

Chaffey-Burke PAC Meeting Minutes
February 20, 2020, 9:15am, Staff Room

Start time: 9:15am

Location: Staff Room

In attendance: Bruce Cornell (Principal), Kim Clark (Vic-Principal), Eugene Lin (Vice-Chair), Di Li (Secretary), Qiong Gan, Alice Lam, Jiyi Zhao

Regrets: Irene Yung (Chair), Catherine Qiao (Treasurer)

1. Approval of the agenda

Motioned, Seconded, Motion Carried

2. Approval of Minutes of Previous Meeting held on January 23, 2020

Motioned, Seconded, Motion Carried

3. Principal's report (Bruce)

1. Current Population is 565

2. Water Fountain – have reached out to the district on status of it. Will report back once I hear when it is going to happen

3. At staff meeting picked our two Early Dismissals

- a. March 11 & 12 - 3-way conferences are scheduled with March 12th being the early dismissal day

- b. April 15 & 16 – Student Led Conferences are scheduled with April 15th being the early dismissal

4. Report Cards will go home on April 6th for term 2

5. Basketball is winding down with the girls playday this afternoon at Moscrop.

6. Old basketball court – have asked the district to do a patch to the court on the east end where water puddles. Hopefully part of the summer maintenance schedule

7. Registration continues and we continue to have families register on a daily basis. If you know of any families in the area that have not registered, please remind them of the February 27th deadline for on time registration

8. For school wear fundraising

- a. I reached out to MVP sports who did work at my previous school. The quote below not using a "team store" is as follows:

- i. ATCY1000/ATC1000 Cotton T with 1-color logo - \$6.75/ea plus tax (100 minimum)

- ii. ATCY2500/ATCF2500 Everyday Fleece Hoodie with 1-color logo - \$19.00/ea plus tax (minimums apply)

- iii. ATCY2800/ATCF2800 Everyday Fleece Sweatpant with 1-color logo - \$21.50/ea plus tax (minimums apply)

- b. Entripy (Online)

- i. ATCY1000/ATC1000 Cotton T with 1-color logo - \$6.08/ea plus tax (100 minimum)
 - ii. ATCY2500/ATCF2500 Everyday Fleece Hoodie with 1-color logo - \$19.00/ea plus tax (minimums 100)
 - iii. ATCY2800/ATCF2800 Everyday Fleece Sweatpant with 1-color logo - \$20.50/ea plus tax (minimums 100)
 - 9. 2020-2021 Pro D Days
 - a. October 23rd, 2020
 - b. November 27th, 2020
 - c. February 26th, 2021
 - d. April 26th, 2021

Staff will be choosing 2 school days at staff meeting next month
 - 10. Leadership Club
 - a. Running a carnival in gym at lunch
 - b. March 5 – Primary
 - c. March 6 – whole school
 - d. \$1.00 admission
- 4. Treasurer's report

Report is as attached

Action: Di – to provide the special lunch online ordering URL to Bruce to post on school website.
- 5. Business arising from previous meeting
 - School Event Review & Updates
 - Emergency preparedness
 - Full release drill – April - May
 - After spring break, call PAC for emergency kit fundraising

Action: Di/Eugene – to update/purchase the Emergency backpacks for all classrooms and common area including the green bin located on the lower field; Apply to the district for the basic supplies.
 - Fundraising Events/Community Building Activities
 - School wear Fundraising

Irene has contacted Big Kahuna and just working with them to get a proof on hoodie, t-shirt and sweatpants. I did black T-shirt and pants and a charcoal grey hoodie. I'm waiting to hear back. I will hand off the fundraiser to the 2 parent volunteers.
 - Emergency kit fundraising – will run along with school emergency preparedness drill
 - Snack Sale - profit of \$739 so far; one more snack sale before spring break

- Special Lunch – profit of \$3600, will launch lunchamunch online ordering site
- Movie Night – Will be showing “Frozen II” in the gym in next couple weeks
- Direct Donation

2nd notice of direct donation has been sent and slowly receiving funds. Not sure what was donated online since the second notice.

- Moscrop Alumni Award

Following is criteria for the award to two Moscrop students that Irene drafted

Student Eligibility

To be selected to receive this honor, each nominee must have attended at minimum grade 6 and 7 at Chaffey Burke Elementary and demonstrate outstanding qualities in the following categories:

- **Character:** The student has demonstrated admirable personal qualities throughout his/her high school career. The student’s strong character is an example to other students.
- **Academics:** The student must demonstrate a conscientious and diligent attitude to his/her school work and marks are commensurate with his/her ability.
- **School Spirit/Community Service:** The student participates in extra-curricular activities and/or through volunteer work in the community, has shown initiative and exhibits pride in being a member of the school.

Ms. Clark has a question regarding how to define the “community” in the last category, whether the “community” is for the school community only or also include the outside of school community. Mr. Cornell will ask the principal of Moscrop for suggestion

Action: we will discuss again with Irene in next meeting.

- Other possible events
 - Multicultural dinner – PAC to set a date
 - Game night – PAC to set a date

6. New Business

Following is the coronaVirus updates from Mr. Cornell

School takes direction from Fraser Health ministry

School is only allowed to send the messages received from Fraser Health regarding to the coronavirus updates

School is aware of the virus and are monitoring closely

School custodians work diligently to clean the classrooms, giving extra care and attention to the desks and other surface

Teachers remind kids to wash their hands before eating

7. **Next meeting date:** Thursday April 9, 2020 9:15am, staff room (**Please note**, the date has been changed to April 9th)
8. **Meeting adjourned:** 10:05am

TREASURER'S REPORT

February 23, 2020

1.

