

**Chaffey-Burke PAC Meeting Agenda**  
**Thurs. May 17, 2018, following the Annual General Meeting, Staffroom**

**Start time:** 9:40 am

**Location:** Staffroom

**In attendance:** As attached

**Regrets:** Carlene Montgomery, Claudio Bortolussi, Jetty Kurniawan

1. Approval of the agenda (Eugene)

**Moved, Seconded, Motion Carried**

2. Approval of Minutes of Previous Meeting held April 18, 2018 (Eugene)

**Moved, Seconded, Motion Carried**

3. Fall Planning for Park, Recreation and Cultural Services Programs (Louise Rusch)

- Activities Pamphlet (for the summer)
- Metrotown Walking Map
- Bike Map
- Chalk Art Festival at Bonsor
- Healthy Kids Fair
- After school Program for the Fall
  - All Sports Program for 6-7 weeks for younger children
  - Lego Mania all ages
  - Drama (9-12 year old)
  - Creative Artworks (6-8 year old)
  - Cooking Programs all ages
  - Science Discovery

4. Principal's report (David for Claudio)

- Lee Watanabe Crocket speaker for Pro-D day, spoke on inquiry based learning which Chaffey Burke has been leading the way
- More responsibility on the student to do the work rather than authoritative
- Dates for Pro-D next school year: Sep 28, Oct 19, Nov 23, Jan 28, Feb 22, Apr 29, Jun 10. District given 1 extra day for curriculum implementation. Most likely next year will be none.
- Year End Report Cards, CB has adopted the option to "play" around with the reporting structure for the first 2 reports, rather than 2 summative report CB adopted the 3-way conferences. 3rd Term report will be summative report as per Ministry rules.
- Increased by division, getting a portable over the summer
- Re-do roof after summer session
- Staffing remaining consistent
- Ministry of Education in Burnaby adopted Sexual Orientation and Gender Identity (SOGI) Curriculum, hope to integrate it into the overall curriculum rather than a one off lesson. CB has a SOGI lead teacher, Mr. Gidinski.
- Perhaps a parent evening to explain the curriculum
- Aboriginal Education name change to Indigenous Education after consulting with First Nations and more inclusive
- Continuing Indigenous Education Project, looking at reconciliation process

5. Head teacher's report (Carlene)

- As attached per E-mail sent

6. Treasurer's report (Jetty)
  - As attached per E-mail sent
7. DPAC Update
  - a. Last Meeting: Mon. Apr 16th
  - b. DPAC AGM: May 22nd, 7 pm @ Burnaby Central, Room A206.

8. Business arising from previous meeting
  - a. PAC Events Update
    - i. Movie Night Update
      - One in May and maybe one in June if available.
    - ii. Teacher's Appreciation Event (May 10th) Update
      - Money left over \$170
      - New microwave is needed
    - iii. Sports Day Concession
      - Sophie has indicated she will coordinate

**ACTION: Eugene to confirm with Sophie**

- iv. Grade 7 Leaving Ceremony
      - June 25th
      - Meeting again next week
      - Looking for a couple volunteers
    - b. Fundraising Events/Community Building Activities
      - i. School Supplies Fundraiser Update
        - Forms were sent home and due back soon
      - c. Other Business
        - i. Special Lunch Report
          - As attached
          - Looking at approx. \$4,500 in profit at the end of the year
          - Seen an increase from first set to second set
          - Change in suppliers due to some issues
        - ii. Office Accounting Procedures (Marion)
          - Change in process starting September
          - When money comes that is associated with a student name then it needs to go into the system with the student's name
          - In short money coming in needs to be on a classlist
          - Must be reconciled
          - School Cash Online is the best option
          - Perhaps set up a workshop to show parents how to use it
9. New Business
  - a. Parental Education Workshops
    - i. Digital Literacy (Update)
      - Irene emailed Mediated Reality back in late April and heard nothing, re-sent the email earlier this week.
      - Contacted Safer School Together, group that is working with the Ministry of Education, that are partnered together doing parent

presentations across the province and recently presented at Moscrop which she attended

- She got a call back and there is a possibility of having the Ministry cover the cost of the Parent presentation IF it is done this school year, we would only need to pay for the student presentation. The caveat is that it needs to be done this school year

