



École Marlborough Elementary School

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

PAC (Parent Advisory Council) AGM (Annual General Meeting) Minutes

Monday, May 26, 2025 – 6:30pm-8:15pm

Location: West Building Library

Attendance: 11 parents in total

PAC Executive: Tanja Scekcic Ivkovic (President), Rosalind Taylor (Vice President), Debby Yao (Secretary), Ajlin Mehmedi (Secretary), Cassandra Vandusen (Gr.7 Committee Chair),

School representatives: Bruce Cornell (Principal), Deanna Sue (Vice Principal)

Regrets: Patick Hung (Treasurer) and Mill Tsang (CPF Representative)

1. Welcome & Land Acknowledgement: “We acknowledge the Coast Salish Nations of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) on whose unceded territories we live, work, and play.”
2. PAC Executive Team & School Representatives Introduction
3. AGM Agenda approved
4. April General Meeting Minutes approved
5. Principal’s Report
 - Staffing Update
 - Ms. Sue has started at the new VP of Marlborough
 - She is familiar with the school and some of the kids/families from her time here as a Learning Support Teacher
 - School Org Update
 - 1068 students with one more out than in this month
 - School Projections
 - We are in the beginning stages of planning for next year
 - We have been staffed for 45 divisions again next year
 - We have one less English Division and one new French Division
 - We continue to send in projections bi-weekly and have space in both English and French for further growth if needed
 - Continue to have ins and outs and are up from where I started our projections in mid April.
 - Traffic and Crossings
 - Share Powerpoint
 - Staffing
 - Ms. Lai retired in May, Ms. Favaro ,Ms. Hirji Padamshi and Ms. Maratovic are retiring at the end of the year
 - Working on hiring staff for vacancies right now.
 - Ms. Geary has been hired back for a grade one-two English class
 - Ms. Kalkat has been hired back to fill one of our two grade four-five classes



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- Ms. Fenger has accepted the new grade 5/6 FRIMM position
- We did have to surplus 3 EA's based on staffing provided by the district for next year. Ms. Biring, Ms. Kaila and Mr. Lee will be leaving Marlborough.
- Summer Session
 - We have summer session at school again this summer
 - Morning Session is for the most part is full
 - Some spots in the paid afternoon classes
 - Will be in the East Gym for the most part
- School Calendar
 - An email with early dismissals and Professional Days will be coming out in the next week or so to allow families to know when those days are. As a staff we are still finalizing our school calendar for next year later next week.

6. Chair's Report (Tanja Scekcic Ivkovic)

Thank you, PAC Executive Members, Grade 7 Committee and Fun Lunch Committee Chair: I would like to start by thanking our PAC Executive Members - Roz, our Vice-chair, Patrick, our Treasurer, Debby & Ajlin, our Secretaries, and Mill, our CPF Representative, for their hard work this year, being on the executive team, attending the meetings, working together towards the goals we set last September. Also, our Fun Lunch Committee Chair, Cassandra, who happened to be the Grade 7 Committee Chair too, for running the hot lunch for both PAC and Gr. 7 and for smooth cooperation throughout.

Thank you, Marlborough School staff: Thank you to our Principal Mr. Cornell, our Vice Principals Ms. Giacomazza and Mr. Wong, our Head Teacher Ms. Venos, our school secretary Ms. Custodio, and our Librarian Mr. Irwin for helping us this year.

Thank you to all the volunteers - parents, grandparents, other family members and past students. None of this could have happened without you.

We worked hard on the goals we set back in September 2024.

Improving communication/cooperation:

- With families through weekly emails, monthly newsletters, our Facebook page and posters. Our meetings were on Zoom in response to the feedback we got from families, we also moved the time for 7pm later in the year.
- Communicating about issues beyond our school community, by sharing information from DPAC, inviting people to get familiar with the Proposed Budget, to voice their opinion, and attend public meetings.

Improving Safety:

- School grounds: we had new signs installed, regarding restricting public access, dogs on leash and clean up.
- Traffic: PAC sent the letter to the School Board Trustees in June 2024. Our follow ups included emails and phone calls to the City of Burnaby Transportation department regarding traffic calming measures for the surrounding streets and intersections. While the City failed to communicate with us directly, they did come



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on three different occasions to observe the traffic patterns, and they did communicate with Mr. Cornell about the planned measures.

