

Chaffey-Burke PAC meeting minutes - draft
Wed. Feb. 15th, 2017, 6pm, Staffroom

Start time: 6pm

Location: staffroom

In attendance: Mr. David Heard (vice-principal), Eugene Lin (chair), Monica Chow(secretary), Jetty Kurniawan(treasurer)

Regrets: Mr. Claudio Bortolussi (principal), Ms. Carlene Montgomery (head teacher), Jean Jing (vicechair)

Handout: Revenue & expenses report

1. PAC Chair welcome (Eugene)

2. Approval of the agenda

- **Amendments made to the agenda:**
 - a. David will present a report as Claudio is not in attendance
 - b. As Carlene is not in attendance, there will not be a head teacher's report
- **Motion to approve the amended agenda**
 - **Moved – Monica, Seconded – Jetty, Motion carried.**

3. Approval of the minutes of the last meeting, Jan. 19/2017 (Monica)

- The minutes of the last meeting were emailed to all who attended the meeting, and also posted on the PAC website.
- **Motion to adopt the minutes of the Jan. 19/2017 meeting**
 - **Moved – Eugene, Seconded – David, Motion carried.**

4. Vice-Principal's report (David)

- A. **Student population** - currently 524
- B. **Kindergarten registration** – Across the Burnaby school district, this occurs during the month of February. Chaffey has had 38 registrations to day. We expect 60-70 by month's end.
- C. **Basketball.** Grade 6/7 boys and girls teams end off with a tournament next week @ Moscrop with other district schools. Notices will be sent out next week.
- D. **Young People's Concert.** This will be taking place next week.
 - Q: Can parents can attend, or find out more about the performers, as details are not always communicated by the students to parents?
A: As the concerts are attended by students from schools around the district, there is not sufficient space for parents to attend at the MJFox auditorium. The notice about YPC sent home at the beginning of the year names some of the performers, and parents can "google" to find out more. Perhaps students can do a writeup about the performance to include in school newsletters.
 - **Action: David** to follow up on student writeups of YPC performances
- E. **Student speaking competition.** Feb 22 at Lakewood. Students representing Chaffey will be Leanne & Sonya, and David will be coaching them.

F. Math league contest. Feb. 28. This is for interested gr 6/7 students.

G. Report cards.

- Format. On Jan. 31st, there was a presentation to parents about changes in assessment and reporting. That evening, parents had the opportunity to ask questions. Answers to these questions were provided in a recent email to parents. In addition, notices with information about changes will come home

soon. For this term, report cards will look different than in the past, ie. without letter grades. The format will reflect 3 way conferencing - a dialogue between parents, students, and teachers. The conference will involve communication about where the child is in their learning, and provides an opportunity for students and parents to talk about & take ownership of the next steps in their learning and setting goals. This year schools in our district are in different stages of transition. Many schools are still using report cards with letter grades. A few schools have switched to the 3-way conference format already.

- Conference times. There will be online registration for conference times. Several notices regarding signup will be sent. Those with more than 1 child will need to coordinate appointment times close together.
- Process. Classroom teachers will be working with students in class activity to determine where each student is at in their learning and goals ie. self-assessment. This information will go home prior to the conference, to help prepare everyone for the conference. The formal report card will go home after the spring break.

