

**Chaffey-Burke PAC meeting minutes  
Thur. Apr 20, 2017, 9:15am, Staffroom**

Start time: 9:20am

Location: staffroom

In attendance: Mr. David Heard (vice-principal), Eugene Lin (chair), Jean Jing (vicechair), Monica Chow(secretary), Asma Bhatti, Nena, Evana Mok, Catherine Qiao

Regrets: Mr. Claudio Bortolussi (principal), Ms. Carlene Montgomery (head teacher), Jetty Kurniawan(treasurer)

Handout: Financial statement, April 18, 2017 (provided by Jetty)

**1. PAC Chair welcome (Eugene)**

**2. Approval of the agenda (Eugene)**

- **Motion to approve the agenda**
  - **Moved- Eugene , Seconded – Jean, Motion carried**

**3. Approval of the minutes of the last meeting, Feb. 15/2017 (Monica)**

- **Motion to adopt the minutes of the Feb. 15/17 meeting**
  - **Moved- Eugene , Seconded – Jean, Motion carried**

**4. Vice-Principal's report (David)**

**A. Student population - 531 (for 2017/18, there will be 1 more division = 23 total)**

**B. Report Card Survey feedback**

- The report card format for the past term changed significantly, with the intention to increase parent engagement and be a more student-centred process
- Feedback was obtained from students, parents, and teachers.
- Survey to parents received 50 responses. Questions and summary of answers:

Q1. What did you like about the reporting process?

- It was student and family centred (voice/opinion) in addition to teacher's assessment.

Q2. What would you do differently? Range of answers included:

- nothing
- I will help my child more often because I know more
- Just want to see regular report card.
- Need more time than 20min in meeting\*
- 3 families requested letter grades. (staff had expected more requests out of 250 children in the intermediate grades).

\*David: The 20min conference could be more efficient by having teachers provide comments/reflections & samples of student work more often through the term, via a private student portfolio online. Parents could track progress regularly, rather than just viewing samples of work during the conference. The conference time could focus more on setting action goals and celebrating the learning that happened. This is the first time for the new format, and the majority felt it was successful.

Q3 What questions do you still have about assessment and reporting at Chaffey?

- Many didn't have any questions or selected 'not yet.'

David: Additional questions may arise with time. The staff's view is that the report's purpose is to know where the child is in learning. Letter grades don't describe what

still needs to be worked on. Culturally we are used to letter grades. They do provide a snapshot but this new process can provide much more information. In the future it's hoped that more rubrics will be included. Rubrics build a bridge to letter grades. Research has been done to investigate what factor can cause the greatest improvement in a child's letter grades. Social emotional learning (SEL) resulted in an 11% increase in achievement/success. The Chaffey-Burke school growth plan has already prepared for SEL & reading. SEL involves asking "How do I control/express emotions?" The next step is connecting the thinking to control actions vs. emotions controlling actions in a given situation.

- PAC members feedback on the new reporting format:
  - Most agreed letter grades are just a summary. Parents who ask for grades are perhaps too busy to read details or may not understand details due to language issues, and find a letter grade is simpler to understand.
  - With a large class, there was concern whether the teacher could have time to provide the detailed reporting?
  - This conference was the best because having the opportunity to speak with the teacher provided more detail than previous written report summary.
  - A letter grade provides a snapshot of academics, but in the conference, there can be discussion about other things like the child's personality, social emotional learning which are not reflected as much in the traditional written report

- Parent inquiry: As a parent new to the Canadian school system, what ways can I assist my child in their learning, as the child in a primary grade is not receiving any homework? David's response follows:

1. At this age, the best help that parents can give is to foster a love of reading, through practice, making it natural and fun. Have children read to you, and/or read to them. Assist with decoding the words and understanding, as needed. Discuss what is being read, talking about the characters, making connections, etc.
2. Provide routine, even if homework not assigned. Set aside times for reading.
3. Build independence - ask child to share about homework, do independently as able.