Events & Activities:

We supported different activities, events and resources for our kids, such as:

- Hot lunch
- Field Trips for all divisions (worth over \$22,000)
- Pumpkin Patch & Halloween Parade
- Classroom Supplies & Resources for all divisions, as well as for music teachers, ELL and LSS teachers (\$5550)
- Recess Sports Equipment for all divisions (\$2250)
- Scholastic Book Fair and thanks to it books for the Library & Extra Resources for the Classrooms worth close to \$6,000
- Sports Day snacks for all the students
- Cookies for our Marlborough Carnaval
- Ice cream Party for all the students who do extra including sports, choir, lunch and office monitors
- School Garden
- Staff Appreciation events
- Grade 7 Graduation Ceremony

Fundraising:

Given the ongoing budget issues and lack of overall funding for public schools, affecting the students' needs, it was one of our very important objectives to raise the funds for activities and resources. We worked hard to come up with fundraisers that families would be interested in. When deciding how to spend the money we wanted to be as inclusive as possible so most of our spending went towards the events and resources enjoyed by all, used by all. (listed above)

We had several seasonal fundraisers.

- Fall Term: Pumpkin Patch Donations, Neufeld Farms, Created by Kids Art Fundraiser, Purdy's Christmas Fundraiser, Family Photos Fundraiser and Scholastic Book Fair. We introduced FundScrip as an ongoing fundraiser, adding to Mabels Labels fundraiser
- Winter Term: West Coast Seeds and Purdy's Easter Fundraiser
- Spring Term: Neufeld, Spring Plant Sale, Your Green Kitchen and Family Photo Fundraiser. We added COBS Bread as an ongoing, local fundraiser.

Photographer for the next school year:

In response to feedback and requests for change from the families, we switched to Mountain West. Mini meeting for the parents was on May 12.

Once again, a big thank you to our Marlborough school community for helping us make this a wonderful year for all our kids.



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7. Treasurer's Report (Tanja in Patrick's absence)

Tanja presented the financial statement for the period ending May 9, 2025 (attached on the last page).

Tanja presented two proposed amendments, one for moving the garden funds from PAC school account (\$802.23) to Garden school account. The funds are leftover from 2023/24 Grow our garden fundraiser. The other amendment was for Staff Appreciation budget to be increased by \$600. We had more staff members retiring which resulted in more spending.

8. CPF (Canadian Parents for French) Representative's Report

Mill T. was absent and there was no report to present.

9. Grade 7. Grad Committee Chair's Report (Cassandra V.)

The leaving ceremony and celebration is a month away. Everything is going as planned. The committee raised sufficient funds. Magic Show in April was sold out and went well. There are still some freebies sales planned and a sports day snack sale. The celebration is for 148 grade 7 students and 35-40 staff members.

There are still some funds left from 2022/23 Grad 7 Committee. The plan is to host a Back-to-School Barbeque. PAC will be asked to join and have a table at the event.

10. 2025/2026 PAC Executive Committee Elections

All PAC Executive Members resigned as requested by the Constitution.

Mill Tsang nominated herself for CPF Position and was voted in.

Cassandra Vandusen and Yedian Cheng nominated themselves for Member-at-Large positions and were voted in.

In accordance with the PAC Constitution those PAC Executive members that can stay on will stay in their current positions until the next general meeting. *Election procedures: Section 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.*

11. Questions & Answers

Q: Josie K. offered to create a survey that would explain to families about PAC, why it matters, and ask for input. She would like to do it in different languages. She would like to do it before the end of the school year, so that we can send it late summer, or early on in September. PAC Executive agreed and approved. Tanja added that PAC will have a table tomorrow for the "Welcome to Kindergarten" event in the East Gym. Tanja will share PAC key information with the new families during the presentation. Tanja and Cassandra will be at the table.

Q: Josie K. also suggested having a Health&Safety Representative on PAC Executive Team. Tanja clarified that while it's not in our Constitution as an Executive Role, we do have it as a committee so that interested parents could take part or take lead on the matter.