H. Spring Break will take place Mar. 13-24

5. Treasurer's report (Jetty)

A. Revenue highlights

- Direct Donation Fundraising goal** in Feb. newsletter – submitted by Jetty
- Snack sales** – The sales for January 2017 have not yet been received from Sophie (coordinator). Expected amount is \$350-400. The current amount has included the expenses for Feb snack sales.
- Bottle recycling**
 - Account: \$40 cash received from Eugene's last deposit. There is approx. \$100 in the account at the depot, and a cheque from the recycling company needs to be requested.
 - **Action: Eugene** to request a cheque to be made out and mailed to the school
 - Initiative to have special needs students be involved in the bottle recycling: A suggestion was made that special needs students, with assistance from EAs, could be involved in the sorting of drink containers, and delivery to the depot. This would be a practical and educational opportunity for the students. PAC members agreed that money from the returns could be used for the special needs program. On average, about 4 trips are made per year to the depot on Imperial and Kingsway– ie. whenever enough containers accumulate that can fit in one's car trunk. However, we could arrange for a school account at the depot on Kingsway, north of Central Park, which is within walking distance, so that students could walk over.
 - **Action: David** to talk with EAs about this recycling initiative
 - **Action: Eugene** to help with training the students
 - **Action: Eugene** to set up a Chaffey account with the depot on Kingsway across Central Park
 - Promotion of proper recycling sorting:
 - **Action: David** will work with grade 6/7 on promotion to the whole school, of sorting of recycling materials to the proper bins, including drink containers

- Recycling company pickup of beverage containers
 - Monica reported that this program is not yet up and running. This program would make it unnecessary to sort and deliver containers. However, if process is beneficial to the special needs students, then we don't necessarily need to participate.

B. Expenditures

- i. Battle of the books. The invoice was incorrectly paid out of the library account instead of the PAC account. May will correct this.

- ii. Pancake breakfast. It was unclear whether a donation had been made from the PAC account to the Lions Club for their services. Approximately \$250. We received a rebate of \$26.16 from purchasing the pancake mix.
 - **Action: Jetty** will ask with May regarding the Lions Club payment

- iii. Electronics budgets. This year's budget allocation for computers is \$3900, of which \$3422.48 remaining. Also, \$600 was budgeted for an in focus projector. Jetty had not received any related invoices to date and inquired about plans for purchases.
 - **Action: David** to discuss with the staff about computer requests, and ask Claudio about the projector purchase.

- iv. Field trips. It is not known whether all teachers have submitted the receipts for field trip reimbursements that will take place this school year.
 - **Action: Jetty** to ask May about the field trip expenses whether it is ready for reimbursement or not.

6. DPAC report

- A. **January meeting** – Eugene did not attend this but plans to attend future meetings.
- B. **Remaining meeting dates** – Mon. Feb. 20, Apr. 3, May 15

7. Business arising from previous meeting

A. School activities/events review

- i. **Valentines family dance** Feb. 10/17 (Mehreen, Rick, Monica). Attendance was good (100+). Deco done by grade 6/7 class. Strobe light purchased for event (can be used for future dances/grad) DJ Dayna (Chaffey grad) given \$25 Metrotown gift card. Families brought juice/cupcakes/cookies. Lots of leftover juice boxes. Disco ball left up for gr 6/7 Valentines dance.
 - **Action: Monica** to follow up with Rick, Mehreen on any suggestions for future events

- ii. **Lifetouch photo services** feedback/meeting (Monica). Claudio's meeting with Lifetouch was to provide feedback on student photos, and set dates for group photos and next school year's photos. On reviewing past PAC minutes, Jean had received feedback from parents regarding Lifetouch services.
 - **Action: Monica** to ask Jean to give feedback to PAC & Claudio
 - **Action: PAC** to discuss whether to recommend continuing with Lifetouch services or to try different photographer, at next meeting

iii. **Family Portrait sessions.** Discussion around whether or not to have the family portrait sessions again next fall. The cost was \$18/family and about 10

families used the service. Jetty did not receive any feedback as the photos are sent directly to the families who ordered. Eugene did receive negative feedback: 2 families felt the cost was expensive, and some families were not happy with the results, eg. the photographer did not pay attention to details – children not being ready for the photo, etc.

- o **Action: Eugene** to list feedback comments to Claudio & PAC

iv. Canadian Red Cross babysitting training program (Monica, Mehreen)

Monica provided Mehreen with the contact info for Louise Rusch, to inquire about the cost of the babysitting training program offered by the Parks and Rec. dept. and compare it to the Canadian Red Cross program.