**C. Additional report** - Note: provided by David after the meeting

- **Track and Field** – taking place until May 9<sup>th</sup>, when the all-day meet happens
- **Apr. 24 - Pro-D Day.** Staff will be looking at making learning visible and including parents in the communication of learning
- **Apr. 25 – Math League Contest** – Grade 4/5
- **Apr. 27 – Class photo day**
- **Apr. 28 – Movie night**
- **May 9 – provincial election**
- **May 20 – Gauss and Able Math test**
- **May 24 – Volunteer tea, hosted by staff**

**5. Treasurer's report** (Monica, for Jetty; David)

\*Refer to financial statement. Note from Jetty: The actual balance in the bank is at the bottom of the FS statement. This balance includes the Battle of the Book invoices that have not yet been taken out of PAC account and gr 7 leaving ceremony funds that were mistakenly credited to the PAC account. At the very bottom is the balance as per Sept 1, 2016 plus the actual profit so far. (\$17,065 + \$ 6,362).

**A. Revenue highlights** (Monica, for Jetty)

i. Special Lunch total sales as of April 18, 2017 = \$ 11,950.50 (including the snack sales on special lunch days so far). This is not final yet, still coming. 2016 total special lunch sales = \$ 9550, so it has been up approx. \$2,400 from last year. Net profit reported as of today = \$ 5,367, 4 more lunch expenses to be reported, with avg. expenses around \$500, then we are looking at approx. \$ 3000+ net profit from special lunch this year.

ii. Snack Sales profit as of April 18, 2017 = \$ 1,760.46. There are 2 more snack sales events ... will likely to exceed our revenue projection of \$ 2,000 as well.

**B. Expenses report** (Monica, for Jetty)

i. Field trips, teacher consumables, and classroom libraries have been fully subsidized to Chaffey Burke School.

ii. Battle of the Books invoices were slightly over the budget, but approved by PAC execs.

iii. School implementation and Levelled Literacy funds have been fully subsidized to CB School.

iv. Movie License has been renewed from April 2017 to April 2018.

v. Expenses yet to be claimed by the school:

a. School Library Support (1,500)

b. Cultural Event (850)

c. Service Awards (200)

d. Home Reading (250)

e. Technology – orders have been placed by Claudio last month. PAC is waiting for the invoices from SD 41.

o **Action: David** to followup with Claudio on expenses not yet claimed

**C. Lions club payment for pancake breakfast.**

o **Action: Monica** will follow up with Jetty as to whether she had asked May if the proceeds of the pancake breakfast were donated to the Lions Club yet

**D. Computer requests** (David)

- The PAC had budgeted \$ 3900 for the purchase of laptops and ipads in 2016/17, and the purchases have been made.
- Recently, a private donation of \$10,000 was given to the school for technology. The staff and teachers are discussing and preparing a new technology plan to implement the use of these funds. The plan will include purchase of additional laptops for the carts, and more ipads in classrooms to make communication about learning more accessible. (eg. 2 teachers/classrooms sharing an ipad). There is a STEM (Science, Technology, Engineering, Math) learning focus in the future provincial curriculum, so part of the donated money may be used to buy related 'kits' eg. building design kit. The district's resource library center (for teacher access) previously only consisted of books for loan. Now it has additional resources such as videos, kits etc. So in preparing the tech plan, staff will assess what is already available at the resource centre, so as not to purchase what can be borrowed.

**E. Field trip expenses** (Monica, for Jetty) – refer to expenses report above

**F. Battle of the books purchase** (Monica, for Jetty) – refer to expenses report above

**G. Chaffey alumni scholarships** – Moscrop (Monica, for Jetty)

- The Moscrop PAC co-chairs (Mary MacKillop, Elaine Dun) asked the PAC execs if we would be providing these scholarships as in past years. Jetty had responded that we have budgeted the Moscrop Alumni Awards for 2 students (\$300 each). Mary and Elaine will provide this information to the Moscrop scholarship committee, and they will forward names of the selected alumni. Jetty will then prepare cheques in the student's names.

7. DPAC – report (Eugene). Eugene was not able to attend the Apr. 3 meeting

## 8. Business arising from previous meeting

### A. School activities/events review/update

#### i. Valentines family dance review (David, for Rick).

- More help at the beginning for setup would have been better.

