

Chaffey-Burke PAC Meeting Agenda
Thurs. Feb 22, 2018, 9:15 am, Staffroom

Start time: 9:15 am

Location: Staffroom

In attendance: As attached

Regrets: Jetty, Carlene

1. PAC Chair welcome (Eugene)
2. Approval of the agenda (Eugene)
Move to approve the agenda with the addition of the following items:
Moved, Seconded, Motion Carried
3. Approval of Minutes of Previous Meeting held January 24, 2018 (Eugene)
Moved, Seconded, Motion Carried
4. Principal's report (Claudio)
 - 3 way conferences with early dismissals, Tues, Wed Thursday before Spring Break. Conference will be scheduled online
 - Report card is same format as previous (without letter grades, but available upon request)
 - Feedback through surveys has been positive, parents like being more engaged in children's learning and involved
 - 60 registered for the Parent information session evening but only 40 showed. Discussed assessment and reporting from school perspective, included activities with the new curriculum
 - question/answers from the evening was sent via list-serv.
 - Ministry will implement a reporting order in May that will look similar to how CB is conducting the reporting now. High schools are to be included.
 - Reporting are more student centred, more parent voices rather than focus on a single letter grade
 - even Universities are shifting in the same direction
 - YPC yesterday
 - Garage sale on March 17th put on by leadership group to raise funds
 - Candy gram sale raised approx. \$300 for Children's Hospital
 - School visits are encouraged by the District, where parents together with a team of administrators go to other schools and review the school's plan
5. Head teacher's report (Carlene)
 - Tabled to next meeting due to Ms. Montgomery not in attendance.
6. Treasurer's report (Irene for Jetty)
 - a. Looking for a New Treasurer for next year
 - i. Email was sent out. - Result of email/notice tabled to next meeting due to Jetty not in attendance.
 - b. Treasurer Report as attached.
7. DPAC Update
 - a. Last Meeting: Mon. Feb 19th
 - b. Next Meeting: Mon. Apr 16th, 7pm @ Burnaby Central, Room A206.

8. Business arising from previous meeting
 - a. PAC Events Update
 - i. Movie Night (Fri. Feb 23rd)
 - Date changed to March 2nd
 - Movie selected is Coco
 - License is up for renewal in April/May
 - Not making a profit but about 50-60 people attend
 - Considered more as a community building event, not viewed as profit making.
 - ii. Used Book & Board game sale
 - Today after school
 - Thank you to Cindy for taking lead on this event
 - b. Fundraising Events/Community Building Activities Update
 - i. School Supplies Fundraiser
 - c. Other Business
 - i. Special Lunch Report
 - Tabled to next meeting
9. New Business
 - a. Claire Chiang, new Settlement Worker In School, primarily for Mandarin Speaking Families
Open House Parent Information Session, March 9 in Room 6
 - b. Parental Education Workshops
 - i. Digital Literacy (Citizenship)
 - ii. Emergency Preparation
 - Will be tabled to May's meeting and present to the New PAC Execs with agenda to book and budget.
 - Could share cost between school and PAC
 - 2 part - school event with students and then information session with the parents so there is discussion at home and there is continuity.
 - Include a breakout session for language barriers, consider bringing in Claire (SWIS) to assist
 - c. Teacher's Appreciation Event
 - Thursday, May 10th
 - PAC will plan
 - Catherine and Yukiko to organize, Monica to assist by providing knowledge from last year.

Meeting Adjourned: 10:02 am

10. Next Meeting: Wed. Apr 18/18, 6:00 pm , Staffroom

PAC MEETING ATTENDANCE RECORD
February 22, 2018

NAME	EMAIL
Irene Yung	Blanked for Privacy
Monica Chow	
Samantha Juan	
Asma Bhalli	
Catherine Dias	
Yukiko Otsuka	
David Heard	
Claudio Bertolussi	

TREASURER REPORT

February 21, 2018

1. Revenues:

- Direct donation \$ 1,093 online donation has not been recorded to the book yet as of today. Not sure when SD 41 will do the transfer.
- Special Lunch 1st round sales = \$ 10,193.10, expenses accounted as of today = \$5,921.48. Net profit so far = \$ 4,271.62 or 41.91% ... Still 2 more special lunches to go. Thus approximate profit will be around 35% which is really good, considering no snack sales anymore during special lunches.
- Special lunches 2nd round sales = \$ 1,145.50 so far, still collecting the orders.
- Snack Sales as of today = \$1,511.01 or 70.88% profit.
- Interest earned so far = \$ 1.31

2. Expenses:

No additional expenses requested since last month's report.

Notes:

- Creative Pack – School supplies for 2018/2019 school year is in progress now for finalizing the list.

