

**Chaffey-Burke Elementary School
PAC Meeting Minutes of Thursday March 10, 2016**

Agenda

1. Principal's report (including recent Chaffey-Burke survey results)
2. Treasurer's report
3. Feedback on:
 - Multicultural Dinner and Hot Lunch program – Ellen Wong
 - Snack Sales – Sophia or Christina
4. Vice-chair's report
5. Discussion: Feedback to be given to DPAC by April 4 on these questions:
 1. Of the cuts to the 2015/16 budget, which reductions in staffing, services and/or supplies have affected your school the most negatively?
 2. Which supports, services and programs do you think should be protected and kept at current levels in the upcoming budget?
 3. What initiatives do you think the district should consider to increase revenues?
 4. What areas, if any, do you think the district should consider as a budget reduction?
6. Chair's report
7. Open questions

Meeting was opened by PAC Chair Grace Catao at 9:15am.

In **attendance**: Cheryl Hondronikolis, Jetty Kurniawan, Catherine Qiao, Rick McGowan, Flora Lo, Jean Xu, Grace Catao and Chang Han, along with mid-arrival by Ellen Wong (PAC member at large), Claudio Bortolussi (Principal), Helena Readman (Vice-Principal), and Fiona Lo (parent) during the meeting, as noted in the minutes.

Regrets: Victoria Su (PAC Secretary).

Minutes by: Chang.

1. Agenda item 1 was skipped, as Claudio was not present yet.
2. Agenda item 2: Jetty provided 1-page update on Income/Expense Sheet, with verbal highlights explained. No questions by anyone, and the update will be attached as an Addendum to the previously passed Financial Statement.
3. Agenda item 3: Catherine provided a short update on the multicultural dinner [Ellen arrived here] and provided a little extra information. [Fiona Lo arrived here] [Helena arrived here] Reminder to specifically invite teachers to events.
4. Agenda item 3, continued: Grace provided an update on Snack Sales [Claudio arrived here] We have a number of parents ready to help. Have a number of special needs children helping, and this has been an added benefit of this program.

Grace also provided an update from Sophie Zhou with snack sale info. Sophie apologized for missing the PAC meeting, due to a doctor's appointment, and offered:

- 4.1 The intention was to give special needs children a chance to contribute work and improve social skills. Their parents were also involved. The parents believed it was a great opportunity. At the beginning, the children were a little nervous with helping out, but quickly became comfortable and eager to help. Extra attention was paid to kindergarten children. To simplify the process for the Kindergarten students and their teacher, they've been asked to pre-order snacks instead of manually buying them. The Kindergarten teachers were happy working with us to get the orders through.
- 4.2 For food choices, healthy foods were focused on, ensuring there was no food colouring, trans fat, cholesterol, and that they were low in sugars and sodium.
- 4.3 Many parents actively participated and helped, and we thank each and every parent who came out to lend a helping hand.
- 4.5 One suggestion is to have a snack sale during sports day - parents expressed a willingness to participate and offered more suggestions for the food choices.

5. RETURN to Agenda item 1: Claudio gave the Principal's report, including noting that the school population up to 499. Cultural performance by Ann Glover coming up on April 1 (no joke). Aboriginal artists coming in on April 11-15 (weaver and drawer) to work with all the students as part of the new curriculum, with 2 pieces left as legacy projects. Led by Ms. Brown. April 7 is track n field (an after school day, 3:30-5:30), leading up to the big day held at Swangard stadium on Monday, May 9, an all day event. Report cards to be handed out after April 8. April 14 & 19 will be student led conferences with early dismissal dates. Again, the highlight is children taking responsibility for their own learning. Book fair is April 12, 13, and 14 with one of those days to be early dismissal (in conjunction with student led conferences) reminder of the pro-d days (May 13 and April 26) District has special speakers planned with breakout sessions for the teachers. They've also announced adding Sept 30 (Friday) as a new pro-d day.

6. Agenda item 4: Chang gave the Vice-chair's report on website use stats and reminder of father-daughter team to take over next year. Reminder to send postings, notices, and even pictures to Chang to put up on the website. Caution – no pictures of clearly identifiable children, please. Also, reminder by Claudio that there is now an in-school screen that is available for 'postings' and notices that is needed to be posted to the school population. The format requirements are ppt format.

7. Agenda item 5: DPaC requested feedback was addressed by everyone. Claudio clarified that the PAC needs to take feedback and communicate it back directly. Question 1: no cuts that are apparent, probably due to the relatively larger size of our school. Question 2: possible area of attention could be custodial care, especially the custodial hours, as we have usage every single evening, custodial care is important and should be kept at the current level. Otherwise it was the consensus that all services and programs ought to be protected. 'Community School' definition clarified by Claudio, as the potential differences between our school and a Community School was discussed related to extra resources for those schools. Question 3: Grace saw a fundraiser at Burnaby South foyer for 'wax a teacher' as an engaging idea. Increased Burnaby property tax could be reflected in funding provided to the School District. Hire a consultant? It

was noted that education is a business, but is often not treated like a business – or not wanted to be seen as a business. Deficit in Special Ed is between 2 to 14 million. My Hydro pilot programs rolling out with real-time metering info was mentioned as a potential opportunity. Corporate sponsorship was discussed as well, including reasons why this has generally been discontinued by the District. School Alumni ID, comms, engagement and even donations as an idea. Question 4: none came to mind.