Q: Josie K. suggested having Class Representatives that would be working with PAC to share the information with their respective classes. PAC agreed with this idea. Tanaj mentioned that in some schools Class Representatives are required to attend PAC Executive Meetings. Given that that additional time commitment



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might be too much form parents she suggested written communication between PAC and Reps as an option. It would be something to be discussed at the next general meeting.

12. Adjournment

Ecole Marlborough Elementary PAC
Financial Statement - 2024/25 School Year
For the period ending May 9, 2025

	<u>Approved Budget</u>			<u>YTD Actual</u>	<u>Including</u>
	<u>Non-Gaming</u>	<u>Gaming</u>	<u>Total</u>	<u>(Feb. 18, 2025)</u>	<u>Pending</u>
REVENUES					
Burnaby School District (Parent Advisory Funds)	\$ 285.00	\$ -	\$ 285.00	\$ 298.37	\$ 298.37
Fundraising Income PAC & Gr7	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 94,426.04	\$ 94,426.04
Community Gaming Grant	\$ -	\$ 20,740.00	\$ 20,740.00	\$ 20,740.00	\$ 20,740.00
Miscellaneous Income	\$ -	\$ -	\$ -	\$ 985.05	\$ 985.05
	\$ 50,285.00	\$ 20,740.00	\$ 71,025.00	\$ 116,449.46	\$ 116,449.46
EXPENDITURES					
Fundraising Expenses PAC & Gr7	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 51,384.91	\$ 51,384.91
Garden Supplies	\$ 300.00	\$ -	\$ 300.00	\$ 196.37	\$ 196.37
Gift Cards	\$ 200.00	\$ -	\$ 200.00	\$ 40.00	\$ 40.00
Miscellaneous Expenses	\$ 500.00	\$ -	\$ 500.00	\$ 74.20	\$ 74.20
Refreshments	\$ 300.00	\$ -	\$ 300.00	\$ 148.11	\$ 148.11
Staff Appreciation 2024/2025	\$ 700.00	\$ -	\$ 700.00	\$ 455.59	\$ 455.59
Classroom Supplies & Resources	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Classroom Supplies & Resources: ELL/LSS/Music	\$ 1,050.00	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Bank Charges	\$ 200.00	\$ -	\$ 200.00	\$ 51.30	\$ 51.30
BCCPAC Membership	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Field Trips 2024/2025	\$ 1,830.00	\$ 20,640.00	\$ 22,470.00	\$ -	\$ -
Grade 7 Graduation 2025 (Intra-Account Transfer)	\$ 600.00	\$ -	\$ 600.00	\$ 600.00	\$ 600.00
Maple Cookies	\$ 350.00	\$ -	\$ 350.00	\$ 349.17	\$ 349.17
Pumpkin Patch	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 1,282.84	\$ 1,282.84
Sports Day Snacks 2024/2025	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -
Recess & Outdoor Play Equipment	\$ 2,250.00	\$ -	\$ 2,250.00	\$ -	\$ -
Ice Cream Party	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -
Grad 7 Graduation Expenses (Grad Committee)	\$ -	\$ -	\$ -	\$ 4,286.00	\$ 4,286.00
Unpaid Field Trip Expenses (2022/2023)	\$ -	\$ -	\$ -	\$ 341.44	\$ 341.44
	\$ 48,280.00	\$ 20,740.00	\$ 69,020.00	\$ 64,859.93	\$ 64,859.93
Excess (Shortfall) of Revenues over Expenditures	\$ 2,005.00	\$ -	\$ 2,005.00	\$ 51,589.53	\$ 51,589.53
Cash on hand					
At beginning of period	\$ 13,483.96	\$ 79.15	\$ 13,563.11	\$ 13,563.11	\$ 13,563.11
At end of period	\$ 15,488.96	\$ 79.15	\$ 15,568.11	\$ 65,752.64	\$ 65,752.64

	<u>Bank Account Balances (Begin)</u>	<u>Ending</u>
Gaming Account	\$ 79.15	\$ 20,719.15
Income Account	\$ 12,285.69	\$ 24,335.80
Fundraising Account	\$ 0.15	\$ 480.05
Grade 7 Graduation Committee	\$ -	\$ 19,465.83
Membership Shares	\$ 395.89	\$ 5.95
SchoolCash Online	\$ 802.23	\$ 745.86
	\$ 13,563.11	\$ 65,752.64