

Chaffey-Burke PAC Meeting Minutes
April 18, 2019 9:15am, Staff Room

Start time: 9:15am

Location: Staff Room

In attendance: Mr. Claudio Bortolussi (Principal), Ms. Kim Clark (Vice-Principal), Eugene Lin (Chair), Irene Yung (Treasurer), Di Li (Secretary), Yukiko Otsuka, Catherine Qiao, Asma Bhatti

Regrets: Cindy Pan (Vice-Chair)

1. Approval of the agenda
Motioned, Seconded, Motion Carried
2. Approval of Minutes of Previous Meeting held on February 21, 2019
Motioned, Seconded, Motion Carried
3. Principal's report (Claudio)
 - Current school population is 563 with 145 ins/outs since last September
 - School review – April 9th
 - Partial earthquake practices - May and June; full emergency evacuation plan practice will be scheduled for next school year (maybe October 2019).
 - Volunteer Tea – April 18th
 - No more early dismissals for this school year
 - Good Friday (April 19th), Easter Monday (April 22nd) – no school
 - Pro D day (April 29th) – no school
 - Ultimate Frisbee is coming to our school for two weeks.
 - Litter problem on snack sale – School reminds children no to litter, suggests PAC to put out more recycle bins and garbage can, put up a sign, etc.
4. Treasurer's report (Irene)
 - Report as attached
 - Irene will work with Donna, school secretary on the expenses pay out and account balances.
5. Business arising from previous meeting
 - a. School Event Review & Updates
 - i. Teacher's appreciation lunch
 - It will be on May 24th - Asma, Catherine and Ellen are organizing the event
 - ii. Emergency preparedness / BC Quake fundraising / Earthquake protocols and kits
 - Two partial drills will be in May and June, will plan a full evacuation drill for October, 2019 (next school year)

- Planning fundraising with the full evacuation drill
 - Emergency kits checkup and replacement (expired water, food, batteries, etc.) will be scheduled in next school year
 - funding for one more emergency kit will be added to the next school year budget
- iii. DPAC – April 15, 2019 7:00 pm – 9:00 pm
- No one attended the DPAC

b. Fundraising Events/Community Building Activities

- i. Snack Sale
 - Profit of \$269.02 for February and March
 - PAC will work together on the litter problem
- ii. Movie night
 - License expires in April.
 - Action: Irene** visits ACF website to see if we can renew the license online
- iii. PAC Direct Donation
 - \$7688 received since last September
- iv. Creative Packs
 - Jetty works with Ms. Montgomery
 - Action: Di** follows up with Jetty
- v. Special Lunch
 - Eugene and Ellen work on new schedule for the special lunch program.
 - There will be 4 special lunch dates per month for next school year.
 - More parent volunteers are needed
 - Action: Irene** re-designs the volunteer form for special lunch program
- vi. Other possible events

6. New Business

7. Adjournment: 10:02am. Annual General Meeting (AGM) will be on Thursday May 16, 2019 at 9:15am in the Staff Room, followed by the PAC meeting.

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2018 to August 31, 2019
March 31, 2019

