

Chaffey-Burke Elementary School
PAC Meeting Minutes of Thursday January 21st 2016

- Meeting was opened by PAC Chair Grace Catao at 9:22am. Minutes taken by Ellen Wong.
- Those in attendance included: Vice-Principal Helena Readman, Catherine Qiao (PAC Member-at-large), Chang Han (PAC Vice-Chair), Jetty Kurniawan (PAC Treasurer), Dalia Hamed, Cheryl Hondronikolis (PAC Member-at-large) and her 4-year-old daughter. Regrets: Principal Claudio Bortolussi, Victoria Su (PAC Secretary)

1. Principal's Report as presented by Vice- Principal Helena

- Today's student population is 496.
- Concert this week is at 1:30pm & 6:30pm. Tickets are issued for the purpose of crowd control.
- Family Literacy Week starts the coming Monday with different activity planned each day, ending with the Celebration Assembly on Thursday morning.
- Interactive hands-on workshop for parents --- January 28th at 6:30pm.
- The 2 extra District-wide Professional Days are April 26th Thursday and May 13th Friday.
- FSA on paper/computer for Grade 4 & 7 is going ahead in the week of Feb 16th. Week after will be for catch up on computer. Satisfaction questionnaire for students --- same week and catching-up --- week after as well.
- Pink Day is on February 17th Wednesday morning --- going to the Giants.
- Multicultural Potluck Dinner is on Feb 26th Friday. Some teachers will be organizing dancers for entertainment.
- Surveys are currently in the work to be set up for parents of Chaffey-Burke. Grace made a request for it to be sent to PAC Executives first for input before emailing out to parents.

2. Treasurer's Report by Jetty

- Goal of \$5000 using the direct donation letter exceeded by over \$200.
- Vending Machine --- nothing since last year; Snack Sale --- \$200 net each time; Bingo Night profit --- \$20.65.
- Movie licence is \$375 this year which is \$75 more than last year.

(A line-by-line review from items 1- 16 was done. Please see Income Statement as an addendum to the minutes.)

3. Chair's Report by Grace

- Upcoming events
 1. Donations in kind from the Bingo Night left unsold --- 4 Electronic Arts games and the Shoppers Drugmart Beauty Baskets --- should be used as prizes to kids/parents at events like the Family Dance.
- Motion: To approve the moving of the remaining Bingo Night's donation in kind to other events. Moved by Chang; Seconded by Grace; CARRIED.**
2. Vending machine --- substantial decrease in revenue. Should it be removed?
 3. No Grade 7 parents committee yet. Suggestion: Claudio to send a note to all Grade 7 parents to remind them of their responsibility to organize their kids' leaving ceremony.
 4. Movie Night originally planned for Jan 22nd Friday cannot take place as the gym has been rented out. Another Friday night in this month or next month (February) is being requested of Claudio.
 5. Multicultural event --- Catherine & Ellen to organize with support from Claudio & Mrs Jaltema (teacher)
- Community project
 1. A garden full of vegetables. Helena said that Claudio has applied for a gardening grant for Chaffey.
 2. Issue brought up by Claudio before is how to maintain all year round.
 3. Grace suggested involving the retirees living nearby school to maintain.
 - Succession planning --- Someone to take over PAC Chair position as Grace is leaving. No PAC means no grant.

5. Vice-Chair's Report by Chang

- Last month (December) saw 40 people visited PAC website. The average number per day is 11.

6. Special Lunch Program Report by Ellen

- Students, teachers, parents and volunteers are happy with the program. 140 orders received.
- 2nd Order form will be sent out on Jan 28th Thursday, due back Feb 4th Thursday. New items offered are pizza, Hot dog, Subway & Yakisoba. Hope to see an increase in orders.

Meeting was adjourned at 10:15am.