

**Chaffey-Burke PAC Meeting Minutes
September 19, 2019, 9:15am, Staff Room**

Start time: 9:15am

Location: Staff Room

In attendance: Claudio Bortolussi (Principal), Kim Clark (Vice Principal), Irene Yung (Chair), Eugene Lin (Vice-Chair), Di Li (Secretary), Sandra W, Flora Sie, Thais Vendith

Regrets: Catherine Qiao (Treasurer)

1. Approval of the agenda
Motioned, Seconded, Motion Carried
2. Approval of Minutes of Previous Meeting held on August 19, 2019
Motioned, Seconded, Motion Carried
3. Addendum to Chaffey-Burke PAC 2019 AGM
 - Assign the signing officers for Chaffey-Burke PAC accounts
Motion to assign Irene Yung (Chair), Eugene Lin (Vice-Chair) and Yan (Catherine) Qiao (Treasurer) as the signing officers for CHAFFEY BURKE ELEM. SCHOOL PAC - GAMING ACCOUNT (43585471) and CHAFFEY BURKE ELEMENTARY SCHOOL PAC GENERAL ACCOUNT (43680215)
Motioned, Seconded, Motion Carried
4. Principal's report (Claudio)
 - Current student population 568; 47 new registrations; 35 leaving students, so far.
 - Challenge for Chaffey-Burke (CB) is, we have high (30%) transition rate (, the rate presents the number of students coming or leaving during the school year).
 - Tension between Ministry of Education and the Teachers' Federation is the funding, particularly among the special needs students, class size and composition.
 - Staff meeting yesterday – getting wish list from teachers.
 - Mr. Claudio Bortolussi will be away for 5 weeks from October for his hip replacement surgery.
5. Treasurer's report (Irene)
 - Treasurer's report as attached
 - Budget meeting for year 2019/2020 – next meeting
 - **Motion** to accept and pass the 2018/2019 treasurer's report as discussed and amended
Motioned, Seconded, Motion Carried
6. Business arising from previous meeting
 - School Event Review & Updates
 - Playground update
 1. Last year, we had decided to build a playground addition.

2. We has a grant for maximum of \$4,000 from City of Burnaby.
 3. School Board quoted \$12,000 to build the playground addition.
 4. School Board forgot to build it in the summer.
 5. New quote is \$17,000 now, \$5000 more than our budget.
 6. Grant from City of Burnaby is up to next March.
 7. PAC will decide whether or not we can move ahead, probably in next meeting.
 8. PAC will send out parent donation letter, giving the parents a better view of what we need and how much we need.
- Community Picnic update
 - We learned something new that we can do better next time.
 - Ms. Clark helped us to move the divisions in groups, thank you!
 - We will ask students to bring their own plates and cups in the future.
 - We will ask parents to label the containers with kid's name and division # for us to return the containers after the picnic.
 - We will ask parents to check the food/drink expiry date.
 - **Action:** Irene to get notice document from Anna Marie and modify it accordingly
 - Christmas Pancake breakfast
 - Part of proceeds will be donated to Burnaby Children's fund, which is managed by Burnaby teachers and staff to support families in Burnaby, (such as, winter coat, superstore coupons, kids' camp, registration for sports activities, but not meant for long-term support).
 - PAC to consider the dietary restriction, etc.
 - Action:** Di to contact Lion's club - our cookout date preference: December 17th, December 13th, December 12th.
 - Emergency preparedness
 - Need to update the emergency supplies every 3 years.
 - Irene suggests every year to earmark some fund for replenishing the emergency supplies.
 - Action:** Ms. Clark to provide inventory list and the number of emergency backpacks needed, including common areas (e.g. gym, room 15, green bin, etc.)
 - Action:** PAC to arrange volunteers to check the expiry dates for the food/water in the emergency supplies.
 - Wish list
 - Action:** Mr. Bortolussi to provide in the next meeting
- Fundraising Events/Community Building Activities
 - Parent Information Session
 - Flora has an idea; will discuss in the next meeting.

