

**Chaffey-Burke PAC Meeting Minutes  
November 22, 2018 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), Catherine Qiao

**Regrets:** Cindy Pan (Vice-Chair), Ms. Carlene Montgomery (Head Teacher)

1. Approval of the agenda  
**Motioned, Seconded, Motion Carried**
  
2. Approval of Minutes of Previous Meeting held on October 18, 2018  
**Motioned, Seconded, Motion Carried**
  
3. Principal's report (Claudio)
  - Current student population is 570.
  - Today Div 1-10 went to young people's concert.
  - Teacher is preparing report cards, no three way conferences this term due to a limited number of early dismissals that the school district provides, for any parents who have concerns, please schedule a meeting with teachers instead.
  - Ministry reporting order to have 3 formal and 2 informal meetings. School manages to find a better way to meet the expectation from Ministry, teachers and parents
  - Tomorrow's Pro D is around inquiry and school growth plan. School guest person Lee Watanabe-Crockett does video conferencing with staff throughout the year, few other schools are going to come to the video conferencing as well.
  - School bought 2 boulders to create an outdoor classroom.
  - Multiple programs and teachers/staff need money to run the programs, school doesn't have enough money to support.
  
4. Head teacher's report (Carlene)
  - Ms. Carlene Montgomery is teaching, no updates.
  
5. School yard garbage (Mrs. Delikatny)
  - Grade 4 and Grade 5 classes have outdoor learning once a month. Yesterday, the initiative was to go out and clean up the school ground, the orchard, etc. And they picked up 45 pounds of garbage, there were huge amount of styrofoam. Mrs. Delikatny suggested to use biodegradable paper cups for PAC activities, like snack sale, etc., then eventually no cups, ask kids to bring their own cups. Mrs. Delikatny also suggested to sell milk only for "Milk and Juice" program, rather than selling the tetra box with the plastic straws, because lot of teachers are trying hard to teach kids to be environmentally friendly. Even though we

can recycle those plastic containers, but lot of micro plastic ends up in the oceans.

6. Treasurer's report (Irene)

- Treasurer's report as attached
- Current balance in the general account is about 10,500, gaming grant was received, thus gaming account is 17,000, and PAC account is under 5,000
- October revenues: snack sale (\$434), movie night (\$144 in Oct., \$152 in Nov.), creative pack(\$350, money received), special lunch profit about \$8000
- Kindergarten Refresh Initiative  
The initiative offered by district this year (not sure if they will offer next year), they will match up to \$6,000 for 4 classes. District would match \$3,000 (this year) and \$1,500 (last year), total about giving us \$4,500. Ms. Nielson comes to PAC to see if we can give \$1,500 to get full \$6,000 offered by district to buy big ticket items.
- **Motion:** Provide Kindergarten Refresh Initiative \$1,500 as requested.  
**Motioned, Seconded, Motion Carried**

**Motion:** Revised budget for 2018/2019 is to run a deficit of \$4,482.00. To include an additional \$1,500.00 for Kindergarten Refresh Initiative to max out grant received from the District. Final cash position will still be positive at fiscal year-end at an estimated \$10,000, assuming budget is met in 2018/2019.

**Motioned, Seconded, Motion Carried**

7. Business arising from previous meeting

- School Event Review & Updates
  - i. Purdy's Chocolates fundraising  
Online order, so far, meets half of our target, is due this Friday.  
Paper order is due today, will count the money this Thursday.
  - ii. Breakfast with Santa  
It will be on December 19<sup>th</sup>, needs volunteers. Ellen cannot organize the event.  
**Action:** PAC to find resource to organize the event.
  - iii. Volleyball night  
Next Wednesday for intermediate classes, 5:30pm – 7pm  
**Action:** Sophia to manage the snack sale, no pizza, just some snacks.
  - iv. Movie night  
Eugene is planning one in December

v. Snack Sale

Couple parents want to see some healthy snack options, like yogurt, cheese, etc.

Due to the short shelf life, it may not be feasible.

Some parents questioned about the snacks sold in the school snack sale events, because the chips, popsicles, etc, are categorized as junk food.

Mr. Bortolussi answered the inquiries. As long as it meets the portion size standard, we can sell it. School and PAC have been having lots of discussion on what kind of foods for snack sale. We moved away from those snacks high in sugar. Sophia replaced deep fried chips with baked chips. Eugene added healthy popcorn with less salt and oil. Plus, we only have snack sale once a month, kids should be able to have something special once in a while.

vi. PAC Parent Donation

As of end of October, we have \$1,100.

Reminder will be sent, hoping extended families to support our school community.

vii. Christmas Craft evening event

It will be on Thursday December 13, 6:30pm – 8pm

**ACTION:** PAC to find parents to organize/volunteer

viii. Earthquake protocols and kits

**ACTION:** Mr. Bortolussi to provide the list. Eugene to prepare the kit.

ix. DPAC - November 19, 2018 @ 7:00 pm – 9:00 pm

A Parent volunteer went to meeting, nothing to report so far.

8. New Business

- BC Quake fundraising

It will be discussed in January 2019

- Water fountain filtration units / new water fountains

Mr. Bortolussi will look in the cost, rough estimated may be about \$3000, but will not be added into this school year's budget.

- Other possible events

Firefighter Hotdog Picnic will be discussed in January.

Or other community events, like carnival, silent auction, etc.

- Meeting adjourned: 10:12am. Next meeting will be on Thursday January 17, 2019 at 9:15am in the Staff Room.

## TREASURER'S REPORT

November 22, 2018

1.

<b>Bank Balances @ Nov 1<sup>st</sup>, 2018</b>	
Vancity PAC General	10,536.36
Vancity Gaming Account	17,101.14
PAC School Account	4,995.15
Nov 01, 2018 Balance	32,632.65

Gaming Grant of \$13,368.00 was received. October revenues included snack sales of \$434.20 and movie night of \$144.00, Creative Pak fundraiser monies also received in the amount of \$315.36. Monies for Field Trips, teacher consumables and classroom libraries to be given to the school this month.

2. Special Lunch revenues of \$9,653.75 expenses of \$1,201.90 for a profit to date of \$8,451.85. Note that not all the expenses have been accounted for but most of the revenues are in. Day sales for Oct 25<sup>th</sup> lunch and Nov 1<sup>st</sup> lunch totaled \$81.15 included in the total revenue.
3. Kindergarten Refresh Initiative offered from the District this year only. District will match monies to Kindergarten classes up to \$6,000 for our four Kindergarten classes. So far District has promised \$4,500 (matching school's \$1,500 and another \$3,000 for the year). Ms. Nielsen has asked if the PAC can provide \$1,500 to max. out the grant available. The monies go toward "big ticket" items for classroom use.
4. Revised budget for 2018/2019 is to run a deficit of \$4,482.00. To include an additional \$1,500.00 for Kindergarten Refresh Initiative to max. out grant received from the District. Final cash position will still be positive at fiscal year end at an estimated \$10,700, assuming budget is met in 2018/2019.