

**Chaffey-Burke PAC Meeting Agenda**  
**Wed. Apr. 18, 2018, 6:00 pm, Staffroom**

**Start time:** 6:04 pm

**Location:** Staffroom

**In attendance:** As attached

**Regrets:** Cindy

1. PAC Chair welcome (Eugene)
2. Approval of Minutes of Previous Meeting held February 22, 2018 (Eugene)  
**Moved, Seconded, Motion Carried**
3. Approval of the agenda (Eugene)  
Move to approve the agenda with the addition of the following items:  
**Moved, Seconded, Motion Carried**
4. Principal's report (Claudio/David)
  - school is growing, getting another portable
  - at capacity with 562 students
  - in breach of contractual obligations, working with district on class size and composition issue
  - teachers are being remedied by extra teacher to share teaching or extra morning of prep time
  - turned away 22 families and those will return
  - Will grow by 1 full division
  - Portable to arrive before September
  - Div. 9 (Ms. Yoon's class) portable #1 had an issue, health and safety officer was called in
  - Inspected for mold, none found, no standing water under the portable
  - no live animals but old mice droppings in the furnace
  - furnace and vent were sanitized and vacuumed
  - cleaned all 3 portables
  - carpet was shampooed, desk and room thoroughly cleaned by custodians (especially portable 1)
  - exhaust fan was turned on to improve air exchange
  - Roof was replaced and reinsulated with weather seal
  - indoor air quality meter installed and in place for a while, results showed air quality met or exceeded the standard
  - applied for tech grant for \$10,000 from Best Buy
  - Summer Session getting organized, information being sent out and registration starts next week
5. Head teacher's report (Carlene)
  - Appreciates the money given, purchased cooking and woodworking equipment and supplies
  - Staff extremely excited
  - Battle of the Books went really well
6. Treasurer's report (Jetty)
  - Expenses have been quite quiet
  - Report as circulated
  - Online donation was less than what we expected

- Special Lunch doing extremely well
- Looking for New Treasurer, no one has responded to take over

## 7. DPAC Update

- a. Last Meeting: Mon. Apr 16th
- b. DPAC AGM: May 5 & 6th - CB not listed as eligible to vote
  - Not eligible to vote because CB has no representative
- c. Next Meeting: Mon. May 22nd, 7 pm @ Burnaby Central, Room A206

## 8. Business arising from previous meeting

- a. PAC Events Update
  - i. Movie Night Report
    - \$130 for the last movie night, total of about \$500 so far
    - Moscrop volunteers for snack sales during movie night, which worked well
    - May have another one before the end of the school year
  - ii. Used Book & Board game sale Report
    - Cindy did a good job
    - Small profit from a community event
  - iii. Teacher's Appreciation Event (May 10th) Update
    - Yukiko, Asma and Catherine are heading it up
    - Special Lunch happens at the same day, can't use kitchen
    - But food is catered so will go straight to the gym
    - Also class photo day, will try to do that at recess instead
- b. Fundraising Events/Community Building Activities Update
  - i. School Supplies Fundraiser
    - Finalized list of supplies
    - Tiered profit margin
    - Looking to distribute information towards the end of April
    - Give them 2 weeks to respond
    - Ms. Montgomery will give the teacher's the information
- c. Other Business
  - i. Special Lunch Report (as attached)

## 9. New Business

- a. Parental Education Workshops
  - i. Digital Literacy
    - PAC to book in May for a workshop in September
    - Parent presentation and kids presentation
    - Presentation for the kids and parents

**ACTION: Monica and Irene will coordinate and contact the speakers to pick a date**

- ii. Emergency Preparation
  - Tabled for another time decide to go with Digital Literacy first
- iii. Moscrop Alumni Awards
  - No names yet from Moscrop
- iv. Community BBQ
  - Rick offered to assist with fire fighters
  - Need more helpers to do food

- Selected a date of June 14th, but timing doesn't work. Ms. Montgomery class has a play presentation that evening so gym won't be available for contingency plan for inclement weather
- Suggest we could ask fire fighters to join the Community Picnic at the beginning of the school year
- Eugene to discuss with Rick
- Further details to be worked out at the next meeting.

Meeting adjourned: 6:56 pm

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

PAC MEETING ATTENDANCE RECORD

April 19, 2018

| NAME               | EMAIL               |
|--------------------|---------------------|
| Eugene Lin         | Blanked for privacy |
| Monica Chow        |                     |
| Carlene Montgomery |                     |
| Jetty Kurniawan    |                     |
| Dave Heald         |                     |
| Irene Yang         |                     |
| Claudio Bortolussi |                     |
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Chaffey Burke Elementary School Parent Advisory Council  
 For the period of Sept 1, 2017 to August 31, 2018  
 Monday, April 16, 2018

