

Chaffey-Burke PAC Meeting Minutes
January 23, 2020, 9:15am, Staff Room

Start time: 9:15am

Location: Staff Room

In attendance: Claudio Bortolussi (Principal), Bruce Cornell (new Principal), Irene Yung (Chair), Eugene Lin (Vice-Chair), Di Li (Secretary)

Regrets: Catherine Qiao (Treasurer)

1. PAC welcomes our new Principal, Mr. Bruce Cornell.
2. Approval of the agenda
Motioned, Seconded, Motion Carried
3. Approval of Minutes of Previous Meeting held on November 21, 2019
Motioned, Seconded, Motion Carried
4. Principal's report (Claudio)
 - School population: 562, 137 students ins/outs for the first four months
 - YPC concert
 - Family literacy week, related website/info has been posted on the school website.
 - Family Day – Feb. 17th
 - Pro D – Feb. 28th
 - Reporting – will be discussed in the next staff meeting in February
 - Report card – Beginning of March
 - School focus – Reading & Reading for information
 - Three workshops for teachers: Guided reading in the classroom; Reading conferences; a new resource called "Discovery education" (we are one of three schools that are able to use this resource, it has updated videos that are aligned with the BC curriculum for teachers to choose)
 - Four 42" TV/monitors donated by a parent who works for an audio visual company, school plans to use in the high-use area.
5. Treasurer's report
 - Overall, we are at a healthy balance
 - Report as attached.
 - Basketball court is completed
 - Waiting for a quote on the plumbing for the new water fountain
 - PAC direct donation this year: \$1445 (not including the balance carried over from previous year)
 - Special lunch will switch to online ordering system munchalunch.com
Action: Di to work with school to have an account for Ellen to print the reports.

6. Business arising from previous meeting

- School Event Review & Updates
 - Christmas Pancake breakfast – Dec. 17, 2019
It went well, Lion's Club asked us to provide a cookout date for 2020 by June if possible.
Action: Di to contact Lion's Club for the cookout date for 2020
 - Emergency preparedness
 - Release drill – May 2020

- Fundraising Events/Community Building Activities
 - Special Lunch – munchalunch.com
 - School wear Fundraising
Action: Di to find volunteers
 - Emergency kit fundraising
Will organize to align with Emergency release drill in May 2020
 - Movie Night
No plan yet
 - Direct Donation
Action: Irene to send another donation notice to parents, to ask Antonella to send out an email blast as well.
 - Moscrop Alumni Award
 - Budgeted \$500 for 2 kids
 - Current criteria to qualify:
 1. Attended Grade 6 & 7 at Chaffey-Burke
 2. Being a community helper**Action:** Irene will discuss the new criteria in the next meeting
 - Other possible events
 - Multicultural dinner
Action: Di to find volunteers and set up a date
 - Game night – will be discussed in next meeting
 - Family Yoga/Dance night – Maybe not for this school year

7. New Business

- Separate PAC finance from School
Parent volunteer is needed to deposit cash PAC collected
Action: Di to talk to volunteers

8. Next meeting date: **Thursday February 20, 2020 9:15am, staff room**

9. Meeting adjourned: **9:54am**

TREASURER'S REPORT

January 23, 2020

1.

Bank Balances @ Jan 1st, 2020	
Vancity PAC General	5,541.55
Vancity Gaming Account	17,764.61
PAC School Account	21,944.76
Nov 1, 2019 Balance	45,250.92

*\$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	5,541.55
Vancity Gaming Account	12,764.61
PAC School Account	17,817.40*
Sept 1, 2019 Balance	36,123.56

*PAC Direct Donation - \$5,419.14

PAC School Accounts - \$12,398.26

2. Special Lunch profit of approx. \$2,806.54 for Oct to Jan. Excited to launch online ordering with Munch a Lunch for the 2nd lunch order. Ellen has done a lot of
3. December snack sale profit of approx.. \$450.
4. 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		(5,000.00)	
4	Special Lunch Program (net)	6,000.00	8,086.97	2,086.97	
5	Snack Sales (net)	2,000.00	961.28	(1,038.72)	
6	Sports Day (net)	1,000.00		(1,000.00)	
7	Bottle Recycling	100.00	66.55	(33.45)	
8	Movie Night	500.00		(500.00)	
9	Creative Pack - School Supplies	137.31		(137.31)	Proceeds from last year fundraising
10	Pancake Breakfast (net)	-		-	
11	Interest	100.00	6.86	(93.14)	
12	Teacher Appreciation Lunch	-		-	
	Total Revenue	26,157.31	20,454.18	(5,703.13)	
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					
21	School Library Support	750.00	S	(750.00)	
22	Red Cedar Program	600.00	S	(600.00)	
23	Home Reading	600.00	S	(600.00)	
24	Battle of the Books	250.00	S	(250.00)	
25	In Focus Projectors	1,900.00	S	(42.75)	1,857.25
26	Cultural Event	850.00	S	(850.00)	
27	Beautification	500.00	S	(500.00)	
28	Incubator	700.00	S	(700.00)	
29	Educational Workshop	600.00	S	(600.00)	use funds from District PAC
30	Principal's Discretionary Fund	1,000.00	P	(1,000.00)	
31	Earthquake Kits Update and Additions	900.00	P	(900.00)	30 backpacks @ \$30 each
32	Movie Night License	500.00	P	(500.00)	
33	PAC Run Activities	500.00	P	(500.00)	
34	PAC Operations	250.00	P	(250.00)	
	Total Expenditures	32,500.00	1,857.25	(30,642.75)	
	Projected Profit	(6,342.69)	18,596.93	24,939.62	
Bank Balances @ Sept 1st			Current		
	Vancity PAC General + PAC School	12,568.15		\$ 27,486.31	
	Vancity Gaming Account	1,639.55		\$ 17,764.61	
	Sept 01, 2019 Balance	14,207.70	(1)	\$ 45,250.92	as of December 31, 2019
	Budget if passed from above	(6,342.69)		18,596.93	(2)
	Balance at the end of the school Yr	7,865.01		32,804.63	as of December 31, 2019
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	-	