



École Marlborough Elementary School

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

PAC (Parent Advisory Council) Annual General Meeting

Wednesday, May 27th, 2026 – 6:30pm-8:30pm

Location: West Building Library

Attendance:

PAC Executive: Chair – Rosalind Taylor, Vice-Chair – Tanja Scekcic Ivkovic, Treasurer – Yedian Cheng, Secretary #1 – Stephanie Baker, Member-at-Large – Cassandra Vandusen

School Representative(s): Principal - Bruce Cornell, Vice-Principal – Deanna Sue

6 additional parents

Regrets: DPAC Representative – Winnie Wang, CPF Representative – Mill Tsang, Secretary #2 – Swetha Suresh, Member-at-Large – Borching Wang

Agenda:

Welcome: Before we start, we would like to acknowledge that the City of Burnaby is located on the unceded territories of the Musqueam, Squamish and Tsleil-Waututh Nations, on which we learn and teach.

1. Approval of April 28th, 2026 General Meeting minutes (available on school website)
 - a. Motion to approve, seconded; approved
2. Principal's Report (Bruce Cornell)
 - a. 1028 students
 - b. Projections: 1012 for September, losing kindergarten enrollment; hoping to stay with 43 divisions
 - c. Staffing:
 - i. Mr Bergeron retiring, hoping to return as TOC; Mme Geary taking his French position (grade 3)
 - ii. Ms Loewen extending mat leave through next school year
 - d. Summer session is nearly full
 - e. Bell schedule changes: have to add 3 minutes per day to meet minutes in session
 - i. Morning bell 8:44, class starts 8:49; 2:45 dismissal
 - ii. School calendar – currently setting 2026/27 pro-d days and events; all pro-d days the same across district
 - f. Ultimate frisbee – 41 students participated in jamboree. Ms Selig, Ms Chan, Mme Dumas coached
 - g. Marlborough West playground accessible upgrade: addition to west side playground, money from ministry of education, district supporting with install and labour



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- i. Habitat company – 2 options available, can link to existing equipment
- 3. President's report (Rosalind Taylor)
 - a. Emergency preparedness phase 1 fundraisers have been slow, suggest future PAC uses Gaming Grant to fund the project
 - b. May 27 welcome to Kindergarten, PAC table – had some parents interested in joining in September
 - c. Team/club group photos
 - i. Cuts into instructional time, school is deciding whether to continue
 - ii. Mountain West is offering to take the photos and send school a digital file; school can sell on School Cash Online for a nominal fee
- 4. Treasurer's Report (Yedian Cheng)
 - a. Emergency preparedness: \$1123 (cash & e-transfer) + \$1140 (School Cash Online, held in school's account) in donations
 - i. Goal: \$25,000 for storage container and classroom grab-and-go kits
 - b. Community gaming grant: \$21,220 – used for field trips
 - i. May have to put less toward field trips in order to fund emergency supplies
 - c. All completed items came in within budget and we have \$5300 in savings from unspent items
 - d. Outdoor classroom funded from 2024/25 surplus
- 5. DPAC Representative Report (Winnie Wang)
 - a. DPAC recently held a thank-you to all PAC members at Burnaby Mountain Secondary, with city officials and school board trustees
- 6. Canadian Parents for French Report (Mill Tsang)
 - a. Connect on social media with CPF free membership
 - b. French summer camp in July
- 7. Fun Lunch Committee (Cassandra Vandusen)
 - a. 20 hot lunches: grade 7 hosted 5 (late start), PAC hosted 12 plus 3 Cobs bread lunches
 - b. Hot lunch takes a lot of time to organize:
 - i. Running Munch-a-Lunch
 - ii. Working with multiple vendors
 - iii. Working with grade 7 class teachers to coordinate student runners
 - iv. Shopping in advance for juice boxes, chips, milk
 - v. Prepping paperwork
 - vi. Preparing, sorting, and cleaning up on hot lunch days, including dealing with any issues that arise



