



École Marlborough Elementary School

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

PAC (Parent Advisory Council) General Meeting Agenda

Tuesday, September 23, 2025 – 6:30pm-8:00pm

Location: West Building, Library

Attendance

Parents:	16
PAC Members:	Roz Taylor (President) Tanja Scekcic Ivkovic (Vice President) Eddie Cheng (Treasurer) Mill Tsang (CPF Representative) Cassandra Vandusen (Member at Large)
Marlborough Faculty:	Mr. Bruce Cornell (Principal) Ms. Deanna Sue (Vice Principal)
PAC/Faculty Regrets:	None

Agenda

1. Welcoming Parents
2. Thank you to our previous PAC Executive Team (2024/25):
 - President & Book Fair Coordinator: Tanja Scekcic Ivkovic
 - Vice President: Rosalind (Roz) Taylor
 - Treasurer: Patrick Huang
 - Secretaries: Ajlin Mehmedi & Debby Yao
 - CPF Representative: Mill Tsang
 - Grade 7 Grad committee & Fun Lunch Coordinator: Cassandra Vandusen
3. Introduction - PAC Executive Team 2025/26:
 - Based on the Marlborough PAC constitution, if the PAC is not fully formed at the AGM the current PAC can appoint members. The current PAC from 2024/2025 appointed the members below into their roles. New members will be voted below at the end of the meeting (see minutes further down)

President: Rosalind (Roz) Taylor

Vice President: Tanja Scekcic Ivkovic

Treasurer: Yedian (Edie) Cheng

Secretary:

Secretary:

CPF Representative: Mill Tsang

DPAC Representative: -

DPAC Representative: -

Member-at-Large: Cassandra Vandusen

Member-at-Large: -

Fun Lunch Committee*: Cassandra Vandusen

Book Fair Committee*: Tanja Scekcic Ivkovic

Fundraising Committee: -

Grade 7 Grad Committee: -

4. Approval of May 26, 2025 Annual General Meeting minutes.



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- Motion to approve minutes, Motion seconded.
- Motion approved

5. Principal's Report (Bruce Cornell)

- Report attached

6. President's Report (Rosalind T.)

- Activities & resources:
 - 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
- Standing Committees:
 - Fun Lunch Committee
 - Book Fair Committee
 - Fundraising Committee
 - Grade 7 Graduation Committee (has yet to be formed)
 - Health & Safety Committee
- Health & Safety/Grounds Improvements:
 - School grounds
 - Concerns about the dirt and ditch around the stairs near the east gym.
 - traffic safety
 - waiting on Mr. Cornell to send parents reminders about the parking lots. Once received we will post with images on social media
- Classroom Representatives
 - Exploring the possibility of classroom representatives. Multiple suggestions were brought up. Waiting for Bruce to provide feedback with and how PAC can move forward.
- Volunteers
 - Always looking for volunteers. Volunteer options will be provided through the weekly newsletter from PAC delivered by email on Wednesday's. All volunteer options will be through www.signupgenius.com, link will be provided in email

7. Treasurer's Report

- 2024/25 Year-End Financial Statement
- PAC 2025/26 Annual Budget Approval
 - Motion to approve budget (based on last year's financials), Motion Seconded
 - Motion Approved



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- Signing Officers will remain as Tanja Scekcic Ivkovic and Rosalind Taylor. Patrick Huang will be removed and replaced with Yedian Cheng.

8. CPF (Canadians Parents for French) Report (presented by Mill T.)

- Overview of Activities by CPF Burnaby
 - Skating with Bonhomme
 - French lessons for Parents
 - Summer Camp
- Overview of Structure of CPF Burnaby
- Activities coming up this school year
 - Movie night – Date: TBD
 - Talent show - November 13th

9. Fun Lunch Committee (Cassandra V.):

Fun lunch is a year long fundraiser for PAC. It is not in connection with the school, or with lunch lady.

