

Chaffey-Burke PAC Meeting Minutes
May 16, 2019, following the Annual General Meeting, Staff Room

Start time: 9:35am

Location: Staff Room

In attendance: As attached

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

2. Approval of Minutes of Previous Meeting held on April 18, 2019
Moved, Seconded, Motion Carried

3. Principal's report (Claudio)
 - Current school population is 568. There are 24 divisions.
 - Class placement notice came home yesterday, written requests will be accepted only under extenuating circumstances.
 - Staff meeting was held on yesterday, mainly focus on earthquake preparedness.
 - Will meet in June with updated procedures
 - Need to check product expiry dates in the existing kits
 - More emergency kits need to be purchased, for common areas, like gym, music rooms, etc.
 - Check Kiosks
 - Sports day - June 14
 - Chaffey-Burke is one of 3 schools on the shortlist for new school playground, depending on the minister budget.
 - Basketball court will be done this summer.
 - Chaffey-Burke school is at its capacity, due to student population pressure points in Metrotown area, district may change the school catchment boundary.

4. Treasurer's report (Irene)
 - Report as attached.
 - Irene will be sitting down with Donna, school secretary, to start paying out budgeted items.
 - \$3,000 from Parent Direct Donations, plus \$5,000 from Gaming Grant and \$4,000 from the grant received from City of Burnaby to build our basketball court this summer.

5. Fall 2019 afterschool recreation program Planning (Louise Rusch - Burnaby Parks Recreation & Cultural Services)
 - Public announcement
 - Healthy Kids Fair (newborn-5 years) - June 6, 2019 @ Bonsor
 - Civic Square Family Night – Civic Square, summer 2019
 - Family Movie Nights – Civic Square, August 2019

- Wesburn Family Picnic & Movie Night - August 7, 2019 @ Wesburn park
 - Spray parks open on the Victoria Day weekend in May.
 - Bonsor Art Guide
 - Kids Activity Guide
- Afterschool program survey
<https://www.burnaby.ca/Things-To-Do/Be-Active-Programs/Programs-for-Everyone/After-School-Programs/Afterschool-Survey--Southwest.html>
6. Business arising from previous meeting
- School Event Review & Updates
 - Teacher's appreciation lunch
 Catherine: donation received - \$1690, this year will be Asian themed lunch. Gift for one teacher who will retire this year.
 - Emergency preparedness
 Ms. Clark and Ms. Androsoff will contact PAC with the process, starts from next year (around/on sports day), and every other/even year
 - DPAC 2019 Annual General Meeting – May 21, 2019 7pm - 9pm
 No parent volunteers to attend the meeting
 - Fundraising Events/Community Building Activities
 - Snack Sale
 Will be twice a month next school year. School reminds all students no littering, PAC will continue working with school on this issue, such as, to put up a sign, more recycling/garbage bins, etc.
 - Movie night
 Irene has renewed the license. Next movie night will be May 24.
 - PAC Direct Donation
 Parent Direct Donations - \$4,650.00 YTD, plus balance carried over from last year of \$3,138.00, total is \$7,788.00.
 - Creative Packs school supply fundraising
 Any on-line order by **June 30th, 2019** will be delivered directly to our school for FREE.
 - Special lunch
 Irene suggested to increase only one more date per month, starting from January 2020 (maybe) to see if we have enough parent volunteers.

- Other possible events
 - PAC introduction session
PAC will discuss it on the next meeting, set up a table to introduce PAC to get new parent volunteers in September during new kindergarten information session

- Other possible events
 - Kitchen has been cleaned up.
 - Kitchen key is still missing.

7. New Business

8. Meeting adjourned: 10:19am, next PAC meeting will be on Thursday June 20, 2019 at 9:15am in the Staff Room.

PAC MEETING ATTENDANCE RECORD

Thursday, May 16, 2019

NAME	EMAIL
Alphina Chauung	Blank for privacy
Eugene Lin	
Catherine Orao	
Cindy	
Sissie Xing	
Julie zhu	
Asma Bhatti	
Amy Yan	
Di Li	
Kashy Wang	
Irene Yung	
Ellen Wang	

TREASURER'S REPORT

May 16, 2019

1.

