

Chaffey-Burke PAC meeting draft minutes
Thurs. Jan. 19th, 2017, 9:15am, Staffroom

Start time: 9:15am

Location: staffroom

In attendance: Mr. Claudio Bortolussi (principal), Mr. David Heard (vice-principal), Eugene Lin (chair), Jean Jing (vicechair), Monica Chow(secretary), Asma Farooq Bahtti, Mehreen Chaudry, Renata dos Santos Sluppi, Rick McGowan, Ellen Wong, Catherine Qiao, Lily Sun

Regrets: Ms. Carlene Montgomery (head teacher), Jetty Kurniawan (treasurer)

Handouts: a) Revenue & expenses report, b) Hot lunch profit breakdown

1. PAC Chair welcome (Eugene)

2. Approval of the agenda (Eugene)

- **Motion to approve the agenda**
 - **Moved – Claudio, Seconded – Monica, Motion carried.**

3. Approval of the minutes of the last meeting, Nov. 16/2016 (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 Nov. 16/2016 meeting**
 - **Moved – Mehreen, Seconded – Eugene, Motion carried.**

4. Principal's report (Claudio)

A. **Student population** - currently 527

B. **Young People's Concert (YPC) – Jan 24** - next performing arts series presentation for intermediate students @ Michael J. Fox theatre

C. **Presentation for parents - Jan 31** - Presentation by principal and staff on changes to "reporting" of student's work/progress.

- Reporting changes will begin to be implemented in schools, between this and next year (may vary from school to school).
- At Chaffey, for the upcoming reporting session, there will be 3-way conferencing, where report cards will go home, and then teachers will meet with parents (20min sessions)
- The way the teachers assess students will stay the same ie. based on subject criteria and rubrics. In the past, these details were not provided to parents, but were used to assign a letter grade. The format of the primary grade reports will be same as before. However for intermediate grades, no letter grades will be given for the second report. Rather the report will have language like meeting/not meeting/exceeding expectations and student's evaluation with respect to rubrics and criteria will be provided and discussed with the parents. This places emphasis on an ongoing learning and support process and research shows kids perform better in this kind of system. Letter grades will be given in the end of the school year report.
- Caren Yu will work with translation so we can support immigrant families in this process.
- Claudio is part of a provincial committee on reporting which allows him to share and streamline this process at Chaffey. Last year we had 4 sessions that were about the changing curriculum which were very well attended (math, writing, reading, social emotional learning), which is great. We want to keep this dialogue going.

D. **Literacy week Jan 23-27**. Activities to do at home will be sent home to help with this

emphasis. Jan. 27th is family literacy day. For fun, a word search with teacher's names will be sent home, with a challenge to see and how many can be completed and returned.

- E. **Pancake breakfast** – huge success. A special thanks to Mr. Claus for his appearance.
- F. **Christmas lights tour** – huge success – 6 buses full, and some were turned away. The weather was freezing -9C so we didn't do the outdoor caroling @ Canada Place. There was hot chocolate for all. It is a long ride for younger kids, who enjoyed the neighbourhood light displays more. Different/closer locations could be considered for future events.
- G. **Basketball** – season has started for gr 6/7 and runs to Feb. 24.th Claudio and David have kindly taken up the coaching for the boys and girls respectively. A university student has been arranged to come help 2x a week with the practices. Games are 1x/week.
- H. **Upcoming dates to note:**
 - Feb. 13 - Family day
 - Feb. 17 - Pro-D day

5. Head teacher's report (Monica, for Ms. Montgomery)

A. Volleyball night. Great turnout, positive feedback from kids and parents, that they would like to do this again. Carlene is open to help organize another event possibly in the spring.

B. Battle of the Books. Books have been chosen and ordered, with invoice coming soon. Teachers are excited to have the new titles to work with, and many thanks to the PAC for supporting this literacy activity. After they are finished with the books, the sets will be available to all students in the library.

6. Treasurer's report (Monica, for Jetty)

A. Revenue highlights

i. **Direct donations** - \$5,117 total online and cash/ cheques as of end of December 2016. This surpassed the budget of \$5000. If parents want to donate, they still can do so for 2017 tax receipts.

ii. **Purdy's.** A hit with \$ 764.06 profit. Around \$3000 in chocolates sold. Worthwhile to do again next year. It wasn't too much effort with online purchases.

iii. **DPAC grant** - received early this year (\$204.02). This can be used specifically for PAC operations eg. parent education speakers, workshops, volunteer recognition. We did not budget for any specific use this year. If we do not use it this year, it can be carried forward to next year.

iv. **Pancake breakfast** – donations came to \$ 670.95. Jean & Ellen have provided Claudio with their expenses, and the remaining amount was donated to the Lion's club who provided the cooking services.

v. **Volleyball tournament** - concession sales were \$55.95

vi. Bottle recycling revenue.