- Creative Packs (School Supply Kits) Fundraiser Update
It went very well this year in terms of distribution; PAC needs to remind parents to submit their orders before the deadline, still many requests came in after the deadline.
- Purdy's Chocolate Fundraiser
Will discuss in the next meeting
- PAC Events Updates/Calendar (snack sale/special lunch/art gallery/fruit+vegi and milk/Movie nights)
All the dates, except Movie nights, are scheduled.
Action: Eugene to advise the movie night schedule.
- Other Fundraiser Opportunities
 - Sandra comes up a fundraising idea on a global initiative of tree planting/sponsorship. Website: Quantaloop.com
 - Emergency training event
 - School clothing
 - Family photo night suggested by Ms. Clark
- Direct Donation
The letter will be sent out after the budget is finalized.
- Other possible events
 - Game night
 - Family Yoga/Dance night
 - Family Volleyball night

7. New Business

8. Next meeting date: **Thursday, October 17 9:15am, staff room**

9. Meeting adjourned at **10:28pm.**

TREASURER'S REPORT

September 19, 2019

1.

Bank Balances @ Sep 1st, 2019	
Vancity PAC General	5,307.20
Vancity Gaming Account	6,939.55
PAC School Account	11,372.31
July 1, 2019 Balance	23,619.06

*\$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.

*170.78 from Teacher's Appreciation for teacher's to spend

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

Bank Balances @ Sep 1st, 2019	
Vancity PAC General	5,307.20
Vancity Gaming Account	1,939.55
PAC School Account	7,701.53*
Sept 1, 2019 Balance	15,116.59

*PAC Direct Donation - \$3,974.14

PAC School Account - \$3,727.39

- 2018/2019 Budget YTD shows a profit of \$3,783.52. This doesn't include the \$5,000 earmarked for the playground addition and the \$170.78 profit from Teacher's Appreciation lunch that will be donated back to the teachers to decide how to spend it. Taking the above into consideration we end year with a deficit of \$1,387.26. Budgeted deficit at the beginning of the year was \$4,482.00 exceeding our anticipated budget. The deficit could be attributed to the one time Kindergarten Refresh Initiative for matching grant of \$1,500.00, which we added in November.
- 2019/2020 budget to be prepared for next meeting once we get the wish list from Mr. Bortolussi.
- Still waiting on Gaming Grant funds. Last year was received in October. Estimate receiving \$11,500.00 based on \$20/student x 575 students

Chaffey Burke Elementary School Parent Advisory Council
 For the period of Sept 1, 2018 to August 31, 2019
 August 31, 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	4,695.00	(305.00)	
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	<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	168.25	18.25	
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	29,947.13	1,558.35	
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 1,550.00	(500.00)	1 ipad and 2 laptops
19	Moscrop Alumni Awards	<i>Award</i>	600.00	G 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)	
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	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 713.15	(36.85)	
29	Red Cedar Program	<i>Resource - literary</i>	425.00	S 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	-	
34	Beautification	<i>Environmental</i>	300.00	S 300.00	-	
35	Educational Workshop	<i>Seminar for parents</i>	500.00	S -	(500.00)	
36	PAC Run Activities	<i>PAC</i>	500.00	P 469.75	(30.25)	Movie License Apr 2018-Mar 2019 and \$83.67 spent on Chr
37	PAC Operations	<i>PAC</i>	500.00	P 48.86	(451.14)	
Total Expenditures			32,700.00	26,163.61	(6,536.39)	
Projected Profit			(4,482.00)	3,783.52	8,265.52	
Bank Balances @ Sept 1st				Current		
	Vancity PAC General		15,271.17	\$ 16,679.51		
	Vancity Gaming Account		4,033.10	\$ 6,939.55		
	Sept 01, 2017 Balance		19,304.27 (1)	\$ 23,619.06		as of August 31, 2019
	Budget if passed from above		(4,482.00)	3,783.52 (2)		
	Balance at the end of the school Yr		14,822.27	23,087.79		as of August 31, 2019