Bank Balances @ Feb 1st, 2020	
Vancity PAC General	3,684.56
Vancity Gaming Account	17,766.12
PAC School Account	20,570.05
Nov 1, 2019 Balance	42,020.73

*\$5,000 from Gaming Account is earmarked for the playground addition

*\$3,000 from PAC Direct Donations earmarked for the playground addition

*\$500 from PAC Direct Donations earmarked for 2019/2020 PAC initiative to replace water fountains from 2019 Grad Class.

*\$627.36 from PAC School Account is earmarked as District PAC Funds received and carried from previous years to be spent accordingly.

Taking the above into account actual bank balances look more like.

Bank Balances @ Jan 1st, 2020	
Vancity PAC General	3,684.56
Vancity Gaming Account	12,766.12
PAC School Account	16,442.69*
Sept 1, 2019 Balance	32,893.37

*PAC Direct Donation - \$6,929.14

PAC School Accounts - \$9,513.55

- Special Lunch profit of approx. \$842.84 for February. \$3,649.38 for Oct to Jan. Excited to launch online ordering with Munch a Lunch for the 2nd lunch order. Ellen has done a lot of work and we are almost ready to launch.
- Basketball court is now completed, waiting for invoice to pay. We are waiting on plumber for the water fountain.

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2019 to August 31, 2020

PASSED OCTOBER 30, 2019

Ref	Description	Budgeted	Actual	Variance	Notes
Revenues		Sources:			
1	Gaming Grant	11,120.00	11,120.00	-	Amount confirmed Sep 27th
2	School District PAC Grant	200.00	212.52	12.52	last year balance = \$627.36 unused
3	Direct Donation	5,000.00	2,955.00	(2,045.00)	
4	Special Lunch Program (net)	6,000.00	6,740.70	740.70	
5	Snack Sales (net)	2,000.00	739.30	(1,260.70)	
6	Sports Day (net)	1,000.00		(1,000.00)	
7	Bottle Recycling	100.00	272.25	172.25	
8	Movie Night	500.00		(500.00)	
9	Creative Pack - School Supplies	137.31	167.13	29.82	Proceeds from last year fundraising
10	Pancake Breakfast (net)	-	214.40	(214.40)	
11	Interest	100.00	8.63	(91.37)	
12	Teacher Appreciation Lunch	-	-	-	
Total Revenue		26,157.31	22,001.13	(4,156.18)	
Expenditures		Category			
13	Field Trips	6,600.00	G	(6,600.00)	
14	Ipads and Laptops	900.00	G	(900.00)	
15	Moscrop Alumni Awards	500.00	G	(500.00)	
16	Applied Skills Development Training	500.00	G	(500.00)	
17	Playground Addition	4,000.00	G	(4,000.00)	
18	Water Fountain Replacement	3,500.00	S	(3,500.00)	Replace water fountain closest to gym
19	Service Awards	200.00	S	(200.00)	
	Teacher/Classroom Support	6,400.00	S	(6,400.00)	Merged previous Teacher consumables /Classroom libraries. Teacher has more flexibility to determine what is needed for the classroom. \$200 per teacher x (26 teachers + 6 resource staff)
20	School Library Support	750.00	S	(26.08)	
21	Red Cedar Program	600.00	S	(16.16)	
22	Home Reading	600.00	S	(600.00)	
23	Battle of the Books	250.00	S	(250.00)	
24	In Focus Projectors	1,900.00	S	(42.75)	
25	Cultural Event	850.00	S	(850.00)	
26	Beautification	500.00	S	(500.00)	
27	Incubator	700.00	S	(700.00)	
28	Educational Workshop	600.00	S	(600.00)	use funds from District PAC
29	Principal's Discretionary Fund	1,000.00	P	(1,000.00)	
30	Earthquake Kits Update and Additions	900.00	P	(900.00)	30 backpacks @ \$30 each
31	Movie Night License	500.00	P	(500.00)	
32	PAC Run Activities	500.00	P	(500.00)	
33	PAC Operations	250.00	P	(250.00)	
34	Total Expenditures	32,500.00	3,165.01	(29,334.99)	
Projected Profit		(6,342.69)	18,836.12	25,178.81	
Bank Balances @ Sept 1st			Current		
	Vancity PAC General + PAC School	12,568.15		\$ 24,254.61	
	Vancity Gaming Account	1,639.55		\$ 17,766.12	
	Sept 01, 2019 Balance	14,207.70	(1)	\$ 42,020.73	as of January 31, 2020
	Budget if passed from above	(6,342.69)		18,836.12	(2)
	Balance at the end of the school Yr	7,865.01		33,043.82	as of January 31, 2020
Cash Positions for Budget Proposal					NOTES:
	Gaming Account Sept 1st	Excludes committed funds	1,639.55		
	Gaming Fund		11,120.00		
	Field Trips		(6,600.00)		
	ASDT		(500.00)		
	Moscrop Award		(500.00)		G = funded by gaming grant (provincial)
	Ipads and Laptops		(900.00)		S = school activities
	Playground Addition	plus \$5k from last year	(4,000.00)		P = PAC activities
Net balance for Gaming			259.55	-	
	General/ School Account Sept 1st	Excludes committed funds	12,568.15		
	Total Revenues		15,037.31		
	Total Regular Expenses		(16,850.00)		
	PAC Expenses		(3,150.00)		
Net balance for General Account			7,605.46	-	