- o **Action: Monica** to follow up with Mehreen

v. Snack sales nutrition guideline adjustments (Eugene for Jean, Ellen)

Eugene reported that healthier snacks have been bought and offered, though these items don't sell as well because they are sold alongside less healthier options. Suggestions: perhaps we should have less unhealthy options, promote popcorn more.... Jetty noted that when Ray and Melinda ran snack sales in the past, they were very profitable – but we don't know what they sold?

- o **Action: Monica** can talk to Melinda for suggestions

B. Volunteer programs

i. How to involve new parents (Monica). Monica talked to Caren about communicating with new parents during meeting times. It turns out that instead of meeting at the school, Caren does online group chats, and we could communicate volunteer opportunities through that avenue. We could enlist students to make a pamphlet about volunteering based on the descriptions on the volunteer notice that went out in the fall (mainly for special lunch, milk & juice, fruit and veg. program, art gallery). These pamphlets could be given to new kindergarten parents, and primary teachers to give to parents who they may know who aren't working in the daytime.

- o **Action: Monica** to send Caren and David volunteer role descriptions that could be communicated through the group chats, and made into a pamphlet for primary student's parents

C. Fundraising/Community Building Activities

i. Firefighter's community/family BBQ June 9, 2017, 4pm

- o **Action: Eugene** to follow up with Rick to see if he has details on how the Firefighter's do the BBQ, and confirm their availability June 9.

ii. Movie night & license renewal (Jetty). Discussion around whether or not to review the movie license. Jetty reported that the amount fundraised at a given movie night varies widely (\$60-150) due to factors such as the popularity of the movie, how captivated the audience is during the movie etc. Generally the movie nights are very popular and students have been inquiring about the next showing. It was decided to renew the license, but show only non pre-release movies, so as to be profitable. Eugene offered to take responsibility for future movie night concessions, as Jean will not be at the school next year. (Note the school purchases a separate license that is for showing movies for educational purposes – the stipulations are that no fees charged, nor any sale of goods.)

- o **Action: Eugene** to inquire with Claudio to select an April movie night date
- o **Action: Jetty** to renew the PAC movie license for April 2016 to

April 2018

iii. **Dates for teacher appreciation, volunteer tea** (Monica).

- o **Action: Monica** will confirm with Claudio if Friday May 19th is okay to hold the teacher appreciation luncheon.
- o **Action: David** will discuss with Claudio/staff regarding a date for the volunteer tea, possibly May 3?

8. New business

A. fundraising opportunity – Kidsworld (Monica, for Jean). A parent suggested to Jean the Kidsworld summer pass as a fundraiser. The \$50 pass is for 1 child and 1 adult, and allows them to participate in free events scheduled for every day through the summer, plus discounts to things like PNE, Playland, Whitecaps etc. Some events are blocked/reserved for Kidsworld members, so additional family/friends may not be able to attend – this depends on the venue/event. The promo notice, with a special school code, can be distributed electronically via parent list-serv, and/or in print. When families register for a pass, \$5 per registration goes to the PAC. It appears that it requires minimal effort from the PAC. This might be an interesting pass for families new to the lower mainland. The organization also has a pass for Sept-May activities. <https://www.kidsworldprogram.com/fundraising?from=singlemessage&isappinstalled=0>

- o **Action: PAC members** to check out website and provide feedback within a week so we can decide whether to do this as a fundraiser.

B. Another parent/student sports night? (Monica). Discussion around whether to have another parent-students sports night, eg. basketball, like the earlier volleyball night.

- o **Action: Monica** to ask Carlene if she is still interested in facilitating another sports night, and if so, to arrange a date.

C. Special lunch (Jetty, for Ellen). Special lunch forms for April to June will be sent out next week, instead of this week.

9. Next meeting date: April 20, 2017, 9:15am

10. Meeting Adjourned: 7:30pm