

Chaffey-Burke PAC Meeting Minutes
Thurs. Sep. 21, 2017, 9:15 am, Staffroom

Start time: 9:15 am

Location: staff room

In attendance: As attached

Regrets: Jetty Kurniawan (Treasurer)

Handouts:

1. PAC Chair welcome (Eugene)

- Went around the table introduced ourselves

2. Approval of the agenda (Eugene)

- Add a discussion on Water Quality
- Motion to approve the agenda

Moved, Seconded, Motion Carried

3. Approval of Minutes of Previous Exec Meeting held August 28, 2017

Moved, Seconded, Motion Carried

4. Principal's report (Claudio)

- school population has grown, now at 556 students
- classroom composition has been challenging due to contract roll backs
- suppose to have 1 less student in each class if they have 2 special needs students
- board still accepting in-catchment registrations
- Board will provide support even though classrooms are at maximum
- Intermediate grades (4-7) are full
- school funding is based on a formula for funding based on the number of students
- District has provided an extra EA
- Have requested for another portable
- Parent teacher interviews are next week
- appointments are booked online now
- 60% of the student population are ELL students
- next meeting we can talk about school structure
- Chaffey-Burke is a model school for other schools on how things are run
- report card will not have letter grades, letter grades are available upon request instead there will be a three way conferences. letter grades given at the end of the school year

5. Head teacher's report (Carlene)

- Tabled to next meet, Ms. Montgomery was not in attendance

6. Treasurer's report (Monica for Jetty)

- Last year ended with deficit \$766.57, less than what we reported on June 20th due to additional revenues as listed on the report
- Projected deficit for the budget was estimated to be over \$4,000
- Gaming Grant is based on student enrollment and expected to be received in October
- School wish list provided by staff. Would like to add Battle of the Books for \$1,000
- PAC Exec will review in detail and present a budget at next meeting
- Explanation on a few of the wish list items:
 - Applied Skills Development Training includes metal and wood work bringing those into the school

- School Cultural Presentation, district offers 2 cultural events. 2 activities are picked by Ms. Lee and Ms. Seminara to come to the school. Events are vetted for quality.
- Budget to be tabled to next meeting

7. DPAC Meeting Report

- Looking for a volunteer to attend the meeting that is once a month
- Eugene will attend the next meeting scheduled for October 16th from 7 pm to 9 pm at Central Burnaby high school. Representatives from all elementary & secondary school PAC are invited to attend
- Cynthia will to attend with Eugene
- Would be nice for another parent to volunteer to attend to share the meetings

8. Business arising from previous meeting

A. PAC Events Calendar (Irene)

- Once dates are set Irene to put together an Event Calendar
- Discussion on possible events we want to do include:

i. Movie Nights

- once a month coordinate with snack sale
- First one to be at the end of October
- Eugene to coordinate

ii. Parents/kid sports night

- last year Ms. Montgomery coordinated
- Quite successful, she has agreed to do it again

ACTION: Irene to ask Ms. Montgomery for possible dates

iii. Pancake Breakfast

- Usually around week before the last week before Christmas
- Book Lions Club to cook pancakes and sausages

ACTION: Monica to ask Ellen if she will be willing to coordinate

iv. Multicultural Dinner

- Looking for a coordinator

v. Family Dance & Community BBQ

- Family Dance coordinated by Mehreen and Rick last February
- Community BBQ coordinated by Rick last June
- one of the best events based on food & organization
- if we were to do again, we should request pre-orders for food

ACTION: Monica to ask Rick if he will coordinate again

B. School Event Review & Updates

i. Community Picnic Debrief

- had just enough volunteers, including some new parents
- Efficient was better by having lineups at snack tables, grouped by grade

ii. Parent Volunteers (Monica)

- Monica updated the volunteer form
- Will send out for review prior to distribution

C. Fundraising Events/Community Building Activities

i. Direct Donation Letter

- letter to be revised and reviewed prior to distribution

ii. Purdy's Chocolates

- quite successful last year
- easy to administer
- setup online account

ACTION: Ellen and Monica to coordinator; Cindy and Catherine to assist.

iii. Emergency Preparedness Kits

- Monica spoke with a friend who does seminars on emergency preparedness
- Willing to do a seminar for the school
- Do it around Earthquake drill sometime late April/Early May
- School District is training all head teacher and admin on emergency response

ACTION: Monica and Irene to coordinate, Catherine and Asma to help

iv. Creative Pack School Supply Kits

- Jetty and Ms. Montgomery coordinated
- Efficient and flexible
- Easy to sort and simple to administer
- Cheque to be received in October
- There was small issue on the graph paper but they sent the proper graph paper
- Recommend to do it again next year

v. Other Events

- Used Book and Board Game Sale Fundraiser
- Suggest having it at the end of January to coincide with Literacy Week

