

**Chaffey-Burke PAC Meeting Minutes
October 18, 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), Cindy Pan (Vice-Chair), Irene Yung (Treasurer), Di Li (Secretary), Asma Bhatti, Cynthia Chen, Catherine Qiao, Jing Wang, Hanna Zhang, Alice Lam

Regrets: Ms. Carlene Montgomery (Head Teacher)

1. Approval of the agenda
Motioned, Seconded, Motion Carried
2. Approval of Minutes of Previous Meeting held on September 20, 2018
Motioned, Seconded, Motion Carried
3. Winter and spring 2019 afterschool recreation program Planning – (Louise Rusch, Burnaby Parks Recreation & Cultural Services)
 - a. Public Service Announcements
 - Big Boo @ Bonsor on Friday, October 26
 - Election/voting guide
 - Arts guide
 - Burnaby Parks, Recreation & Culture Commission is having a public meeting at Burnaby Mountain Golf Course
 - b. After school Program for Winter and spring 2019
 - **Online survey for Afterschool Survey:** Southwest @ <https://www.burnaby.ca/Things-To-Do/Be-Active-Programs/Programs-for-Everyone/After-School-Programs/Afterschool-Survey--Southwest.html>
 - Parents hoping to extend some of programs a little longer (more than 4 sessions)
 - Parents like to see more sports, science programs
 - Cooking programs are popular
 - Art program (Young Rembrandts), drawing class run after school not through Burnaby Parks Recreation & Cultural Services
 - Music/Dancing not suitable for afterschool program, parents can find similar programs in Community Centers or Shadbolt Centre
4. Principal's report (Claudio)
 - Current school population is 567 students, over past 3 weeks, there were 35 ins and outs.

- **Request from school to all parents:** Try not to take vacation during the school year because it affects the way learning happens in the classroom.
- School had a number of meetings
 - IEP (Individualized Education Plan) meeting
 - Parent-Teacher interviews
 - Pro D day
 - Collaboration meetings
 - Class review meetings
- FSA (Foundation Skills Assessment) for all grade 4 and 7 students
 - FSA is a tool for Ministry of Education to measure how schools are doing and use for the rankings
 - Fraser Institute School Ranking (attached) explanation, it filters out and focuses on the schools with same composition as our school (over 50% ELL and 5%-10% special needs; our school has 60% ELL students, 10% special needs students). Comparing against all those schools, Chaffey-Burke ranking is No. 8 in the province, plus, Chaffey-Burke have been on an upward trend for five years in a row (an upward arrow shown next to the ranking), it proves we are doing really well.
 - We don't compare ourselves against the private institutions, because they can choose students, and we can't.
- Cross Country is completed.
- Volleyball starts next week.
- Terry Fox Run is finished, we raised \$7,030 this year. Chaffey-Burke is the top school for raising funds for Terry Fox over the past 30 years, we have raised over \$125,000 in the past 30 years for cancer research, doubled the nearest schools.
- Buddy Bench is installed. Two cement benches are purchased, will be placed in the undercover walkway to make the undercover walkway an outdoor classroom area.
- Grade 6 immunization shots next week
- Staff meeting – discuss about reporting and assessment. Entire province is moving towards a standardized reporting. Universities are moving towards portfolios, no letter grades. Mr. Bortolussi attended superintendent's conference last fall, UBC, SFU, KPU, BCIT and Douglas College all said they are no longer looking at letter grades as entrance qualification.
- Three-way conferences in December, there will be early dismissal days.
- No Christmas Concert this year, music teachers will try to have a concert in Spring
- Last Pro D day – focus on “making learning visible”. Two books used as guides are “10 Mindframes for Visible Learning” and “Future-Focused Learning”; a board outside Ms. Cheng's class explains the process

- District Pro D day this Friday – many teachers will attend conferences in various locations
- “Drop everything and read” Day (National Literacy Day) – October 22nd
- Shakeout BC - October 18 at 10:18 am
Action: PAC to revisit the earthquake protocols and kits (another kit for new division)
Action: PAC to start Earthquake preparedness in January 2019

5. Head teacher’s report (Carlene)

Ms. Montgomery is teaching, no updates

6. Treasurer’s report (Irene)

- a. Gaming Grant came in; more than expected
- b. 2018/2019 PAC budget (as attached)