- Eugene: \$140 revenue, yet to be deposited with Jetty
- Renata: at another local school, parents are made aware that they can bring personal drink containers for recycling at "ReturnIt" facilities, and designate the refund to be donated/allocated to their school's account.

We could try the same.

- o **Action: Eugene** – contact the recycling depot that Chaffey has an account with, and check with them
 - a) if we can have a similar arrangement, that is, that any parent can request to donate the refund of their bottles towards the Chaffey-Burke account.
 - b) if a summary of the names of parents & amount of refund-donation can be recorded on a statement to be sent along with any cheques sent to the school
- o **Action: Eugene** – if the arrangement can be made with the recycling company, then email Claudio with a notice to the parent list-serv about this opportunity to donate bottle refunds to the PAC

vii. fundraising barometer (Claudio, Monica). We should note in the next newsletter, that the PAC fundraising goal has been met, and express thanks to all the families for their donations.

- o **Action: Jetty** – create illustration of barometer/goal reached with \$amount/figures, with word of thanks, to send to Claudio / May for next newsletter, and for Lindsay to post on the PAC website

B. Expenditures

i. Computer invoice from prior school year (2015/16).

- One invoice from SD 41 for computer purchased last March 2016 (\$477.52) was not billed to PAC last year, so it will need to be covered with this year's funds.
- David, Claudio: We currently maintain 2 carts of 15 laptops each, one for each floor. The longevity of the laptops purchased in the last several years has been only about 3-4 years long. The ones we are purchasing now are of significantly higher standard so they shouldn't need to be replaced as often. In addition to replacing old laptops for the carts, the school is looking to purchase more Ipads, with the goal eventually, for 1 per classroom. This is responding to needs for changes in reporting, ie. to facilitate documentation of students' learning and be able to post student's portfolio work online in an ongoing, timely manner for parents to view

ii. Christmas light tour bus – due to the huge turnout, amount from the tickets costs covered all the expenses

7. Business arising from previous meeting

A. School activities/events review

i. Lifetouch photo services (Claudio) – meeting with the representative has been delayed due to weather. Should meet this or next week.

- o **Action: Monica** to forward feedback about photographer from a prior meeting

ii. Infinitus (Claudio) – performing arts event took place Nov. 29th

iii. Canadian Red Cross babysitting training program

- Mehreen: They can provide the program on Pro-D days or afterschool 4 weeks x 2hr, and offer 5% off the regular \$60 fee. It is for gr 6 & up.

- Claudio: Parks board has done this before at no cost to the school. Louise Rusch could be contacted for a cost comparison
 - o **Action: Monica** to send Mehreen Louise's contact info
 - o **Action: Mehreen** compare cost of Parks board equivalent training program, and as if there is any benefit to the school from the Red Cross program (ie do we get a % of the registration fee?)

vi. Recycling pick up program (Monica).

- Monica: Regional recycling is working on coordinating this program, and as there are 19 Burnaby schools who have expressed interest, they are seeing if a better price can be obtained for the plastic recycling totes. Currently the cost is \$99/toter, with a one time \$150 Burnaby school district grant per school. Suggested number of totes is 2-4 per elementary school. They would pick up containers for free, and they do not need to be pre-sorted. They will also accept milk cartons for recycling but no refund is given. More details to come when program details are finalized.
- David: working with the gr 6/7 students on promoting better sorting of containers, recycling, garbage, green bin items etc. to the rest of the school

vii. Newcomer's tea.