**ACTION: Irene to coordinate with Mr. Heard**

#### 10. Adjournment

## PAC AGM MEETING ATTENDANCE RECORD

### Thursday, May 17, 2018

Thursday, May 17, 2018

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## PAC AGM & Meeting Agendas

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**Carlene Montgomery** <Carlene.Montgomery@burnabyschools.ca>

Wed, May 16, 2018 at 12:56 PM

To: Irene Yung <reenyung@gmail.com>, Cindy Pan <cindypan718@gmail.com>, Eugene Lin <euglin0@gmail.com>, Jetty Kurniawan <jetty.kurniawan@gmail.com>

Cc: Claudio Bortolussi <Claudio.Bortolussi@burnabyschools.ca>, David Heard <David.Heard@burnabyschools.ca>, Larry Chow <lchow@pobox.com>

I am not sure I will be able to make it tomorrow morning as I am teaching, but I wanted to be sure to let you folks know that I have spent nearly all the ADST money that was allocated to in your budget to us this year. THANK YOU THANK YOU THANK YOU!!! We now have some fabulous woodworking, cooking, sewing / embroidering equipment as well as some more "construction" types of resources. I have done well so far in spending (about 4 grand so far) and am going to do my best to spend it all before the end of May :).

As well, tonight at our staff meeting I am going to propose a school wide program of Ultimate Frisbee for next year. If we decide to go ahead with this I will forward the information to you folks to help with planning.

Thanks so much for all you do, it makes all the difference for our students and staff.

Cheers,

Carlene Montgomery  
Head Teacher  
Chaffey-Burke Elementary  
School District #41 - Burnaby

[chaffey-burke.burnabyschools.ca](http://chaffey-burke.burnabyschools.ca)  
[burnabyschools.ca](http://burnabyschools.ca)

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**From:** Irene Yung <reenyung@gmail.com>

**Sent:** 16 May 2018 12:46

**To:** Cindy Pan; Eugene Lin; Jetty Kurniawan

**Cc:** Carlene Montgomery; Claudio Bortolussi; David Heard; Larry Chow

**Subject:** PAC AGM & Meeting Agendas

[Quoted text hidden]

## **TREASURER REPORT**

**May 16, 2018**

### **1. Revenues:**

- Special Lunch total profit as of today = \$7,078.43.
  - Not including expenses for May 10, 2018
  - Refunds for Ms. Jaltema's class due to outing that day have been accounted.
  - 2 more special lunches to go – Sports Day and June 7<sup>th</sup>
  - Profit will exceed the goal most likely.
- Snack Sales profit = \$2,456.50 including May. Has exceeded the goal of \$ 2,200. One more snack sale in June to come.
- Movie Night concession has been doing pretty well. Net profit so far = \$ 506.49. One more movie night next week.
- Interest earned so far = \$ 1.91.
  - PAC General Account - two Term Deposit of \$5,000 will mature on May 23 and will be extended to the same term deposit. Expected interest earned will be approximately \$100
  - PAC Gaming Account - two Term Deposit will most likely be cashed next month to pay invoices for Ipads and Applied Skill Development. Expected approximate interest earned from Oct 2017 to May 2018 = \$ 60.

### **2. Expenses:**

- Ipads have been ordered since December 2017. School District forgot to follow through until last month. Marion is waiting for the invoices to come from School District.
- Applied Skill Development – So far the invoices for \$1600.00, but Ms. Montgomery has ordered more. Waiting for all invoices to come for submitting the expenses.
- Library support – Incorrect application to ULS invoices. The \$432.29 was for Red Cedar invoice. Library Support invoice = \$999.35.
- Red Cedar – \$432.29 already spent, Mrs. Huva is working on spending the rest of the balance by the end of the month.
- School Implementation Plan – moved the plan to next year, would like to add this amount into the new budget for 2018/2019, so that the school can have a presenter and trainer come in. (\$1,000 is insufficient to cover the cost this year).
- Home Reading – will have the invoice for these the beginning of June.
- Cultural Event – Art Start – will be happening next week.
- Beautification – not happening this year, will be tabled for next year.
- Moscrop Alumni Award has been provided to 2 recipients: Gabby Han and Madeleine Kum. Each student receives \$ 300.