Motioned, Seconded, Motion Carried

7. Business arising from previous meeting

a. School Event Review & Updates

i. Terry Fox Run

Updated in Principal’s report

ii. DPAC meeting – Oct. 10, 2018

PAC 101 - Ms. Clark and Mr. Bortolussi attended

iii. Volunteer list

Action: Irene to provide a volunteer form list

iv. Movie night

Well attended, very successful; raised \$144

Next movie night – probably 2nd Friday

Action: Eugene to confirm the date

v. Volleyball night

Probably in November, needs parent volunteers

Action: Irene to touch base with Ms. Montgomery

b. Fundraising Events / Community Building Activities

i. Greeting Card Fundraiser

Push to January

ii. Purdy’s Chocolates

Action: Di to find 2 more volunteers

iii. Direct Donation

Letter will go out next week

iv. Other possible events

- Christmas Craft

Action: Irene to talk to Parks Board for resource, suggests to host it one week before pancake breakfast

8. New Business

9. Meeting adjourned: 10:10am. Next meeting will be on Thursday November 15, 2018 at 9:15am in the Staff Room.

School Rankings - Fraser Institute

| 2016-17 Rank | Rank in the most recent five years | Trend | School Name | City | 2016-17 Rating | Rating in the most recent five years | Schools found: 35 |
|---------------------|-------------------------------------------|--------------|--------------------------------------|-----------------|-----------------------|---------------------------------------------|--------------------------------|
| 84/946 | 101/811 | — | Spul'u'kwuks | Richmond | 8.4 | 7.9 | Add to compare |
| 95/946 | 78/811 | — | Archibald Blair | Richmond | 8.3 | 8.4 | Add to compare |
| 103/946 | 87/811 | — | W D Ferris | Richmond | 8.2 | 8.1 | Add to compare |
| 120/946 | 62/811 | — | Jessie Wowk | Richmond | 8.0 | 8.6 | Add to compare |
| 180/946 | 187/811 | — | Henry Anderson | Richmond | 7.4 | 7.1 | Add to compare |
| 193/946 | 285/811 | ▲ | A H P Matthew | Surrey | 7.3 | 6.6 | Add to compare |
| 240/946 | 199/811 | — | Pinetree Way | Coquitlam | 7.0 | 7.0 | Add to compare |
| 240/946 | 216/811 | ▲ | Chaffey-Burke | Burnaby | 7.0 | 6.9 | Add to compare |
| 294/946 | 319/811 | — | Graham Bruce | Vancouver | 6.7 | 6.4 | Add to compare |
| 294/946 | 409/811 | — | David Lloyd George | Vancouver | 6.7 | 6.0 | Add to compare |
| 335/946 | 216/811 | — | Samuel Brighthouse | Richmond | 6.5 | 6.9 | Add to compare |
| 335/946 | 240/811 | — | Tomsett | Richmond | 6.5 | 6.8 | Add to compare |
| 335/946 | 456/811 | — | Windsor | Burnaby | 6.5 | 5.8 | Add to compare |
| 335/946 | 516/811 | — | Maple Green | Surrey | 6.5 | 5.5 | Add to compare |
| 405/946 | 299/811 | — | William Cook | Richmond | 6.2 | 6.5 | Add to compare |
| 456/946 | 265/811 | — | General Currie | Richmond | 6.0 | 6.7 | Add to compare |
| 456/946 | 456/811 | — | Cougar Creek | Surrey | 6.0 | 5.8 | Add to compare |
| 456/946 | 540/811 | — | Surrey Traditional | Surrey | 6.0 | 5.4 | Add to compare |
| 484/946 | 409/811 | — | Queen Elizabeth | New Westminster | 5.9 | 6.0 | Add to compare |
| 538/946 | 285/811 | — | Sir Wilfred Grenfell | Vancouver | 5.7 | 6.6 | Add to compare |

School Rankings - Fraser Institute

| | | | | | | | |
|---------|---------|-----|---------------------------------|-----------|-----|-----|--------------------------------|
| 608/946 | 456/811 | — | Green Timbers | Surrey | 5.3 | 5.8 | Add to compare |
| 608/946 | 471/811 | — | Panorama Park | Surrey | 5.3 | 5.7 | Add to compare |
| 608/946 | 563/811 | — | Newton | Surrey | 5.3 | 5.3 | Add to compare |
| 608/946 | 582/811 | — | Walter Moberly | Vancouver | 5.3 | 5.2 | Add to compare |
| 640/946 | 516/811 | ▼ | G T Cunningham | Vancouver | 5.2 | 5.5 | Add to compare |
| 663/946 | 744/811 | — | Hjorth Road | Surrey | 5.1 | 4.2 | Add to compare |
| 679/946 | 540/811 | — | Westerman | Surrey | 5.0 | 5.4 | Add to compare |
| 679/946 | 724/811 | — | Senator Reid | Surrey | 5.0 | 4.4 | Add to compare |
| 711/946 | 606/811 | — | Beaver Creek | Surrey | 4.8 | 5.1 | Add to compare |
| 711/946 | n/a | n/a | Southlands | Vancouver | 4.8 | n/a | Add to compare |
| 733/946 | 606/811 | — | Strawberry Hill | Surrey | 4.7 | 5.1 | Add to compare |
| 733/946 | n/a | n/a | Alderson | Coquitlam | 4.7 | n/a | Add to compare |
| 752/946 | n/a | n/a | Maywood | Burnaby | 4.6 | n/a | Add to compare |
| 816/946 | 740/811 | — | Betty Huff | Surrey | 4.2 | 4.3 | Add to compare |
| 824/946 | 694/811 | — | Henry Bose | Surrey | 4.1 | 4.6 | Add to compare |