Revised and Passed November 22, 2018

Ref	Description		Budgeted	Actual	Variance	Notes
Revenues		Sources:				
1	Gaming Grant	Grant - Provincial Gov't	13,368.00	13,368.00	-	Amount confirmed Sep 28th, deposited Oct 11th. last year balance = \$415.69 unused Online = \$, Cash/ Cheques = \$ / From Alex Wang = Total Revenue = \$, net profit = % Total Revenue = \$, net profit = %
2	School District PAC Grant	Grant - District PAC	200.00	211.67	11.67	
3	Direct Donation	Parents Donation	5,000.00	7,688.00	2,688.00	
4	Special Lunch Program (net)	Food sales	5,000.00	9,546.41	4,546.41	
5	Snack Sales	Food sales	2,500.00	1,690.44	(809.56)	
6	Sports Day (net)	Food sales	500.00	-	(500.00)	
7	Bottle Recycling	Food sales	-	49.90	49.90	
8	Movie Night	Event concession	500.00	524.95	24.95	
9	Volleyball/ Basketball Tournament (net)	Event concession	50.00	-	(50.00)	
10	Purdys	Fundraising	650.00	404.22	(245.78)	
11	Creative Pack - School Supplies	Fundraising	300.00	315.36	15.36	Proceeds from last year fundraising rec'd in Oct 2018.
12	Pancake Breakfast (net)	Community bldg event	-	59.43	59.43	
13	Interest	Misc	150.00	77.51	(72.49)	
14	Community BBQ	Community bldg event	-	-	-	
15	Book/ Game Board Sale	Community bldg event	-	-	-	
16	Teacher Appreciation Lunch	Misc	-	-	-	
Total Revenue			28,218.00	33,935.89	5,717.89	
Expenditures		Category				
17	Field Trips	Field trip	8,400.00	G 8,400.00	-	
18	Ipads and Laptops	Technology	2,050.00	G	(2,050.00)	1 ipad and 2 laptops
19	Moscrop Alumni Awards	Award	600.00	G	(600.00)	
20	Applied Skills Development Training	Resource - applied skills	-	G	-	
21	Playground Addition	Environmental	5,000.00	G	(5,000.00)	
22	Service Awards	Award	200.00	S	(200.00)	
23	Teacher Consumables	Instructional support	2,400.00	S	2,400.00	
24	School Activities	Instructional support	4,000.00	S	(4,000.00)	
25	Kindergarten Refresh Initiative	Instructional support	1,500.00	S	(1,500.00)	One time amount for District to match funds for Kindergarten clc
26	School Implementation Plan	New curric. training	2,000.00	S	(2,000.00)	
27	Classroom Libraries	Resource - literary	1,800.00	S	1,800.00	\$75 x 24 classrooms
28	School Library Support	Resource - literary	750.00	S	(750.00)	
29	Red Cedar Program	Resource - literary	425.00	S	(425.00)	
30	Home Reading	Resource - literary	425.00	S	(425.00)	
31	Battle of the Books	Resource - literary	500.00	S	147.00	(353.00)
32	In Focus Projectors	Technology	-	S	-	
33	Cultural Event	Culture	850.00	S	(850.00)	
34	Beautification	Environmental	300.00	S	(300.00)	
35	Educational Workshop	Seminar for parents	500.00	S	(500.00)	Movie License Apr 2018-Mar 2019
36	PAC Run Activities	PAC	500.00	P	(500.00)	
37	PAC Operations	PAC	500.00	P	107.73	(392.27)
Total Expenditures			32,700.00	12,854.73	(19,845.27)	\$240.06 for supplies and \$83.67 spent on Christmas Craft Night
Projected Profit			(4,482.00)	21,081.16	25,563.16	
Bank Balances @ Sept 1st				Current		
Vancity PAC General			15,271.17	\$ 28,034.61		
Vancity Gaming Account			4,033.10	\$ 8,757.42		
Sept 01, 2017 Balance			19,304.27	(1) \$ 36,792.03		as of March 31, 2019
Budget if passed from above			(4,482.00)	21,081.16	(2)	
Balance at the end of the school Yr			14,822.27	40,385.43		as of March 31, 2019
Cash Positions for Budget Proposal						NOTES:
Gaming Account Sept 1st			4,033.10			560 Students reported @ end of June 2018
Gaming Fund			13,368.00			
Field Trips			(8,400.00)			
Moscrop Award			(600.00)			
Ipads and Laptops			(2,050.00)			
Playground Addition			(5,000.00)			G = funded by gaming grant (provincial) S = school activities P = PAC activities
Net balance for Gaming			1,351.10			
General/ School Account Sept 1st			15,271.17			
Total Revenues			14,650.00			
Total Regular Expenses			(15,650.00)			
School Implementation			(2,000.00)			
Battle of the Books			(500.00)			
PAC Expenses			(1,000.00)			
Net balance for General Account			10,771.17			

TREASURER'S REPORT

April 18, 2019

1.

Bank Balances @ April 1st, 2019	
Vancity PAC General	6,749.68
Vancity Gaming Account	8,757.42
PAC School Account	21,284.93
February 1, 2019 Balance	36,792.03

Snack sales profit of 269.02 for February and March

Movie Night revenues \$67.75 for January and \$160.80 for March

Will be sitting down with Donna to start paying out budgeted items

2. Special Lunch profit of approximately \$3,752.16 from October to March.
3. Parent Direct Donations of \$4,550.00 YTD plus balance carried over from last year of \$3,138.00 for a total of \$7,688.00.
4. We have received approval from the City of Burnaby for the Playground grant of \$4,000. Total cost of the playground is approximately \$12,000. We set aside \$5,000.00 from the Gaming grant for the playground. Balance of \$3,000 will be paid from Parent Direct Donations.