

**Chaffey-Burke PAC Meeting Minutes
August 19, 2019, 6:00pm, Staff Room**

Start time: 6:00pm

Location: Staff Room

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

1. Approval of the agenda
Motioned, Seconded, Motion Carried

2. Approval of Minutes of Previous Meeting held on June 20, 2019
Motioned, Seconded, Motion Carried

3. Principal's report (Claudio)
 - No asphalt for the new basketball court done in this summer yet
 - Office will be open next Monday (August 26th)
 - There is one job opening that has not been filled yet
 - CB has the EA allotment requested
 - CB has two new teachers, who will be introduced in the newsletter and assembly
 - School goal is reading for information
 - CB teachers dedicate 5 hours a year for the next four years to the Aboriginal education
 - Look forward to having a great year

4. Treasurer's report
 - Report as attached
 - **Action Irene:** revise the leftover fund from teacher's appreciation lunch
 - **Action Ms. Montgomery:** purchase a microwave (or something else) from teacher's appreciation lunch leftover fund

5. PAC meeting schedule
PAC meetings will be held on the 3rd Thursday morning of each month at 9:15 am. Detailed schedule is as below. No meetings in December and March.

PAC Meeting Date	Time	Notes
September 19, 2019	9:15am	
October 17, 2019	9:15am	
November 21, 2019	9:15am	No meeting in December
January 16, 2020	9:15am	
February 20, 2020	9:15am	No meeting in March
April 16, 2020	9:15am	
May 21, 2020	9:15am	Annual General Meeting
June 18, 2020	9:15am	

6. Business arising from previous meeting
 - School Event Review & Updates
 - Emergency preparedness
 1. Shake out BC – October; drills may be in April / May
 2. Emergency kit fundraiser in April / May
 3. New emergency kits needed in September, review/update the kits expiry date in September/October
 - Fundraising Events/Community Building Activities
 - Snack Sale / Art Gallery / Special lunch / Movie night schedule
 1. Snack Sale: Cindy (twice a month)
 2. Art Gallery: Cindy & Di until new parent volunteers take over
 3. Special lunch: Ellen
 4. Movie night: Eugen
 - PAC introduction session
 1. **Action: Irene** – Introduce PAC during the kindergartner assembly.
 2. Set up a table during the community picnic to introduce PAC to the parents.
 - Community Picnic
 1. Community Picnic - September 6th
 2. Parents are welcome to bring snacks to share
 3. No firefighters charities fire up the hotdog BBQ for us this year
 - Other possible events
7. New Business
8. Meeting adjourned: 6:52pm. Next PAC meeting will be on Thursday September 19, 2019 at 9:15am in the Staff Room.

TREASURER'S REPORT

August 19, 2019

1.

Bank Balances @ Jul 1st, 2019	
Vancity PAC General	5,305.86
Vancity Gaming Account	6,938.42
PAC School Account	11,372.31
July 1, 2019 Balance	23,616.59

*\$5,000 from Gaming Account is earmarked for the basketball court

*\$3,000 from PAC Direct Donations earmarked for the basketball court

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

*\$170 left from Teacher Appreciation Lunch to be given to teachers for purchase of needed items for the staff room.

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

Bank Balances @ Jul 1st, 2019	
Vancity PAC General	5,305.86
Vancity Gaming Account	1,938.42
PAC School Account	7,702.31*
July 1, 2019 Balance	15,116.59

*PAC Direct Donation - \$3,974.14

PAC School Account - \$3,728.17

All budgeted items have been paid and accounted for.

- 2018/2019 Budget YTD shows a profit of \$8,447.65. This doesn't include the \$5,000 expense or \$3,000 earmarked for the playground as the expense not realized yet. \$170.78 profit from Teacher's Appreciation lunch will be donated back to the teachers to decide how to spend it. Taking the above into consideration we end up in a projected surplus of \$277.65. Budgeted deficit at the beginning of the year was \$4,482.00 exceeding our anticipated budget. Mostly due to Parent Direct Donations, Special Lunch, Sports Day Snack Sale and Movie Night revenues out performing projected. Attached budget to date shows the variance.
- Will confirm final Year End Financials in September meeting.

