



École Marlborough Elementary School

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

PAC (Parent Advisory Council) General Meeting Minutes

Monday, November 18th, 2025 – 6:30pm-8:00pm

Location: Zoom

Attendance

- PAC Executive: Rosalind Taylor (Chair), Tanja Scekcic Ivkovic (Vice-Chair), Yedian Cheng (Treasurer), Stephanie Baker (Secretary #1), Winnie Wang (DPAC Representative), Cassandra Vandusen (Member-at-Large), Borching Wang (Member-at-Large)
- School Representative(s): Bruce Cornell (Principal), Deanna Sue (Vice-Principal)
- Parents: 5 additional
- Regrets: Swetha Suresh (Secretary #2), Mill Tsang (CPF Representative)

Agenda

1. Welcome and land acknowledgement
2. Approval of October 27th, 2025 General Meeting minutes (available on the school website)
 - Motion to approve, seconded; approved
3. Principal's Report (Bruce Cornell)
 1. *School Org Update*
 - a. 1018 students with two new students starting next week
 - b. We have been trending downward with more outs this year so far than ins. Many families are either unable to renew work/study permits or are moving out further into the suburbs.
 2. *Staffing*
 - a. Ms. Chan has accepted additional ELL time we were given
 - b. Mr. Soril will be our new full time counselor. He is replacing Mrs. Tirling who took a job at the High School.
 - c. Ms. McCarthy is here on Wednesday's covering in Ms. Geary's class until further notice.
 - d. Roberta Cirlillo is our new EA
 3. *Volleyball*
 - a. This years season is wrapping up. We have the competitive girls tournament on Thursday and the co-ed tournament next week.
 - b. Thanks to Ms. Custodio, Ms. Ames, Ms. Zappone, Ms. Sue and Mme Ting for coaching
 4. *Parking*
 - a. There has been some improvement in the parking but it is still a long way from what we are hoping for. I will continue to send out reminders and try to get outside to monitor the lots.
 5. *Report Cards*
 - a. We will continue to be a paperless report card school
 - b. Emails have been sent out to new families to create user accounts



École Marlborough Elementary School

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

- c. Those with accounts will still have the same access. I will have a new set of instructions to reset passwords later this week or early next week from the district.

6. *Scholastics Book Fair*

- a. Thank you for all your hard work. It was a great event.

7. *Weather*

- a. Friendly reminder that if we have snow, please check our school and or the district website. They will put up notices on the website if school is in session or not.
- b. On those days, the district gets bombarded with phone calls and our network tends to be full, shutting down phone service as multiple people try to leave voicemails asking if school is open. We will not reply to those messages.
- c. (share snow plan)

8. *Accessibility*

- a. You may not be aware that the District has advisory and working committees to gather information about accessibility and assist in identifying barriers in the district. We encourage feedback.
- b. We will be looking for a few PAC members to do a walk around and review how accessible our school is. More information will come early in December.

4. Address by Mr. Jim Irwin, our Teacher Librarian. He thanked PAC and the Book Fair Committee for a very successful Book Fair we organized.

5. President's Report (Rosalind Taylor)

- Pumpkin Patch Event — Wednesday Oct 29
 - Went well, PAC paid remaining balance for the pumpkins, and hot chocolate. Tanja was the volunteer coordinator. We had a good turn up of volunteers and parents coming to join their kids on the field.
- Halloween Parade & PAC Coffee meet-up — Friday October 31
 - Great turn up. The event took place in both buildings, vs the West field due to the weather. Somewhat challenging for parents with children in both buildings as the events were happening simultaneously.

5. Treasurer's Report (Yedian Cheng)

- Financial Statement
- PAC 2025/26 Annual Budget Amendment
 - Added \$80 for Teacher Librarian (to be included in the "Classroom Supplies & Resources for Non-Enrolling Teachers" budget line)
 - Added \$300 for "Sensory Rooms Improvements"
 - Motion to approve, seconded; approved



École Marlborough Elementary School

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

6. Sensory Rooms Improvements Request (Tanja) request was several items, such as a swing, lights, weighted blankets. The school will purchase them; PAC will reimburse them.
7. DPAC Representative Report (Winnie Wang) was unable to attend the last meeting
8. CPF (Canadians Parents for French) Report (Mill Tsang)
 - Talent Show was a success, half of the finalists were French Immersion students for Marlborough
 - There will be a Christmas Event on Dec 13th and Skating Event on the 24th
 - Next Meeting is on Nov 20th
9. Fun Lunch Committee (Cassandra Vandusen)
 - Currently Fresh Slice, Subway and Umi Sushi
 - Tacofino is not a good option, due to higher prices and limited ability when it comes to the number of meals they could deliver
 - Pizza hut approached us, will look into it
10. Book Fair Committee (Tanja Scekcic Ivkovic)
 - It went great, another school wide event. Great visit by families during school hours and the 3 days after school
 - Over \$14,000 in sales. 50% of the after-tax amount went back to our school. Every division received a book, the library got over 110 new books, and we still have a bit over \$5,000 in Scholastic Dollars.
 - Thank you amazing volunteers for making it happen!
10. Fundraising Committee (Tanja Scekcic Ivkovic)
 - Ongoing: Mabel's Labels, Cobs Bread, FundScrip
 - Me'n'Ed's Pizza (Roz) will follow up with the restaurant regarding the dates in 2026
 - Family Photos Mountain West: took place Nov 12th in the Mountain West Studio
 - Purdy's Christmas: closes Nov 26th, delivery the first week of December
 - Neufeld Farms: closes Nov 26th, delivery Nov 4th
 - Wrapping Paper Fundraiser (Cassandra); closes Dec 8th, delivery Dec 12th
 - Poinsettias (Borching); there wasn't enough time, we will try Spring Plants sale instead)
 - Cash donations: anytime through SCO (School Cash Online)
11. Health & Safety
 - Nelson parking lot only for staff — no drop-off or pickup (Bruce) More cones will be placed on both parking lots
 - Training for crossing guards on Royal Oak and Dover
 - Garbage on school grounds (Tanja)— approached city about garbage cans just outside of school grounds (Bruce) – reminder that we are a pack in/pack out schools. There's been more garbage after hot lunches. Some of the recycling bins will be removed from the buildings.



École Marlborough Elementary School

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

- Strangers during recess and lunch break – kids are to stay away from strangers, go to the supervisors

12. Grounds Improvements

- Hope to get hopscotch repainted in spring
- Looking into installing benches around European Chestnut above east field. Survey is pending.

13. Grade 7 Grad committee meeting is pending

14. Nominations for PAC Executive remaining DPAC Representative position

- Some interest, but no nominations, position remains open

15. School Photo Company for 2026/27 (Tanja) so far, the feedback has been positive. Up for discussion. Voted to keep Mountain West in 2026/27 too.

16. Communication

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

17. General Meeting Schedule will be available on the School Website

<https://marlborough.burnabyschools.ca/>

18. Questions & Answers

- Drainage in front of the kindergarten classroom (facing the playground)? School District came recently to snake the drain. It's a slow draining area and kids are throwing rocks in the drains too. It's an ongoing problem

19. Motion to adjourn meeting, seconded; meeting adjourned at 7:45pm

Next General Meeting: January 28th at 6:30pm (Zoom)