#### ii. Bottle recycling donations

a. Cheque request (Eugene). Eugene reported that receiving cash directly for the recycled containers is much more efficient than requesting cheques from the recycling depot. He and Jean have made 2 trips to the depot since Jan. There is no current balance at the account at the depot.

b. New Kingsway depot account. (Eugene) This was set up by Eugene. It is located closer to our school.

c. Direct depot donation notice (Eugene). A notice has been put in the recent school newsletter to let families know that they can bring recycling containers to the depot and request the refund to be donated to Chaffey.

d. Regional recycling program, recycling promotion/education (David). The program has been approved and initiated by the school district. Toters will be sent to schools, though the timeline is not known. Once the toters are received, David will work with students to promote proper sorting of recyclables.

#### iii. Lifetouch photo services feedback (individual & family sessions; Eugene, Claudio). Eugene had not provided feedback yet.

- o **Action: Eugene** will report at the next meeting.

#### iv. Canadian Red Cross babysitting training program (Mehreen)

- Mehreen was not present, and it was decided not to follow up on this matter.

#### v. YPC performances (David)

- David had spoken with teachers to ask students to do writeups on their experience at the YPC performances. These could be published in the school newsletters so parents know about the content of the performances.
  - o **Action: David** to follow up on the YPC writeups with teachers

#### vi. Snack sales suggestion followup (Monica).

- At the previous PAC meeting, it was suggested to ask past snack

sales coordinators about their experience in balancing healthy snacks and with fundraising profits. Monica talked with Melinda.

- Melinda's comments:
  - The biggest and most popular items were freshly made popcorn with white cheddar popcorn seasoning (120 bags), spacepops and chips.
  - The costs have all gone up so making a good profit may be lean if you plan on weaning away the junk food. Mr. Bortolussi was ok with the menu. It was just once a month.
  - The baked chips are expensive and little money to be made so we went with either lays, old dutch or doritos. Whatever was on sale or was the cheapest.
  - Anything too healthy will not be popular with the kids so it's kind of a double edge sword, healthier but less profit or junky with more profit.
- Jean's comments
  - currently we are actually doing higher volume of sales than in the past, but the profit margin is less due to cost increases.
  - Volume of popcorn made & quantity sold higher but profit lower.
  - We do preordering of popcorn by K & gr 1 classes.
  - We now do fruit juice popsicles juice (more costly) instead of artificial coloured spacepops.
- Changes to consider: PAC members agreed that the current frequency of 3x a month was too much, and would like to reduce that next year to 1 or 2 per month, even though this would mean less profit. We do not want to have contradictory messages about eating healthy while providing 'choose less often' foods frequently.
  - **Action: PAC members** to consider changes for next school year, and discuss at next meeting

## B. Volunteer programs

### i. how to involve new parents, volunteer notice followup (Monica, David)

- Monica sent information on volunteer opportunities to David. He had students prepare a pamphlet to highlight these opportunities. Copies of the brochure could be posted up and handed out to parents on various occasions eg. school concerts etc. At these events, it would be great to express thanks to volunteers, while recruiting new volunteers.
  - **Action: David** to send volunteer pamphlet file to PAC execs
- Kindergarten welcome session. It would be a good opportunity for a PAC member to give a very brief introduction to the PAC and volunteer opportunities at the kindergarten parent welcome event happening in May or June.
  - **Action: David** to determine date of event and arrange PAC representative to be present

### ii. Foodsafe food program coordinator for 2017/18 (Jean/Eugene/Monica)

- A minimum of 2 Foodsafe certified coordinators are needed for 2017/18 for the milk/juice, fruit/veg program. The renewal of the program needs to be done in May. The fruit/veg are delivered 10x per year. The free milk is provided 2days/month.

- Currently Eugene is the only coordinator for 2017/18 (Jean, Evana are leaving Chaffey. Ellen is certified and handles the hot lunch program. Dalia received the training and volunteers with hot lunch but does not have enough time to be coordinator as her younger daughter is not yet in kindergarten).
- The food safe course / certification costs \$85. If preferred, there is a Chinese version with a small additional fee.
- Catherine indicated interest to take the coordinator role.
  - o **Action: Jean** to show Catherine what the coordinator role involves. If Catherine decides to do it, we would need to confirm with Claudio if the school would provide financial cost of her foodsafe certification.