- Claudio: There was no turnout, probably due to the weather. The goal is to have regularly connect new parents to the school. Our 2 settlement workers Caren and Leila work once per week at Chaffey. Leila has a newcomers meeting in Farsi & Arabic every 6 weeks. This is a good time to connect with the PAC.
- Eugene went to a meeting with Caren and new parents in November.
- Monica: another idea is to ask office staff to give new parents a volunteer form, to see where they may be interested to help out
 - o **Action: Monica** – connect with Caren and Leila to find out their schedule of new parent gatherings, so a PAC member can be present and connect with the parents
 - o **Action: Monica** – ask office staff to provide volunteer forms to new families

B. Fundraising/Community Building Activities

i. Movie night & license renewal

- Jan. 20/17 event cancelled due to weather
- Discussion arose around whether or not to renew the annual movie license (\$399) as the current one expires Jan. 20/17. Movies released on DVD already are subsequently free to show. There is an additional \$84 cost for using pre-release movies.
- The free movie nights are a good community building event enjoyed by many and there usually is a good turnout.
- To make the most out of the event, we can also use it for communicating learning, eg. have rolling boards up that have illustrations of kid's work that parents can see when they come to the movie night
- We don't have an overall picture of the associated finances because the current license spanned last year also. We should look at the

financial records to see what the balance is of concession sales and movie costs before deciding whether to renew. We could possibly schedule 4 movie nights through next year and be selective to have eg. 1 prerelease only.

- o **Action: Jetty** to review and report expenses/concession sales of movie nights from last and this year, and the PAC can make a decision then about license renewal

ii. Valentines family dance Fri. Feb. 10/17 (Mehreen)

- **Coordination - Mehreen and Rick**
- **Dj** – as event will be free, we can source a Moscrop student instead of professional dj, to help and give a small gift card honorarium
 - o **Action: Monica** to source student
- **Lighting** - We have string lighting and 2 disco balls. Need to check if we have flashing lighting set to go with it, and someone to operate flashing lights with the music.
 - o **Action: Monica** – to check on lighting and someone to operate
- **Snacks** – suggestions: cupcakes pink/red/white icing, chips, drinks
- **Layout** - ½ front of gym to use as dance floor, and back half with tables for refreshments, chairs
- **Deco** – can ask classes do artwork to decorate the gym, to be used for gr 6/7 dance AND family dance night
 - o **Action: David** – ask teachers which class(es) could help with deco
- **Volunteer helpers**
 - o **Action: Monica** - will check with parent volunteer list to see if anyone is available to help.
- **Notice/promotion**
 - o **Action: Mehreen** – Create draft notice about event to send out (paper form & parent list-serv). On notice, have opportunity for parents to volunteer on evening of event for setup, cleanup. Connect with Mr. Heard re: getting notices out and promo with teachers/classes.

iii. Firefighter's community/family BBQ June 9, 2017 (Rick)

- Rick: The date is okay with the firefighters.
- Time: 4pm onwards
- Claudio: As a backup/alternate plan, the Lions club may be able to help
- We will buy the BBQ food (burgers/hotdogs, condiments), and have pre-orders/tickets.
- Activities: we could ask parks board to provide activities, or have our intermediate students set up simple games stations
- Note there is a special lunch earlier the same day.
 - o **Action: Rick** to inquire on details on the firefighters BBQ and if it works out, to 'book' the date with them.

8. New business

A. HealthLinkBC's Nutrition Guideline and healthier snack sales (Eugene)

- 1x per month snack sale & hot lunch snack sale 2x month = 3x.
- refer to handout regarding breakdown of profits from sales – we are making a good return on special lunches which do meet the health guidelines
- it is good that we can fundraise through snack sales, but there is a concern that the snack sales offer unhealthy food choices that do not meet the health guidelines
- We can either decrease the # of snack sales OR replace unhealthy food choices with

- those that meet the guidelines (eg. baked chips, veggie chips). This latter has been tried before, though these options are more expensive, and in the past, the sales declined.
- Consensus to try so sell healthier options again, because as far as fundraising goes on the whole, we have already met our target from direct donations and in other areas, and the hot lunch sales have done well also. So if our margins decrease in the snack sales a bit, that is ok, for the benefit of the student's health.
 - **Action: Jean and Ellen** will adjust to sell healthier options in the snack sales
- B. Lunch and Milk & Juice program volunteers** (Ellen & Jean)
- These 2 programs rely heavily on parent volunteers. Recently, a number of the parents helping have returned to work and are no longer available, and there is a significant need for more
 - **Action: Ellen, Jean** – to send Monica schedule of date/times volunteers are needed
 - **Action: Monica** – will draft a notice to be sent on the parent list-serv, to recruit more volunteers specifically for these programs

9. Next meeting date: Feb. 15, 2017, 6pm.

10. Meeting Adjourned: 10:30am