Chaffey Burke Elementary School Parent Advisory Council
 For the period of Sept 1, 2018 to August 31, 2019
 Sunday, June 30, 2019

Revised and Passed November 22, 2018

Ref	Description		Budgeted	Actual	Variance	Notes
Revenues		Sources:				
1	Gaming Grant	<i>Grant - Provincial Gov't</i>	13,368.00	13,368.00	-	Amount confirmed Sep 28th, deposited Oct 11th.
2	School District PAC Grant	<i>Grant - District PAC</i>	200.00	211.67	11.67	last year balance = \$415.69 unused
3	Direct Donation	<i>Parents Donation</i>	5,000.00	7,833.00	2,833.00	
4	Special Lunch Program (net)	<i>Food sales</i>	5,000.00	6,012.84	1,012.84	Total Revenue = \$, net profit = %
5	Snack Sales	<i>Food sales</i>	2,500.00	2,151.91	(348.09)	Total Revenue = \$, net profit = %
6	Sports Day (net)	<i>Food sales</i>	500.00	1,545.37	1,045.37	
7	Bottle Recycling	<i>Food sales</i>	-	49.90	49.90	
8	Movie Night	<i>Event concession</i>	500.00	794.40	294.40	
9	Volleyball/ Basketball Tournament (net)	<i>Event concession</i>	50.00	-	(50.00)	
10	Purdys	<i>Fundraising</i>	650.00	404.22	(245.78)	
11	Creative Pack - School Supplies	<i>Fundraising</i>	300.00	315.36	15.36	Proceeds from last year fundraising rec'd in Oct 2018.
12	Pancake Breakfast (net)	<i>Community bldg event</i>	-	59.43	59.43	
13	Interest	<i>Misc</i>	150.00	165.16	15.16	
14	Community BBQ	<i>Community bldg event</i>	-	-	-	
15	Book/ Game Board Sale	<i>Community bldg event</i>	-	-	-	
16	Teacher Appreciation Lunch	<i>Misc</i>	-	170.78	170.78	
Total Revenue			28,218.00	33,082.04	4,693.26	
Expenditures		Category				
17	Field Trips	<i>Field trip</i>	8,400.00	8,400.00	-	
18	Ipads and Laptops	<i>Technology</i>	2,050.00	1,550.00	(500.00)	1 ipad and 2 laptops
19	Moscrop Alumni Awards	<i>Award</i>	600.00	600.00	-	
20	Applied Skills Development Training	<i>Resource - applied skills</i>	-	-	-	
21	Playground Addition	<i>Environmental</i>	5,000.00	-	(5,000.00)	
22	Service Awards	<i>Award</i>	200.00	200.00	-	
23	Teacher Consumables	<i>Instructional support</i>	2,400.00	2,400.00	-	
24	School Activities	<i>Instructional support</i>	4,000.00	4,000.00	-	
25	Kindergarten Refresh Initiative	<i>Instructional support</i>	1,500.00	1,500.00	-	One time amount for District to match funds for Kindergarten clas
26	School Implementation Plan	<i>New curric. training</i>	2,000.00	2,000.00	-	
27	Classroom Libraries	<i>Resource - literary</i>	1,800.00	1,800.00	-	\$75 x 24 classrooms
28	School Library Support	<i>Resource - literary</i>	750.00	713.15	(36.85)	
29	Red Cedar Program	<i>Resource - literary</i>	425.00	425.00	-	
30	Home Reading	<i>Resource - literary</i>	425.00	425.00	-	
31	Battle of the Books	<i>Resource - literary</i>	500.00	481.85	(18.15)	
32	In Focus Projectors	<i>Technology</i>	-	-	-	
33	Cultural Event	<i>Culture</i>	850.00	850.00	-	
34	Beautification	<i>Environmental</i>	300.00	300.00	-	
35	Educational Workshop	<i>Seminar for parents</i>	500.00	-	(500.00)	
36	PAC Run Activities	<i>PAC</i>	500.00	469.75	(30.25)	Movie License Apr 2018-Mar 2019 and \$83.67 spent on Christm
37	PAC Operations	<i>PAC</i>	500.00	48.86	(451.14)	
Total Expenditures			32,700.00	26,163.61	(6,536.39)	
Projected Profit			(4,482.00)	6,918.43	11,400.43	
Bank Balances @ Sept 1st				Current		
	Vancity PAC General		15,271.17	\$ 16,678.17		
	Vancity Gaming Account		4,033.10	\$ 6,938.42		
	Sept 01, 2017 Balance		19,304.27	\$ 23,616.59		as of June 30, 2019
	Budget if passed from above		(4,482.00)	6,918.43	(2)	
	Balance at the end of the school Yr		14,822.27	26,222.70		as of June 30, 2019