2018-2019 PAC Budget

1 message

Wed, Sep 26, 2018 at 12:19 PM

Hi all,

Please review the draft budget attached. I decided to run a deficit for the fiscal year but only because we are cash positive.

Given we have over \$3000 in the gaming account to start I propose we allocated that amount to the Playground addition, hence we run a deficit of \$2,900 for the year but our cash position at the end of the fiscal year still ends up cash positive.

With regards to the CB Wishlist here is how I have allocated funds...

From gaming:

Field Trips \$8400

Ipads and laptop \$2050.00 (1 ipad and 2 laptops), asking \$6,455.00

Moscrop Alumni Awards \$600

Playground addition \$3,000 (asking for \$7500)

From PAC General

Service Awards \$200

Teacher Consumables \$2400

School Implementation Plan \$2000

Classroom Libraries \$1800 (asked for \$2400)

School Library Support \$750 (asked for \$1500)

Red Cedar Program \$300 (asked for \$600)

Home Reading \$300 (asked for \$600)

Battle of the Books \$500

In Focus Projectors \$0.00

Cultural Event \$850.00

Beautification \$300 (asked for \$500)

Based on the wishlist we are able to meet 73% of the total which I think is pretty good. Of course...should we end up with more money from our direct donation and/or other fundraisers we can do more.

This is all subject to discussion and is based on what I think we should focus our funds on. I am more than happy to discuss your thoughts and compromise.

I look forward to hearing your thoughts. If you prefer to meet to discuss we can do that one evening.

I'd like to present and get the budget passed at our next meeting.

Irene

 **2018-2019 DRAFT Budget'.pdf**
283K

TREASURER'S REPORT

October 18, 2018

1.

| Bank Balances @ Oct 1st, 2018 | |
|-------------------------------------------------|-----------|
| Vancity PAC General | 13,266.06 |
| Vancity Gaming Account | 3,733.14 |
| PAC School Account | 1,857.15 |
| Oct 01, 2018 Balance | 18,856.35 |

Microwave costing \$147.96 for staffroom was purchased using funds leftover from Teacher Appreciation last year.

2. Please note that the cheque for Ms. JiaYi (Gabby) Han – Moscrop Alumni Scholarship recipient has not been cashed yet. If anyone knows her family, please remind her to cash in ASAP. The amount is \$ 300.00, cheque is valid for 6 months since the cheque date.
3. Special Lunch revenue of \$5,757.50 to date so far. No expenses yet.
4. Gaming Grant got approved for \$13,368.00. Just waiting for deposit in the bank.
5. Suggested budget for 2018/2019 is to run a deficit of \$2,982.00. Basically, use up the profits of last year towards the cost of the playground upgrade. Final cash position will still be positive. Budget is able to provide about 79% of the school wish list for 2018-2019. Individual items on budget as circulated.

Chaffey Burke Elementary School Parent Advisory Council
For the period of Sept 1, 2018 to August 31, 2019
October 18, 2018