### C. Fundraising/Community Building Activities

#### i. Fri. Apr. 28 - Movie license renewal, movie night (Jetty, Eugene)

- Jetty renewed the license online.
- Movie night responsibilities:
  - o **Action: Eugene** will coordinate the movie night
  - o **Action: Monica** to send Eugene list of movie suggestions previously provided by Ms. Montgomery

#### ii. Fri. May 19 - Teacher appreciation lunch.

- o **Action: Eugene, Jean, Monica** to coordinate.

iii. Wed. May 24 - Volunteer tea. (David). This will take place in the afternoon. Time to be confirmed (likely 2-3pm).

#### iv. Wed. May 24 - Parent-student gr.4/5 volleyball night (Monica, for Carlene)

- Carlene will facilitate this evening, similar to the previous event. She will talk to Cadets band which meets on the same evening, if they would like to pre-order pizzas, which we could fundraise from. After the last event, we also decided it would be best to do pizza pre-orders from students participating.
  - o **Action: Monica** to followup on PAC member to coordinate event with Carlene

#### v. Fri. June 2 – sports day snack sale (Jean) Sophie coordinated this last year.

- o **Action: Jean** will ask Sophie if she will do this again.

#### vi. Fri. June 9 - Firefighter's BBQ (Jean, for Rick).

- Date & time. Date confirmed by Rick. He will email firefighters to see if they can setup earlier (ie. 2pm instead of 3pm) and run the BBQ from 3-5pm. If it's rainy we can use the gym.
- Student work & PAC displays. Jean suggested to put up displays student work, table for PAC info in the gym on that day.
  - o **Action: David** will ask teachers about putting up student work
- Movie. Suggestion was made to show movie during BBQ dinner or afterwards? Running the movie concurrently may be difficult, as enough volunteers would be needed to coordinate both. As well, it takes quite a bit of time for large # of people to get through a food line so eating times will be staggered and some kids will finish eating

quickly. So it would be hard to coordinate with showing of the movie. If we showed the movie afterwards, it would make for a very long day, and families may not want to stay that long.

- Carnival games. Suggestion was made for gr 7 students to arrange simple carnival games.
  - **Action: David** will follow up.
- Silent Auction. Suggestion by a parent (Monica, for Dejan Kejas) The idea is to auction donated new or antique items, with value of \$100 or more (not thrift items.) He is willing to do the planning, with support of someone on PAC to handle finances, and other parent volunteers. Items not taken could be returned to owner or donated to a charity. He asked if there could be temporary secure storage at the school?

Thoughts from PAC:

- David said that temp. storage is probably possible
- Auction may go well with the BBQ & carnival games.
- The starting price of \$100 may be high for many families
- Does require a lot of work, need to see if enough volunteers to help
- David presented "theme basket" auction idea where each division is responsible to create a raffle basket with a different theme, eg. beach items. People buy tickets for a given basket, and winners are drawn. This requires less work by the PAC and engages students in all classes, thereby raising greater interest level.
  - **Action: Monica** will ask Dejan about the idea of having raffle baskets in addition to the auction items, and if he is able to ask other parents to volunteer. She will also communicate that there could be temporary storage of items at the school.
- Planning details
  - **Action: PAC** to discuss details of BBQ to be planned at May meeting

- **vii. Kidsworld Summer program** (Monica). This program was approved by Claudio and the connection has been set up with the organization. Promotion has gone out through the parent list-serv and this will be repeated a few times before school year end. For each \$50 student membership purchased, the PAC will receive \$5. A cheque will be sent to Chaffey at the end of June.
  - **Action: Monica** to request the promotional material to be sent on list-serv/school newsletter periodically to the end of the year.

## 9. New business

A. Spud.ca fundraising notice (Monica). A promotional notice was emailed to all PAC execs regarding this company providing produce boxes, gift card purchases, lunches, as fundraisers. It was decided that currently we are not interested.

**10. Next meeting date: Wed. May 17, 6pm**

**11. Meeting adjourned - 10:40am**