds, such as all kinds of garbage, including e-cigarettes, broken glass, dog owners not cleaning after their pets, and warned that kids needed to be reminded not to touch everything, and report things to teachers or recess supervisors.

(Bruce needed to leave meeting at 7:26pm)

6. Treasurer's Report (Tanja S. I. for Patrick Hung)

- 2023/24 Year-End Financial Statement presented. There's also \$802.23 left in SCO from Garden Fundraiser, and \$734.22 in Scholastic Dollars (cash equivalent)
- PAC 2024/25 Annual Budget presented and approved. Tanja explained every budget line. Roz motioned, and Debby seconded budget approval.

7. CPF (Canadians Parents for French) Report (Mill Tsang)

At the last meeting it was reinstated that there is less funding from Provincial CPF, but there is a free membership now. CPF is looking to organize skating with snowman event, February French movie and BBQ in June. Because of the reduced funding, some events will have admission fee. Mill asked if it was possible for the school to have fundraising for CPF activities for the students - for example French Movie in February.

8. Fun Lunch Committee (Cassandra Vandusen)

MunchaLunch platform will be used, same as last year. Our vendors are Fresh Slice and Umi Sushi. Oct 4 fun lunch is hosted by PAC, Oct 28 by the grade 7 Graduation Committee. Students will be asked to take their leftover and containers home.

9. Grade 7 Graduation Committee (Cassandra Vandusen)

Still to be formed. On their behalf Cassandra is running SunOka Apple Fundraiser.

10. No new nominations for DPAC Representatives and Member-at-large positions were received

11. Communication

- School Website: <https://marlborough.burnabyschools.ca/>
- PAC Facebook Page: [École Marlborough Elementary | Burnaby BC | Facebook](#)
- PAC: marlboroughpacd41@gmail.com
- Reporting Absences: 604-296-9021 press 2



École Marlborough Elementary School

6060 Marlborough Avenue, Burnaby, B.C. V5H 3L7 Phone: (604) 296-9021

12. General Meeting Schedule

October	Mon, Oct 21 (Zoom)
November*	Mon, Dec 02 (Zoom)
January	Mon, Jan 20 (Zoom)
February	Mon, Feb 24 (Zoom) TBC
April	Mon, Apr 14 (Zoom)TBC
May AGM	Mon, May 26 (in-person) TBC

Next General Meeting: October 21st, 2024 at 6:30pm on Zoom