ACTION: Cindy to coordinate, Asma, Julie, Yukiko to help

ACTION: Cindy to check with Ms. Huva when the Book Fairs are to be held

D. Art Gallery Schedule

- once a month
- 9:15 am to replace art work on Tuesday
- information will be on volunteer form
- Asma to send to copy of schedule to Mr. Bortolussi

9. New Business

A. Water Quality Question

- Monica saw an article in the Vancouver Sun that a lot of schools have water quality issues, typically high in lead
- Monica asked whether if Chaffey Burke has been tested?
- Mr. Bortolussi replied that the District did test and have or are remedying those school that have water quality issues
- Chaffey Burke was not flagged to have such issue

10. Next meeting: Wed, Oct 18/17, 6 pm, staffroom

11. Meeting Adjourned: 10:21 am

TREASURER REPORT

September 20, 2017

1. Fiscal Year 2016-2017 ended with a deficit of \$ 766.57, less than what's reported on June 20, 2017 (deficit of \$ 858.81) because of the additional revenues from:
 - a. Bottle recycling = \$ 108.15
 - b. Kidsworld fundraising = \$ 10.00
 - c. Earned interest = \$ 0.21
 - d. minus honorarium gift (\$ 26.12) to Lindsay Chow for volunteering to maintain our PAC website.
2. Total cash position as of June 30, 2017 = \$ 16,309.31. The following adjustments are made after June 30, 2017:
 - a. Stale cheque from V. Hoa = \$ 4.20
 - b. Interest earned July and Aug = \$ 0.42

Bank Balances @ Sept 1st, 2017

| | |
|------------------------|-----------|
| Vancity PAC General | 11,148.82 |
| Vancity Gaming Account | 3,518.63 |
| PAC School Account | 1,646.48 |
| Sept 01, 2017 Balance | 16,313.93 |

3. Please note that the cheque for Ms. Rachel Wong – Moscrop Alumni Scholarship recipient has not been cashed yet. If anyone knows her family, please remind her to cash in ASAP. The amount is \$ 300.00, cheque is valid for 6 months since the cheque date.
4. Total Enrolment reported as of June 30, 2017 = 543. We expect to receive \$ 10,860 grant for the gaming account in October.
5. Budget Proposal will be presented in the next meeting after receiving the wish list from Chaffey-Burke school.

Chaffey-Burke Wish list from PAC 2016-2017

Sept 21st , 2017

Technology

- In Focus Projector - 2

Currently we have 6 projectors, as teachers use technology more there seems to be a need to be able to present information to the whole class from an instructional perspective \$1400

** with our school budget we will be purchasing 2 doc cams so we can create mobile carts to be used

- Laptops to fill out the carts we currently have we are looking for 10 to complete the carts to 20 each, but understand that this may take some time We are looking for 4-6 laptops. The goal is over the long term to have a full class set of wireless computers for the upper floor and the lower floor now that there is no lab.

\$2700

- I pods for gathering evidence of learning Portfolios with students – use of binders/ fresh Grade – electronic portfolio for collaboration with parents

\$2000

Applied Skills Development Training

New Curriculum implementation of applied skills, tools, robotics and other skills Based equipment for students to be exposed to a larger variety of concepts that The curriculum is asking for.

\$5000

School Implementation Plan

For school teachers to implement new curriculum – Facilitators Fee along with online access to the unit log that has been created for our school

\$2000

Environmental

- Beautification

Bulbs for flower beds, tools and equipment to help with the maintenance of the garden out front of the school \$200

Resources

- Home Reading Program

This program involves rewards the children accumulate nights of reading, also when each child reads for 250 nights they receive a book for their own home library. Larger numbers of student participation have us looking for support of this program

\$600

- Red Cedar

A program for advance readers who work with Mrs. Huva reading and discussing books from a recommended award winning list. Also subsidizes the purchase of books to promote Young People's Choice awards

\$800

- Service Award Program (Certificates)

\$200

Instructional Supports

- Teacher Consumables (\$75per Teacher)

This money is generously given each year to the staff and has been much appreciated for the extra art materials, specific books, classroom supplies required for teachers to enhance programming and the curriculum. The school will be putting in 25 dollars per teacher for total of \$100 / teacher. 23 enrolling classrooms & 7 resource staff + 2 Music teachers

\$2400

- Classroom Libraries

We are requesting once again, support help build out classroom libraries. The PAC has generously supported this since 2004 and each classroom has a significant increase in books that are available for students in their rooms now.

100/ classroom

\$2300

- School Library Support

Reading Carpet and extra books for the students using the Library

\$1000 Books

- School Cultural Presentation

In support of the arts that happen in our district, we are requesting that the PAC pay for one of two cultural activities that happens at the school – the School will incur the cost of the second cultural school activity.

\$850

Total

\$21,450

PAC MEETING ATTENDANCE RECORD

Thursday, September 21, 2017

[illegible]