

**Chaffey-Burke Elementary School  
PAC Meeting Minutes of  
Wednesday, December 9, 2015**

**Roundtable/Introductions: Grace Catao, PAC Chair**

- The PAC Executive meeting was opened by Grace at 6:05 PM. Those in attendance include: Principal Claudio Bortolussi, 3 PAC executives (Victoria Su, Chang Han, Jetty Kurniawan ), and 1 parent (Catherine Qiao)

**Principal's report – Claudio Bortolussi**

- School population is 495.
- The Christmas play "A Christmas Carol" happening on Tuesday, December 15.
- Thursday, December 17 morning is the Christmas carol sing-along.
- Breakfast w/Santa is also Thursday, December 17
- Report cards will be issued next Wednesday, December 16.
- In the last week of January, we are having a parent night re: family literacy day on Jan 27.
- The school district sent out a notice to the school re: 2 new curriculum training days, to be 2 of the following days: April 14, April 26, or May 13.
- We are having problems with phishing and emails affecting listserv. Hotmail and gmail accounts are being affected.
- So far, Chaffey has received 1 refugee family (2 students).

**PAC Chair's Report – Grace Catao**

- Bingo night attendance was disappointing. Ticket sales totalled \$109. Snack sales totalled \$175. Gift donations/gift cards will be sold for cash to the PAC. Time/effort spent (investment of time) to be re-considered.
- Chang will be sending out thank you letters to donors next week.
- Discussion on what to do with donated gift items: EA gift basket of 3-pack video games and Dyson vacuum. A set price will be established and items will be sold via email to parent volunteers/listserv and/or notice to parents.
- Community building ideas to be brought forward by Elaine Jaltema. An idea was brought up that the PAC chair could attend the teachers' staff meeting and Elaine Jaltema or another teacher representative would attend PAC meetings.

**Teacher Representative – Elaine Jaltema**

- Community building: Jingle bell walk. 8 classes have signed up to go on Monday or Tuesday next week to drop off fliers to areas in the catchment to invite people to leave things out for the food bank. No doors will be knocked on. And on Thursday December 17, students will pick up items and then bring back to school. The donation will be anonymous. Kids will be directly involved. Drivers will be required for the classes as food will be heavy. We are hoping to find drivers for 8 classes. Food will be loaded in the Strong Start room. Ms. Jaltema's class will unload the vehicles. Parent volunteers will be needed for each of the 8 classes. Grace will send out an email to a group of our usual parent volunteers. Parent availability and class schedules will determine timing. Also, parents will be required to load the boxes when going into cars so that students can unload once they are delivered back to the school. Donations are going to the Burnaby Food Bank.
- Syrian refugee families. Discussion on awareness, school involvement, and fundraising - perhaps incorporate/teach folk dancing in music class and perform at the multicultural dinner. Also, the multicultural dinner might draw more attendance if students are performing at the dinner rather than just attending dinner.
- Discussion on needs of the Syrian families, and to show families/children ways to develop empathy and a helping spirit. Perhaps speaking with interpreter first then understanding their needs with directed effort.
- Multicultural dinner is scheduled for February 26.
- Discussion on adding a folk dance and speech on refugees in the community. Elaine is volunteering w/ Mrs. Seminara and Mark Wilson (Wednesday music teacher) to coordinate multicultural dinner as the teacher representatives. Grace to speak with Ellen to head the dinner. Meeting to be sometime on a Wednesday in January.
- Walking school bus. The goal is to prevent parents from having to drive kids to school, reduce carbon footprint, traffic congestion, creates community/friendship. Acknowledging that kids can't walk alone to school, this offers a safe way for kids to get to school without going by car. Ms. Jaltema is willing to coordinate, and is looking for parent volunteers to take on some responsibilities for walking. Notices to be sent out for January, to start in February and ending in June. Parents would likely be volunteering once a week. Logistics of setting up the drop off/pick up procedures will have to be worked out. The hope is that once established, it will be an ongoing set up.
- Discussion on staff environment/morale from previous job action and possible PAC involvement in meetings. Most staff meetings are predominantly business issues. Due to time constraints, there is not a lot of time for discussion. Claudio, Helena, and Margene would be the staff representatives for the PAC. Topics for teachers to consider for PAC involvement could be floated through these staff representatives.
- The PAC events schedule can be shared with staff as well to invite their involvement. This can help prioritize PAC events for teachers, and identify what the expectation of their involvement is.

#### **Treasurer's Report – Jetty Kurniawan**

- Direct donation is approx. \$4,200.

- Lunch program is on track.
- Bottle recycling to be followed up by Claudio.
- Bingo night ticket sales \$109. Expenses still to be processed.
- PAC Pink Day transportation contribution will be \$250.
- Photo night is March 29 and 31

**PAC Vice-Chair's Report – Chang Han**

- Website news. There were 30 users reported at the last PAC meeting. In comparison, in the last 30 days, there were 310 users (459 page views).
- Suggestion to add a newsletter feature to cache email addresses; it might be a good way to manage information and parent engagement.
- Chang to send a message to other schools with school websites and offer to link with their websites to increase traffic.

**Planning committee – Grace Catao**

- We do not have a movie license currently. The cost is \$300 to for a movie license for 1 year. Renewal will start a day before movie night to maximize usage.

**Motion: To renew movie license for \$300 for 1 year.**

**Moved: Chang Han**

**Seconded: Victoria Su**

**CARRIED**

- Discussion on what events to offer at the school. Claudio is developing a survey on what the school might be interested in (ie. movie nights/parenting workshops, etc). The plan is to send the survey in new year to explore parent engagement/volunteerism. Claudio to advise PAC executives 1 week before sending survey so that PAC may contribute 1 or 2 questions for the survey. Discussion on PAC executives to speak with parents individually to engage them and introduce them to be involved in the school community.

**Meeting adjourned at 7:45pm.**