Bank Balances @ May 1st, 2019	
Vancity PAC General	6,749.75
Vancity Gaming Account	8,757.90
PAC School Account	21,982.75
February 1, 2019 Balance	37,490.40

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 \$4,650.00 YTD plus balance carried over from last year of \$3,138.00 for a total of \$7,788.00. We will be using \$3,000 from here for the playground, plus \$5,000 from Gaming Grant and the City of Burnaby Grant of \$4,000 to cover the cost of the paving and hoops.

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

Revised and Passed November 22, 2018

Ref	Description		Budgeted	Actual	Variance	Notes
Revenues		Sources:				
1	Gaming Grant	<i>Grant - Provincial Gov</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	7,688.00	2,688.00	
4	Special Lunch Program (net)	<i>Food sales</i>	5,000.00	8,318.93	3,318.93	Total Revenue = \$, net profit = %
5	Snack Sales	<i>Food sales</i>	2,500.00	2,175.59	(324.41)	Total Revenue = \$, net profit = %
6	Sports Day (net)	<i>Food sales</i>	500.00	-	(500.00)	
7	Bottle Recycling	<i>Food sales</i>	-	49.90	49.90	
8	Movie Night	<i>Event concession</i>	500.00	524.95	24.95	
9	Volleyball/ Basketball Tournament	<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	79.12	(70.88)	
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>	-	-	-	
Total Revenue			28,218.00	33,195.17	4,977.17	
Expenditures		Category				
17	Field Trips	<i>Field trip</i>	8,400.00	G 8,400.00	-	
18	Ipads and Laptops	<i>Technology</i>	2,050.00	G 2,050.00	(2,050.00)	1 ipad and 2 laptops
19	Moscrop Alumni Awards	<i>Award</i>	600.00	G 600.00	(600.00)	
20	Applied Skills Development Training	<i>Resource - applied ski</i>	-	G -	-	
21	Playground Addition	<i>Environmental</i>	5,000.00	G 5,000.00	(5,000.00)	
22	Service Awards	<i>Award</i>	200.00	S 200.00	(200.00)	
23	Teacher Consumables	<i>Instructional support</i>	2,400.00	S 2,400.00	-	
24	School Activities	<i>Instructional support</i>	4,000.00	S 4,000.00	(4,000.00)	
25	Kindergarten Refresh Initiative	<i>Instructional support</i>	1,500.00	S 1,500.00	-	One time amount for District to match funds for Kindergarten c
26	School Implementation Plan	<i>New curric. training</i>	2,000.00	S 2,000.00	-	
27	Classroom Libraries	<i>Resource - literary</i>	1,800.00	S 1,800.00	-	\$75 x 24 classrooms
28	School Library Support	<i>Resource - literary</i>	750.00	S 750.00	(750.00)	
29	Red Cedar Program	<i>Resource - literary</i>	425.00	S 425.00	(425.00)	
30	Home Reading	<i>Resource - literary</i>	425.00	S 425.00	-	
31	Battle of the Books	<i>Resource - literary</i>	500.00	S 481.85	(18.15)	
32	In Focus Projectors	<i>Technology</i>	-	S -	-	
33	Cultural Event	<i>Culture</i>	850.00	S 850.00	(850.00)	
34	Beautification	<i>Environmental</i>	300.00	S 300.00	(300.00)	
35	Educational Workshop	<i>Seminar for parents</i>	500.00	S 500.00	(500.00)	Movie License Apr 2018-Mar 2019
36	PAC Run Activities	<i>PAC</i>	500.00	P 500.00	(500.00)	
37	PAC Operations	<i>PAC</i>	500.00	P 107.73	(392.27)	\$240.06 for supplies and \$83.67 spent on Christmas Craft Night
Total Expenditures			32,700.00	17,114.58	(15,585.42)	
Projected Profit			(4,482.00)	16,080.59	20,562.59	
Bank Balances @ Sept 1st			Current			
Vancity PAC General			15,271.17	\$ 28,732.50		
Vancity Gaming Account			4,033.10	\$ 8,757.90		
Sept 01, 2017 Balance			19,304.27 (1)	\$ 37,490.40	as of April 30, 2019	
Budget if passed from above			(4,482.00)	16,080.59 (2)		
Balance at the end of the school Yr			14,822.27	35,384.86	as of April 30, 2019	