**Notes:**

- Creative Pack – School supplies for 2018/2019 school year – order forms had been distributed to children. Parents can order on-line as well at [www.creativepacks.ca](http://www.creativepacks.ca)  
Schedule for distribution as follow:
  - Friday, May 25, 2018 Creative Packs order forms due back with payments from parents.
  - Thursday, May 30, 2018 Creative Packs pre-arranged pick-Up dates for all orders and payments from school.
- DPAC grants carryforward amount = \$ 415.69 – to be used for 2018/2019 parent seminar on digital citizenship.

Chaffey Burke Elementary School Parent Advisory Council  
For the period of Sept 1, 2017 to August 31, 2018  
Wednesday, May 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	7,078.43	4,078.43	as of May 8, 2018 -May 10th expenses has not been recorded.
5	Snack Sales	<i>Food sales</i>	2,200.00	2,028.75	(171.25)	Oct 2017 to April 2018, May Sales = \$427.75 not recorded yet.
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	1.91	(148.09)	Term Deposit will mature on May 23.
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>24,106.72</b>	<b>1,342.72</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	-	Madeleine Kum and Jiayi (Gabby) Han
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 - new curriculum - will be next year.
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 999.35	(0.65)	
26	Red Cedar Program	<i>Resource - literary</i>	800.00	S 425.48	(374.52)	as of today - Ms. Huva has ordered more for the remaining balance.
27	Home Reading	<i>Resource - literary</i>	600.00	S -	(600.00)	invoices will be in June
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 685.00	(165.00)	
31	Beautification	<i>Environmental</i>	200.00	S -	(200.00)	Not happening this year
32	Educational Workshop	<i>Seminar for parents</i>	-	S -	-	will be in Fall 2018 for Digital Awareness parents' presentation.
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>10,212.14</b>	<b>(12,637.86)</b>	
<b>Projected Profit</b>			<b>(86.00)</b>	<b>13,894.58</b>	<b>13,980.58</b>	
<b>Bank Balances @ Sept 1st</b>				<b>Current</b>		
Vancity PAC General			12,795.30	\$ 17,236.21		
Vancity Gaming Account			3,518.63	\$ 13,320.15		
Sept 01, 2017 Balance			16,313.93 (1)	<b>\$ 30,556.36</b>		
Budget if passed from above			(86.00)	<b>13,894.58 (2)</b>	<b>\$ 347.85</b>	<b>Teacher Appreciation Lunch balance</b>
Balance at the end of the school Yr			16,227.93	<b>30,208.51</b>		Total = Sept 1, 2017 balance (1) + current net profit (2)





Irene Yung <reenyung@gmail.com>

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## Profit report for May 3rd & 10th 2018

1 message

Ellen W <ellen4chaffey@gmail.com>

Thu, May 17, 2018 at 2:10 AM

To: Jetty <jetty.kurniawan@gmail.com>

Cc: "Mr. Bortolussi" <claudio.bortolussi@sd41.bc.ca>, Eugene Lin <euglin0@gmail.com>, Irene Yung <reenyung@gmail.com>

Hi! Jetty,

Here are the approximate profit for the month of May.

### May 3rd 2018 Hot Dog & Nutritional treat: Seaweed

Total pre-orders of combo =  $124 \times \$3.25 = \$403.00$   
Total pre-orders without drinks =  $53 \times \$2.50 = \$132.50$   
Daysales = \$112.55

Cost of food and drinks = \$315.47

**Approximate Profit = \$332.58**

### May 10th 2018 Chicken Strips

Total pre-orders of combo =  $132 \times \$5.75 = \$759.00$   
Total pre-orders without drinks =  $63 \times \$5.00 = \$315.00$   
Daysales = \$88.50

Cost of food and drinks = \$786.78 (Was supposed to be \$836.78 but was given nuggets which was 25cents cheaper, so  $200 \text{ boxes} \times 25\text{cts} = \$50$ )

**Approximate Profit = \$375.72 (was supposed to be \$325.72 plus we had 42 chips left from May 3rd and money from selling them included here)**

Any omission is unintentional.

Thanks,  
Ellen