Passed

| 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 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 | <i>Grant - District PAC</i> | 200.00 | - | (200.00) | | |
| 3 | Direct Donation | <i>Parents Donation</i> | 5,000.00 | - | (5,000.00) | | |
| 4 | Special Lunch Program (net) | <i>Food sales</i> | 5,000.00 | - | (5,000.00) | | |
| 5 | Snack Sales | <i>Food sales</i> | 2,500.00 | - | (2,500.00) | | |
| 6 | Sports Day (net) | <i>Food sales</i> | 500.00 | - | (500.00) | | |
| 7 | Bottle Recycling | <i>Food sales</i> | - | - | - | | |
| 8 | Movie Night | <i>Event concession</i> | 500.00 | - | (500.00) | | |
| 9 | Volleyball/ Basketball Tournament (net) | <i>Event concession</i> | 50.00 | - | (50.00) | | |
| 10 | Purdys | <i>Fundraising</i> | 650.00 | - | (650.00) | | |
| 11 | Creative Pack - School Supplies | <i>Fundraising</i> | 300.00 | - | (300.00) | | Proceeds from last year fundraising rec'd in Oct 2018. |
| 12 | Pancake Breakfast (net) | <i>Community bldg event</i> | - | - | - | | |
| 13 | Interest | <i>Misc</i> | 150.00 | - | (150.00) | | |
| 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 | 13,368.00 | (14,850.00) | | |
| Expenditures | | Category | | | | | |
| 17 | Field Trips | <i>Field trip</i> | 8,400.00 | G | (8,400.00) | 1 ipad and 2 laptops \$75 x 24 classrooms Movie License Apr 2018-Mar 2019 | |
| 18 | Ipads and Laptops | <i>Technology</i> | 2,050.00 | G | (2,050.00) | | |
| 19 | Moscrop Alumni Awards | <i>Award</i> | 600.00 | G | (600.00) | | |
| 20 | Applied Skills Development Training | <i>Resource - applied skills</i> | - | G | - | | |
| 21 | Playground Addition | <i>Environmental</i> | 5,000.00 | G | (5,000.00) | | |
| 22 | Service Awards | <i>Award</i> | 200.00 | S | (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) | | |
| 25 | School Implementation Plan | <i>New curric. training</i> | 2,000.00 | S | (2,000.00) | | |
| 26 | Classroom Libraries | <i>Resource - literary</i> | 1,800.00 | S | (1,800.00) | | |
| 27 | School Library Support | <i>Resource - literary</i> | 750.00 | S | (750.00) | | |
| 28 | Red Cedar Program | <i>Resource - literary</i> | 425.00 | S | (425.00) | | |
| 29 | Home Reading | <i>Resource - literary</i> | 425.00 | S | (425.00) | | |
| 30 | Battle of the Books | <i>Resource - literary</i> | 500.00 | S | (500.00) | | |
| 31 | In Focus Projectors | <i>Technology</i> | - | S | - | | |
| 32 | Cultural Event | <i>Culture</i> | 850.00 | S | (850.00) | | |
| 33 | Beautification | <i>Environmental</i> | 300.00 | S | (300.00) | | |
| 34 | Educational Workshop | <i>Seminar for parents</i> | 500.00 | S | (500.00) | | |
| 35 | PAC Run Activities | <i>PAC</i> | 500.00 | P | (500.00) | | |
| 36 | PAC Operations | <i>PAC</i> | 500.00 | P | (500.00) | | |
| Total Expenditures | | | 31,200.00 | - | (31,200.00) | | |
| Projected Profit | | | (2,982.00) | 13,368.00 | 16,350.00 | | |
| Bank Balances @ Sept 1st | | | | Current | | | |
| | Vancity PAC General | | 15,271.17 | \$ 15,123.21 | | | |
| | Vancity Gaming Account | | 3,733.10 | \$ 3,733.14 | | | |
| | Sept 01, 2017 Balance | | 19,004.27 | (1) \$ 18,856.35 | as of , 2018 | | |
| | Budget if passed from above | | (2,982.00) | 13,368.00 | (2) | | |
| | Balance at the end of the school Yr | | 16,022.27 | 32,372.27 | as of , 2018 | | |
| Cash Positions for Budget Proposal | | | | | | NOTES: | |
| | Gaming Account Sept 1st | | 3,733.10 | | | 560 Students reported @ end of June 2018 | |
| | Gaming Fund | | 13,368.00 | | | G = funded by gaming grant (provincial) | |
| | Field Trips | | (8,400.00) | | | S = school activities | |
| | Moscrop Award | | (600.00) | | | P = PAC activities | |
| | Ipads and Laptops | | (2,050.00) | | | | |
| | Playground Addition | | (5,000.00) | | | | |
| | Net balance for Gaming | | 1,051.10 | - | | | |
| | General/ School Account Sept 1st | | 15,271.17 | | | | |
| | Total Revenues | | 14,650.00 | | | | |
| | Total Regular Expenses | | (14,150.00) | | | | |
| | School Implementation | | (2,000.00) | | | | |
| | Battle of the Books | | (500.00) | | | | |
| | PAC Expenses | | (1,000.00) | | | | |
| | Net balance for General Account | | 12,271.17 | - | | | |