Passed Oct 18, 2017

| Ref                             | Description                             |                                  | Budgeted         | Actual               | Variance           | Notes   |
|---------------------------------|---|----------------------------------|------------------|----------------------|--------------------|---|
| <b>Revenues</b>                 |   | <b>Sources:</b>                  |                  |                      |                    |   |
| 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         | 7,146.34             | 4,146.34           | as of Apr 16, 2018  |
| 5                               | Snack Sales                             | <i>Food sales</i>                | 2,200.00         | 1,723.81             | (476.19)           | Oct 2017 to Mar 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           | 506.49               | 306.49             | Oct to Apr 2018 - mostly revenue, expenses shared with snack sales. |
| 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           | 1.72                 | (148.28)           |   |
| 14                              | Community BBQ                           | <i>Community bldg event</i>      | -                | -                    | -                  |   |
| 15                              | Book/ Game Board Sale                   | <i>Community bldg event</i>      | -                | 47.35                | 47.35              | Used Book/ Game Board Sales - Feb 2018                              |
|                                 | <b>Total Revenue</b>                    |                                  | <b>22,764.00</b> | <b>23,869.50</b>     | <b>1,105.50</b>    |   |
| <b>Expenditures</b>             |   | <b>Category</b>                  |                  |                      |                    |   |
| 16                              | Field Trips                             | <i>Field trip</i>                | -                | G -                  | -                  | covered by the Student Learning Grant (*SLG) this year (note1)      |
| 17                              | Ipads and Laptops                       | <i>Technology</i>                | 4,700.00         | G (4,700.00)         |                    | annual request to replace old technologies at school                |
| 18                              | Moscrop Alumni Awards                   | <i>Award</i>                     | 600.00           | G (600.00)           |                    |   |
| 19                              | Applied Skills Development Training     | <i>Resource - applied skills</i> | 5,000.00         | G (5,000.00)         |                    | one time request for new resources                                  |
| 20                              | Service Awards                          | <i>Award</i>                     | -                | G -                  | -                  |   |
| 21                              | Teacher Consumables                     | <i>Instructional support</i>     | 2,400.00         | S 2,400.00           | -                  | \$ 75 x (23 teachers + 7 resources + 2 music teachers)              |
| 22                              | School Activities                       | <i>Instructional support</i>     | -                | S -                  | -                  | covered by the Student Learning Grant (*SLG) this year (note2)      |
| 23                              | School Implementation Plan              | <i>New curric. training</i>      | 1,000.00         | S (1,000.00)         |                    | training for teachers to implement new curriculum                   |
| 24                              | Classroom Libraries                     | <i>Resource - literary</i>       | 2,300.00         | S 2,300.00           | -                  |   |
| 25                              | School Library Support                  | <i>Resource - literary</i>       | 1,000.00         | S 432.29             | (567.71)           |   |
| 26                              | Red Cedar Program                       | <i>Resource - literary</i>       | 800.00           | S (800.00)           |                    |   |
| 27                              | Home Reading                            | <i>Resource - literary</i>       | 600.00           | S (600.00)           |                    |   |
| 28                              | Battle of the Books                     | <i>Resource - literary</i>       | 1,000.00         | S 967.62             | (32.38)            |   |
| 29                              | In Focus Projectors                     | <i>Technology</i>                | 1,400.00         | S 1,400.00           | -                  |   |
| 30                              | Cultural Event                          | <i>Culture</i>                   | 850.00           | S (850.00)           |                    |   |
| 31                              | Beautification                          | <i>Environmental</i>             | 200.00           | S (200.00)           |                    |   |
| 32                              | Educational Workshop                    | <i>Seminar for parents</i>       | -                | S -                  | -                  | parent educational seminars initiated by school                     |
| 33                              | PAC Run Activities                      | <i>PAC</i>                       | 500.00           | P 399.00             | (101.00)           | Movie License Apr 2018-Mar 2019                                     |
| 34                              | PAC Operations                          | <i>PAC</i>                       | 500.00           | P 35.69              | (464.31)           | Supplies for Family picnic on Sept 8.                               |
|                                 | <b>Total Expenditures</b>               |                                  | <b>22,850.00</b> | <b>7,934.60</b>      | <b>(14,915.40)</b> |   |
|                                 | <b>Projected Profit</b>                 |                                  | <b>(86.00)</b>   | <b>15,934.90</b>     | <b>16,020.90</b>   |   |
| <b>Bank Balances @ Sept 1st</b> |   |                                  |                  | <b>Current</b>       |                    |   |
|                                 | Vancity PAC General                     |                                  | 12,795.30        | \$ 18,318.84         |                    |   |
|                                 | Vancity Gaming Account                  |                                  | 3,518.63         | \$ 13,919.99         |                    |   |
|                                 | Sept 01, 2017 Balance                   |                                  | 16,313.93 (1)    | <b>\$ 32,238.83</b>  |                    |   |
|                                 | Budget if passed from above             |                                  | (86.00)          | <b>15,934.90 (2)</b> | <b>\$ (10.00)</b>  |   |
|                                 | Balance at the end of the school Yr     |                                  | 16,227.93        | <b>32,248.83</b>     |                    | Total = Sept 1, 2017 balance (1) + current net profit (2)           |