Schedule for distribution as follow:

- Friday, April 20, 2018 Creative Packs to deliver order forms to school for distribution by 3:00 pm.
- Monday, April 23, 2018 Creative Packs order forms to be distributed to parents.
- Friday, May 18, 2018 Creative Packs order forms due back with payments from parents.
- Monday, May 21, 2018 Creative Packs pre-arranged pick-Up dates for all orders and payments from school

Chaffey Burke Elementary School Parent Advisory Council
 For the period of Sept 1, 2017 to August 31, 2018
 Tuesday, February 20, 2018

Passed Oct 18, 2017

Ref	Description		Budgeted	Actual	Variance	Notes	
Revenues		Sources:					
1	Gaming Grant	<i>Grant - Provincial Gov't</i>	10,400.00	10,400.00	-	based on 520 students @ \$20/ each, deposited Oct 12, 2017	
2	School District PAC Grant	<i>Grant - District PAC</i>	200.00	211.67	11.67	last year balance = \$204.02 unused	
3	Direct Donation	<i>Parents Donation</i>	5,000.00	2,983.00	(2,017.00)	Online = \$ 1353, Cash/ Cheques = \$ 1,630	
4	Special Lunch Program (net)	<i>Food sales</i>	3,000.00	5,417.12	2,417.12	as of Feb 20, 2018	
5	Snack Sales	<i>Food sales</i>	2,200.00	1,511.01	(688.99)	Oct 2017 to Feb 2018	
6	Sports Day (net)	<i>Food sales</i>	500.00		(500.00)		
7	Bottle Recycling	<i>Food sales</i>	300.00	8.70	(291.30)	from Dasha and Ryan - 2 special need students.	
8	Movie Night	<i>Event concession</i>	200.00	216.54	16.54	Oct to Dec 2017	
9	Volleyball/ Basketball Tournament (net)	<i>Event concession</i>	100.00	57.25	(42.75)	Nov 23, 2017 Volleyball	
10	Purdys	<i>Fundraising</i>	500.00	663.17	163.17	Received chq from Purdy's \$663.07	
11	Creative Pack - School Supplies	<i>Fundraising</i>	114.00	120.00	6.00	Proceeds from last year fundraising rec'd in Oct 2018.	
12	Pancake Breakfast (net)	<i>Community bldg event</i>	100.00	-	(100.00)	Chaffey absorbed the loss this year.	
13	Interest	<i>Misc</i>	150.00	1.31	(148.69)		
14	Community BBQ	<i>Community bldg event</i>	-	-	-		
Total Revenue			22,764.00	21,589.77	(1,174.23)		
Expenditures		Category					
15	Field Trips	<i>Field trip</i>	-	G	-	covered by the Student Learning Grant (*SLG) this year (note1)	
16	Ipads and Laptops	<i>Technology</i>	4,700.00	G	(4,700.00)	annual request to replace old technologies at school	
17	Moscrop Alumni Awards	<i>Award</i>	600.00	G	(600.00)		
18	Applied Skills Development Training	<i>Resource - applied skills</i>	5,000.00	G	(5,000.00)	one time request for new resources	
19	Service Awards	<i>Award</i>	-	G	-		
20	Teacher Consumables	<i>Instructional support</i>	2,400.00	S	(2,400.00)	\$ 75 x (23 teachers + 7 resources + 2 music teachers)	
21	School Activities	<i>Instructional support</i>	-	S	-	covered by the Student Learning Grant (*SLG) this year (note2)	
22	School Implementation Plan	<i>New curric. training</i>	1,000.00	S	(1,000.00)	training for teachers to implement new curriculum	
23	Classroom Libraries	<i>Resource - literary</i>	2,300.00	S	(2,300.00)		
24	School Library Support	<i>Resource - literary</i>	1,000.00	S	432.29	(567.71)	
25	Red Cedar Program	<i>Resource - literary</i>	800.00	S	(800.00)		
26	Home Reading	<i>Resource - literary</i>	600.00	S	(600.00)		
27	Battle of the Books	<i>Resource - literary</i>	1,000.00	S	967.62	(32.38)	
28	In Focus Projectors	<i>Technology</i>	1,400.00	S	1,400.00		
29	Cultural Event	<i>Culture</i>	850.00	S	(850.00)		
30	Beautification	<i>Environmental</i>	200.00	S	(200.00)		
31	Educational Workshop	<i>Seminar for parents</i>	-	S	-	parent educational seminars initiated by school	
32	PAC Run Activities	<i>PAC</i>	500.00	P	(500.00)	movie license, dance night, etc.	
33	PAC Operations	<i>PAC</i>	500.00	P	35.69	(464.31)	Supplies for Family picnic on Sept 8.
Total Expenditures			22,850.00	2,835.60	(20,014.40)		
Projected Profit			(86.00)	18,754.17	18,840.17		
Bank Balances @ Sept 1st				Current			
	Vancity PAC General		12,795.30	\$	19,640.68		
	Vancity Gaming Account		3,518.63	\$	13,919.67		
	Sept 01, 2017 Balance		16,313.93 (1)	\$	33,560.35	\$ 1,093 online direct donation + snack sales Feb 2018 haven't been recorded.	
	Budget if passed from above		(86.00)		18,754.17 (2)		
	Balance at the end of the school Yr		16,227.93		35,068.10	Total = Sept 1, 2017 balance (1) + current net profit (2)	