- Schedule:
 - Hot Lunch will be running every two weeks with the exception of March due to Spring break.
 - The first hot lunch of every month will be hosted by PAC
 - The second hot lunch will be slotted for Grade 7 Grad Committee
 - If the Grade 7 grad committee is not formed, or does not want to host as many hot lunches, PAC will take over the scheduled hot lunches.
- Platform:
 - Munch-a-Lunch will remain our program for ordering and paying for hot lunch
 - Kindly ask parents if able to order as many hot lunches in one transaction to minimize the fees charged to PAC by Munch-A-Lunch
 - Parents will need to update their student's information to new class and division
- Providers:
 - Subway
 - Umi Sushi
 - Fresh Slice Pizza

We are always looking for new vendors, however many vendors will not accept us due to number of students. Also, many vendors do not sort food. This means more work for parent volunteers and more room for errors.

- Volunteers:
 - Volunteers sign up will come out in weekly new letters for hot lunch opportunity.

10. Book Fair Committee (Tanja S.I.)

- November
 - Was scheduled during last year's fair. There is now a conflict in scheduling and are working to set a new date.
- Volunteers & Schedule
 - Schedule will be released closer to date



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- Volunteer sign up will come at a later date closer to book fair

11. Fundraising Committee (Tanja S.I.)

- Ongoing & Seasonal
- Cash donations

12. Nominations for PAC Executive remaining positions and voting:

- 5 parents nominated themselves for PAC positions. 2 Nominations for Secretary, 1 Nominations for DPAC, and 2 Nominations for Member-at-large: Borching Wang and Zahra Hooshyar
 - Not vote needed and positions are automatically appointed to the nominations for secretaries and DPAC. A vote was needed for member at large. A parent withdrew their nomination to eliminate voting. 1 position for DPAC remains open.
- Parents joining PAC for 2025/26 are:
 - 2 Secretaries
 - Stephanie Baker
 - Swetha Suresh
 - 2 DPAC Representatives
 - Winnie-Alvina Wang
 -
 - 1 Member-at-large position
 - Borching Wang

13. Communication

- School Website: <https://marlborough.burnabyschools.ca/>
- PAC Facebook Page: [École Marlborough Elementary | Burnaby BC | Facebook](#)
- PAC: marlboroughpacd41@gmail.com
- Fun Lunch: marlboroughfunlunch@gmail.com
- Grade 7 Grad Committee: marlboroughgrad@gmail.com
- Reporting Absences: 604-296-9021 press 2

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

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

Next General Meeting: October 27th, 2025 at 6:30pm on Zoom

Principals report

PAC Meeting



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September 22, 2025

1. Introduction

2. School Org Update

- a. 1027 students with new ones starting next week
- b. 44 divisions with the new class added in September
- c. 15 FRIMM, 29 English
- d. We continue to grow weekly, we have had 7 new registrations over the past 5 days.
- e. We were lucky and moved three days earlier this year than last.

3. Staffing

- a. Unlike previous years, I was able to staff the school fully when we moved into our classes.
- b. We were given an additional day to help support Mr. Irwin in the Library, I am working with the district to fill the job now.

4. Cross Country

- a. Thank you to, Ms Bucovaz. Ms. Selig, Mrs. Chang and Mr. Hoffard for coaching Cross Country. We have a team of 100 kids right now. The students have been practicing hard and will be going to their first meet at Burnaby Lake on Thursday

5. Fusion Lacrosse

- a. We currently have Fusion Lacrosse doing demo lacrosse lessons for the Grade 1 to 7 students. Primary students will get 2 lessons, intermediate will get 3 lessons over the next three weeks

6. Pumpkin Patch

- a. Nancy has ordered 1100 pumpkins, we have
- b. We have the tentative date of October 29th booked.
- c. We will be asking for donations from the kids to cover a portion of the cost and hope the PAC wants to help support the event.



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d. Approximate cost is \$3.60 per pumpkin

e. Share visual

f. As I will discuss next, we do not have any affordability grant this year so we do not have funds to help reduce the cost.

7. Affordability Grant

a. This year there is no Affordability grant. The Ministry of Education has discontinued this program and have continued to support food security.

b. With no affordability grant, we limited with how much we can support field trips and cost of field trips that families cannot afford.

c. Food security has some changes too, more around healthy food for those who forget or don't bring snacks or lunches. In past we could support families in need with gift cards to support food security in the household but the new rules only allow us to do this two or three times within the school year (around the breaks)

8. School Website

a. Best way to keep up to date is check the website frequently. All information we receive to share is posted on the website.

b. Calendar has been populated to share important dates with the community.