8. As an aside, Grace reminded us of photo night coming up on Tuesday & Thursday. Reposting suggested by Claudio. Previously created and shared pdf poster to be sent to Claudio by Grace.

9. Return to Agenda item 1: CB Survey results were discussed again. It was mentioned that Math evening on May 17 to discuss new curriculum – parents are invited. Had these in October and in January as well – January had a large turn-out. The importance of the new curriculum approach, the benefits, and the related consequences were discussed in detail. Grace went through the 4 survey questions and responses. The 4 survey questions and answers will be appended here and posted.

10. Time scheduled for the meeting arrived and Grace moved to close the meeting.

Appendix 1: budget update

Chaffey Burke Elementary School Parent Advisory Council For the period of Sept 1, 2015 to August 31, 2016 March 9, 2016				Passed October 21, 2015	
Reference	Description	Budgeted	Actual	Variance	Reason
Revenues					
1	Direct Donation Letter	3,500.00	5,241.00	1,741.00	as of Jan 31 - \$120 in Jan
2	Hot Lunch Program (net)	2,250.00	4,447.54	2,197.54	2nd HL revenue \$ 3371.75, Profit 1st HL = \$1075.79
3	School District PAC Grant	200.00	-	(200.00)	
4	Vending Machine Commission	200.00	43.06	(156.94)	Last deposit = Oct 2015
5	Bottle Recycling	350.00	57.23	(292.77)	Last deposit = Dec 2015
6	Gaming Grant	10,160.00	10,160.00	-	508 students x \$20. Deposited Oct 9
7	Photo Night	510.00	-	(510.00)	
8	Snack Sales	2,000.00	1,136.00	(864.00)	as of Feb 2016
9	Interest	200.00	20.26	(179.74)	Interest earned on GIC = \$19.89
10	Movie / Dance / Multicultural	300.00	68.15	(231.85)	1st day supplies \$59.32, Movie = \$38.18, MC Dinner = \$89.28
11	Bingo Night	-	20.65	20.65	\$109 - \$44.80 - \$ 10.00- \$33.55 (Tx sales - expenses)
12	Purdys	-	201.31	201.31	
13	SnackSales - Bingo	-	86.58	86.58	
14	Bingo Donations	-	694.00	694.00	Sales of Giftcards and donation items
15	Pancake Breakfast (net)	150.00	350.45	200.45	Net = \$75.77 + \$250 Staled cheque + \$24.68 rebates
16	Sports Day (net)	300.00	-	(300.00)	
Total Revenue		20,120.00	22,526.23	2,406.23	
Double check from Fundraising			22,526.23		
Expenditures					
17	Field Trips	4,400.00	G 4,400.00	-	\$200 x 22 divisions
18	Teacher Consumables	2,380.00	S -	(2,380.00)	\$70 x 22 teachers + 12 resource
19	School Library Support	1,500.00	S -	(1,500.00)	
20	Home Reading	600.00	S -	(600.00)	
21	Classroom Libraries	2,200.00	S -	(2,200.00)	\$100 x 22 divisions
22	Red Cedar Program	600.00	S 596.86	(3.14)	
23	Cultural Event	850.00	S -	(850.00)	ArtStarts
24	Beautification	200.00	S -	(200.00)	
25	Wint Awards	150.00	S -	(150.00)	
26	PAC Run Activities	500.00	P 399.00	(101.00)	Movie License
27	School Activities	4,500.00	S -	(4,500.00)	Hip Hop
28	Moscrop Alumni Awards	600.00	G -	(600.00)	\$300 x 2 for scholarships
29	PAC Operations	500.00	P 367.93	(132.07)	Website, Art Supplies, Misc
30	Educational Workshop	350.00	S -	(350.00)	
31	Volunteer/Multicultural Meals	-	P -	-	
32	3 Ipads	1,500.00	G -	(1,500.00)	3 ipads
33	4 Laptops and batteries	2,400.00	G -	(2,400.00)	
34	In Focus Projector	1,100.00	S -	(1,100.00)	
35	Laminator	2,500.00	S -	(2,500.00)	
36	School Bus for Xmas Lights tour	800.00	G -	(800.00)	Event was cancelled
37	Vancouver Giants Pink Day Bus	250.00	G -	(250.00)	Approved Dec 1 - PAC meeting via email
Total Expenditures		27,880.00	5,763.79	(22,116.21)	
Projected Profit		(7,760.00)	16,762.44	24,522.44	
Double check from Pac Activity			11,521.44		
Diff			5,241.00		
					Direct Donation Chq/cashs + \$1490 tfr to PAC donation
					503 Students reported

Appendix 2: attendance sign-in sheet

Name	Child + Div #	email address / pt #
Flora Lo	15 Isaac Kemp	floralo@shaw.ca laradkemp@shaw.ca
Rick McGowan	(Rich) Sophie (Saltana) GABRIELLE	rickmcgowan13@gmail.com
Catherine	Aida # DIV 10	QIAOYAN2001@HOTMAIL.COM.
Cheryl Hondronitolis	Steven DIV.14 Ryan. DIV.13	cthondros@gmail.com
Chang Han	Selara	chang@strategy-matters.ca
Grace		Grace@atko@gmail.com
Ellen	/	Ellen4chaffey@gmail.ca
Jetty	Ryan Div 8	jetty.kurniawan@gmail.com