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- c. Volunteers: each hot lunch we have 3 volunteers and hot lunch coordinator (Cassandra)
 - i. Grade 7 grad committee:
 - 1. Hot lunch coordinator ran all hot lunches
 - 2. Grade 7 parents volunteered over the year (only grade 7 parents can help with these lunches)
 - ii. PAC: numerous repeating volunteers who help; any parents can volunteer including grade 7
- d. Vendors:
 - i. PAC continued to work with trusted vendors:
 - 1. Save-on-Foods (milk)
 - 2. Fresh Slice Pizza
 - 3. Subway
 - 4. Umi Sushi
 - ii. Our vendors continued to provide extra items for any issues at no cost to PAC
 - iii. Suky from Fresh Slice continues to provide free pizzas for volunteer parents
 - iv. PAC brought on three new vendors:
 - 1. Baohouse Dumplings – they have been great to work with; deliver, sort and label; but low sales and unsure if we should continue to with them
 - 2. Cobs Bread – have been fantastic to work with, take feedback constructively, witnessed our day of sorting and tailored their sorting for us; look forward to working with them next school year
 - 3. White Spot – first time we will be having hot lunch on Sports Day. Their menu is limited, small and expensive. Not as accommodating as other vendors – will not deliver. Will assess after Sports Day if we should offer them in future
 - 4. New vendor: exploring over the summer to bring on new vendor for samosas
 - v. Thank you to:
 - 1. All our vendors, trusted and new
 - 2. Tabatha Trombinski and Tanja Scekic Ivkovic for running hot lunch when coordinator was sick or away
 - 3. Special thanks to Rosalind Taylor, who has been our dedicated Costco and Save-on Shopper for both PAC and grade 7 for many years
- 8. Fundraising Committee (Tanja Scekic Ivkovic)
 - a. Ongoing: Mabels' Labels and Cobs Bread
 - b. Me'n'Ed's Pizza (Roz): received cheque



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- c. Neufeld Farms, DFSC greeting cards, Growing Smiles plants, Created by Kids Art – profits to go toward Emergency Preparedness phase 1 fundraising
 - d. Cash donations for Emergency Preparedness – through e-transfer (no tax receipt), School Cash Online (tax receipt)
- 9. Book Fair Committee (Tanja)
 - a. Successful Scholastic book fair last fall, earned over \$7000 in Scholastic dollars for new classroom and library books
 - b. Look forward to doing it again this fall
- 10. Grade 7 Grad committee
 - a. Glow in the dark theme
 - b. Leaving ceremony June 24
 - c. Planning freezie sales
- 11. Health and Safety
 - a. Parking lots – Nelson lot for staff only
 - b. Construction on Marlborough/Nelson and Newton – concerns for traffic control and student safety during drop-off and pickup
 - c. Traffic safety with busy intersections – cross safely
 - d. Garbage – pack in pack out
- 12. Grounds improvements
 - a. East field outdoor classroom – have selected rock benches, waiting for coordination with school district to install
- 13. Election of new Executive Committee Members – Call for nominations (for PAC constitution and meeting minutes see school website <https://marlborough.burnabyschools.ca/>)
 - a. Chair: No nominations
 - b. Vice-Chair: No nominations
 - c. Treasurer: Yedian Cheng
 - d. Secretary (2 positions): Stephanie Baker, Zara Toor
 - e. DPAC (District Parent Advisory Committee) Representative (2 positions): Leila Vazirian interested but is an incoming late-immersion parent so will have to run in September
 - f. Member-at-Large (2 positions): Cassandra Vandusen, Michelle Siebert
 - g. CPF (Canadian Parents for French) Representative: Mill Tsang & Tanja Scekic Ivkovic
 - h. As there were no nominations for Chair and Vice Chair, Tanja will assume the role of acting chair and Cassandra will assume the role of acting vice-chair until next general meeting in September



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14. Communication

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

15. Questions and Answers

Meeting adjourned 8:34pm